

Five boring AI workflows that save hours

Not magic. The dull, repeated work, handed off. Each one has a guardrail so it stays safe.

01 Morning brief

"Here are yesterday's notes, messages and to-dos: [paste]. Give me a 5-line brief: what moved, what's stuck, today's top 3, one thing I'm forgetting."

Guardrail: it summarizes, you decide the priorities.

02 Inbox triage

"Here are emails to handle: [paste]. One-line summary, urgency, and a short reply draft in my voice for each."

Guardrail: draft only, never auto-send. You hit send.

03 Meeting notes → actions

"Here are my raw notes: [paste]. Pull the decisions, the open questions, and an action list with an owner and a due date each."

Guardrail: confirm the owners yourself before sharing.

04 Review & message responses

"Here's a review/message: [paste]. Write a calm, specific reply in my brand voice. One warm, one formal."

Guardrail: a human reads it before it posts.

05 One idea, three shapes

"Here's one point: [paste]. Turn it into a LinkedIn post and an Instagram caption. My voice, no hype words."

Guardrail: you edit the final line so it sounds like you.

The pattern: the AI does the first draft fast; your judgment is what ships. That division is the whole point.