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AI ESSENTIALS · GUIDE NO. 19

FIVE APPS, ONE SCREEN

Calendar, email, tasks, live documents and your industry monitor, turned into one page that tells you what to decide this morning. Not five widgets stacked on a dashboard. Here is the exact build, the prompt, and the limits nobody mentions.

~12 MIN READ · FOR EVERYONE WHO COMMENTED "GUIDE" · FIRST BUILD: ABOUT 30 MINUTES

Hank Barker // AI Essentials // @hankhelpsai

THE SHORT VERSION

- Build a **live artifact** in Claude Cowork: a page that pulls fresh data from your connected apps every time you open it.
- Start from the **one question** you need answered every morning, then build the screen around it. Everything else gets cut.
- Four sections: **what changed, the three outcomes, what blocks a promise, what is waiting on somebody else.**
- Three rules make it trustworthy: **every item links to its source**, anything uncertain is **labeled**, anything external **stops for approval**.
- Read the limits first. As of July 2026, live artifacts are **desktop app only** and they do not follow you to another computer.

THE REFRAME: DECISIONS, NOT WIDGETS

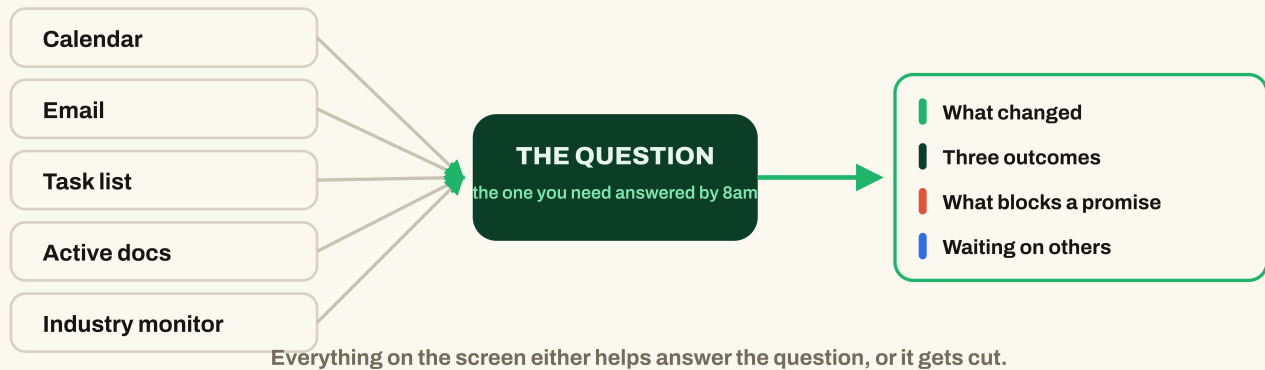
Your five apps have no trouble telling you things. They have trouble telling you which thing matters before 9am.

I had AI turn five of my work apps into one screen that tells me what matters every single morning. The five are the ones almost everybody has: my calendar, my email, my task list, whatever documents are actually live right now, and the thing I use to keep an eye on my industry. That part is not the interesting part. Anyone can connect five apps. The interesting part is what I told it *not* to do.

I did not want five smaller versions of those apps on one page. That is what most dashboards are: a calendar widget, an inbox widget, a task widget, all shrunk down and stacked next to each other. You still have to read all five and do the thinking yourself. You have only moved the reading into a single tab, which feels tidier and saves you nothing.

What I wanted was the information turned into decisions. Not "here are your fourteen unread emails," but "one of those emails changes something you promised a client, and here it is." Not "here are your thirty-one open tasks," but "three of these are the outcomes for today, one of them is blocked, and this is what is blocking it." Same raw data, completely different job.

FIVE SOURCES · ONE QUESTION · ONE SCREEN



The shape of the build: five sources feed one question, and the question decides what earns a spot on the screen.

A dashboard shows you your data. A decision screen tells you what your data means for the next eight hours.

START WITH THE QUESTION

If you take one thing from this guide, take this: start with the question you need answered every morning, then build the screen around that question. Do not start with the sources. Starting with the sources is how you end up with a wall of feeds, because when you connect everything and ask for a summary, you get a summary of everything.

The question is the filter. Once you have written it down, every item on the screen has to earn its place by helping answer it, and anything that does not gets cut. That single decision does more for the quality of this thing than any amount of prompt polishing.

Your question is personal, and it should be uncomfortably specific. A few that professionals in different seats actually use:

- **Client-facing:** "What did I promise someone that I am at risk of missing today?"
- **Sales:** "Which deal moved, which one went quiet, and who am I supposed to call back?"
- **Operations:** "What is stuck, and who is it stuck on?"
- **Leadership:** "What changed in the business or the market since I closed my laptop, and does it change my day?"
- **Individual contributor:** "What do I have to move today, and what is going to stop me?"

DO THIS BEFORE YOU OPEN CLAUDE

Write your question in one sentence. If it takes two sentences, you have two questions, and you should build the screen around the one that actually decides how your morning goes. You can add the second later.

WHAT YOU ARE ACTUALLY BUILDING

The thing to build is a **live artifact** in Claude Cowork. Anthropic's description is short and worth taking literally: a live artifact is a persistent, interactive HTML page that Claude creates for you in Cowork. It is saved to the Artifacts view in your Cowork sidebar, marked with a "Cowork" label, and it stays there whether or not you can remember the conversation that produced it.

The difference from asking Claude for a morning brief in a normal chat is the whole point. A chat answer is a photograph of the moment you asked. A live artifact is a page: when you open it, it pulls fresh data from your connected apps, so the view reflects today rather than the day you built it. That is what turns a good prompt into a piece of furniture in your morning.

The screenshot shows a web browser window with the address bar displaying `support.claude.com/en/articles/14729249-use-live-artifacts-in-claude-cowork`. The page header includes the Claude Support logo, navigation links for API Docs, Release Notes, How to Get Support, and a language dropdown set to English. A search bar is present below the header. The main content area shows the breadcrumb 'All Collections > Claude Cowork > Use live artifacts in Claude Cowork' and the article title 'Use live artifacts in Claude Cowork', which was updated over 2 weeks ago. The article text explains that live artifacts are persistent, interactive HTML dashboards that refresh with current data from connected apps. A section titled 'Availability' states that live artifacts are available on paid Claude plans (Pro, Max, Team, Enterprise) on Claude Desktop for macOS, Windows, and Linux (beta). A boxed note at the bottom specifies that live artifacts are only available on the desktop app and do not appear in the Artifacts view on web or mobile. A right-hand sidebar contains a table of contents with links to sections like 'What are live artifacts?', 'Create a live artifact', 'Open and refresh an artifact', 'Version history', 'Share a live artifact', 'Example use cases', and 'Current limitations'.

support.claude.com/en/articles/14729249-use-live-artifacts-in-claude-cowork

Claude Support

API Docs Release Notes How to Get Support English

Q Search for articles...

All Collections > Claude Cowork > Use live artifacts in Claude Cowork

Use live artifacts in Claude Cowork

Updated over 2 weeks ago

This article explains how to use live artifacts in [Claude Cowork](#). Live artifacts are persistent, interactive HTML dashboards that Claude builds for you. They refresh with current data from your connected apps and appear alongside your chat artifacts in the Artifacts view on Claude Desktop.

Availability

Live artifacts are available on paid Claude plans (Pro, Max, Team, Enterprise) on:

- **Claude Desktop for macOS**
- **Claude Desktop for Windows**
- **Claude Desktop for Linux (beta)**

Using Cowork on Claude Desktop requires the latest version of the app. Download or update at [claude.com/download](#).

Note: Live artifacts are available on the desktop app only. They don't appear in the Artifacts view on web or mobile.

Availability

- What are live artifacts?
- Create a live artifact
- Open and refresh an artifact
- Version history
- Share a live artifact
- Example use cases
- Current limitations

The official page for live artifacts. Note the availability line and the boxed note at the bottom, which decide whether you can follow this guide at all. — **Source:** [Anthropic, Use live artifacts in Claude Cowork](#)

One more useful detail: each update to a live artifact saves a version, and you can look back through how it has evolved and restore an earlier one. That matters more than it sounds, because you are going to make three or four bad edits during week one, and knowing you can roll back makes you braver about changing it.

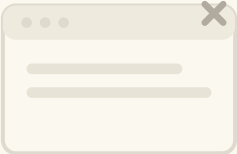
THE LIMITS WORTH KNOWING BEFORE YOU START

This section is early on purpose, because one of these decides whether you can build this at all. As of July 2026, live artifacts are available on the **desktop app only**. They do not appear in the Artifacts view on web or mobile. If you only ever use Claude in a browser, this specific build is not open to you yet, and it is better to know that now than after you have written the prompt.

WHERE A LIVE ARTIFACT SHOWS UP · AS OF JULY 2026



Claude Desktop
macOS, Windows, Linux (beta)



claude.ai on the web
not in the Artifacts view



Claude on mobile
not in the Artifacts view

Live artifacts show up in the Artifacts view on Claude Desktop for macOS, Windows and Linux (beta). They do not appear on web or mobile.

THE LIMIT	WHAT IT MEANS FOR YOU
Desktop app only	Build and open it in Claude Desktop. It will not be in your Artifacts view on claude.ai or your phone.
It lives on your computer	If you switch devices, it does not come with you. Your work machine is where this screen exists.
Sharing is Team and Enterprise only	Pro and Max cannot share or publish a live artifact. This is a screen for you, not a team dashboard, unless you are on Team or Enterprise.
Paid plans only	Cowork and live artifacts require Pro, Max, Team or Enterprise.

IF YOU CANNOT FIND COWORK

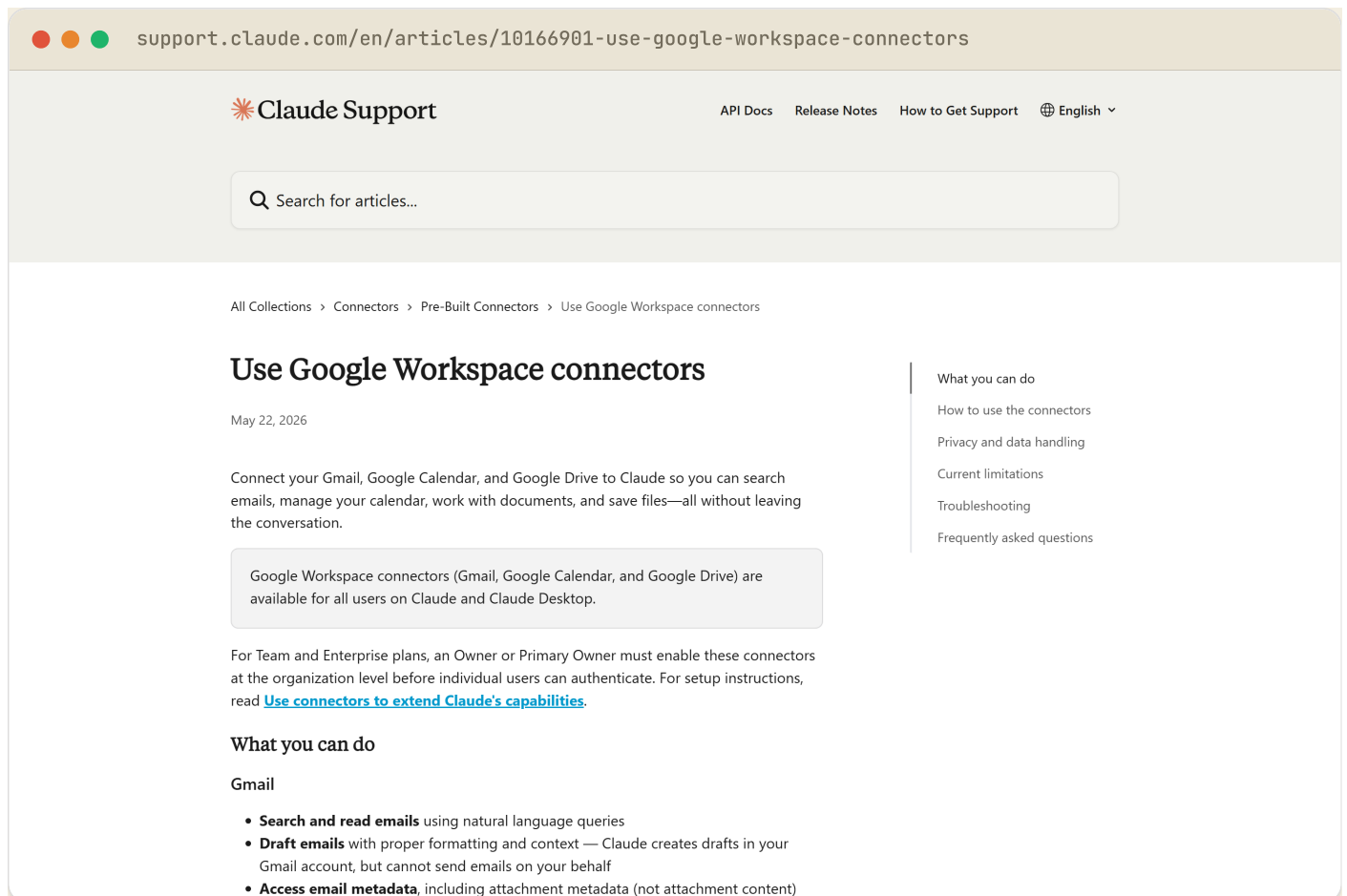
Cowork itself runs on desktop, web and mobile, but Anthropic notes that it is in beta on web and mobile and rolling out over several weeks starting with the Max plan. For this build you want the desktop app anyway, since that is the only place the finished screen will appear.

STEP 1 - CONNECT THE FIVE SOURCES

The screen can only be as good as what it can see, so connect the sources before you ask for anything. In Claude you turn connectors on from the plus sign in the message box, hover **Connectors**, and toggle the ones you want. They are managed at claude.ai/customize/connectors. On Team and Enterprise plans an Owner has to enable a connector at the organization level before you can authenticate to it, so if a toggle is missing, that is usually why.

SOURCE	HOW IT CONNECTS	WHAT THE SCREEN USES IT FOR
Calendar	Google Calendar connector	The shape of today, moved meetings, what you are walking into
Email	Gmail connector (Google Workspace)	Replies that change a commitment, requests waiting on you
Task list	The connector for your project tool, for example Asana or Linear	What is open, what is overdue, what is assigned to someone else
Active documents	Google Drive connector	The two or three docs currently in play, and whether they moved
Industry monitor	Web search, or a labeled folder in your inbox, or a Notion page you keep	What changed outside your company that touches your day

The email connector is the one to understand properly, because it shapes a rule later in the build. Through the Google Workspace connector, Claude can search and read your Gmail, create drafts in your account, and manage labels and threads. What it cannot do is send. Anthropic's wording is plain: Claude creates drafts in your Gmail account, but cannot send emails on your behalf.



The screenshot shows the Claude Support website. The URL in the browser is `support.claude.com/en/articles/10166901-use-google-workspace-connectors`. The page title is "Use Google Workspace connectors" with a sub-header "May 22, 2026". The article text describes how to connect Gmail, Google Calendar, and Google Drive to Claude. A sidebar on the right lists sections: "What you can do", "How to use the connectors", "Privacy and data handling", "Current limitations", "Troubleshooting", and "Frequently asked questions".

support.claude.com/en/articles/10166901-use-google-workspace-connectors

Claude Support

API Docs Release Notes How to Get Support English

Search for articles...

All Collections > Connectors > Pre-Built Connectors > Use Google Workspace connectors

Use Google Workspace connectors

May 22, 2026

Connect your Gmail, Google Calendar, and Google Drive to Claude so you can search emails, manage your calendar, work with documents, and save files—all without leaving the conversation.

Google Workspace connectors (Gmail, Google Calendar, and Google Drive) are available for all users on Claude and Claude Desktop.

For Team and Enterprise plans, an Owner or Primary Owner must enable these connectors at the organization level before individual users can authenticate. For setup instructions, read [Use connectors to extend Claude's capabilities](#).

What you can do

Gmail

- **Search and read emails** using natural language queries
- **Draft emails** with proper formatting and context — Claude creates drafts in your Gmail account, but cannot send emails on your behalf
- **Access email metadata**, including attachment metadata (not attachment content)

What you can do

- How to use the connectors
- Privacy and data handling
- Current limitations
- Troubleshooting
- Frequently asked questions

The Google Workspace connector page. Read the Gmail bullets carefully: search, read and draft are in, sending is not. — **Source:** Anthropic, [Use Google Workspace connectors](#)

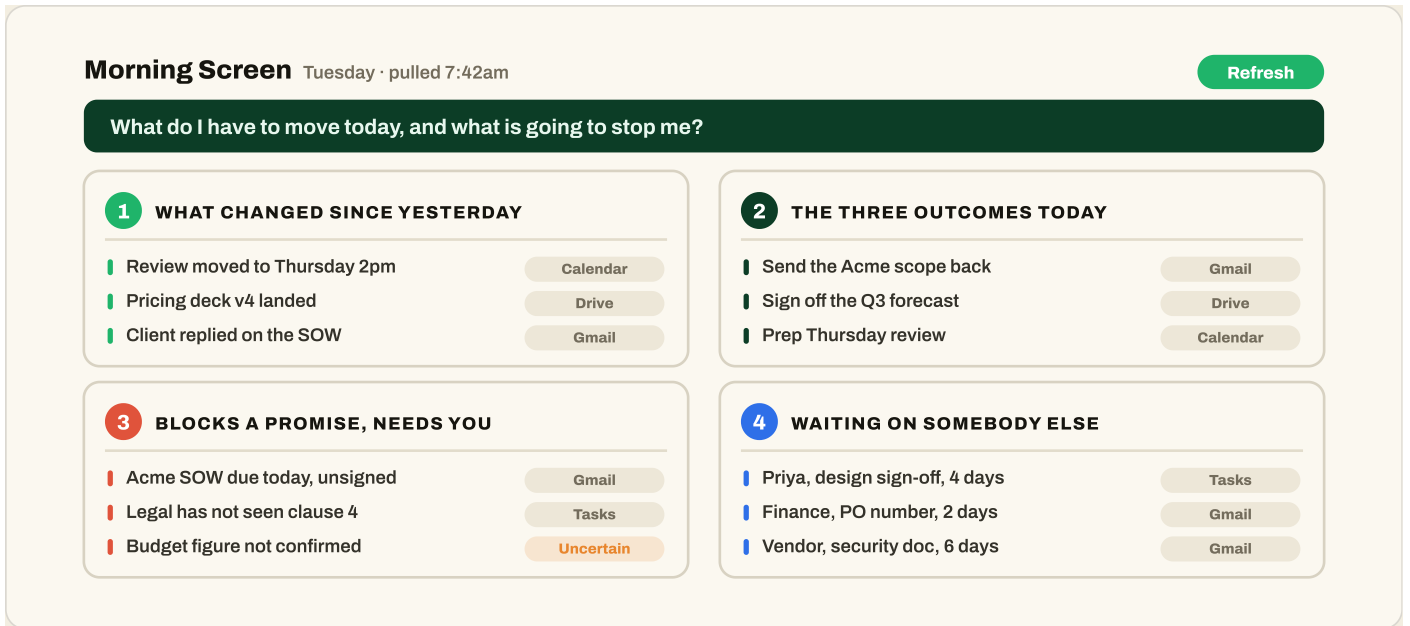
Calendar is the opposite case and deserves a moment of thought. The Google Calendar connector can create, update and delete events, find mutual availability, manage attendees and respond to invitations. That is full write access to your diary. It is genuinely useful, and it is also the reason the third rule in this build exists.

KEEP THE LIST SHORT

Five sources is already a lot for one page. Resist adding a sixth in week one. Every extra connector is another thing Claude has to choose between, and a screen that tries to cover everything stops being a decision and goes back to being a feed.

STEP 2 - THE FOUR SECTIONS, AND WHY THOSE FOUR

Here is the layout that made this work for me. Four sections, in this order, because the order is an argument: first what moved without you, then what you are here to do, then what will stop you, then what you are owed.



The finished screen. Your question sits across the top, four sections underneath, every item carrying the source it came from and anything shaky flagged in amber.

1 · What changed since yesterday

This is the section that replaces re-reading everything. Meetings that moved, emails that landed, documents that were edited, anything in your industry monitor that shifted. Ask for changes only, not a status summary, or it quietly turns back into a feed. The test is simple: if it was true yesterday and it is still true today, it does not belong here.

2 · The three outcomes that matter today

Three, not five, and outcomes rather than tasks. "Send the Acme scope back" is an outcome. "Work on Acme" is not. Capping it at three is what forces the model to actually rank instead of hedging, and it is also what makes the screen readable in the ten seconds you will realistically give it while your coffee is still too hot.

3 · What blocks a promise and needs attention

This is the section that earns the whole build. Somewhere across those five apps is a thing you said you would do, and something is now in the way of it. A deadline today with an unsigned document. A review that has not happened. A number nobody has confirmed. Frame it as promises rather than problems, because it makes the model look for the commitment first and the obstacle second, which is the order that matters to you.

4 · What is waiting on somebody else

Everything you have handed off and not heard back about, with how long it has been sitting. This is the quietest section and the one that changes behavior fastest, because most of us are carrying six open loops we have not thought about since Thursday. Ask for the person and the age of the request, and you will find yourself sending two short chase messages a day instead of discovering a stall three weeks later.

STEP 3 · THE THREE RULES THAT MAKE IT **TRUSTWORTHY**

A screen that summarizes five apps is only useful if you believe it. These three rules are what take it from a clever demo to something you will actually act on without double checking, and they go directly into the build prompt.

THE THREE RULES THAT MAKE IT TRUSTWORTHY



LINKS BACK

Every line carries a link to the email, event, task or doc it came from. One click to check.



LABELS DOUBT

Anything it inferred rather than read gets tagged uncertain, so you never act on a guess.



STOPS FOR YOU

Anything that would leave your desk, a send, an invite, a status change, waits for your yes.

Three rules, written into the artifact itself: everything traceable, everything uncertain flagged, nothing external happening without you.

Every item links back to its source

Each line on the screen carries a link to the email, event, task or document it came from, so you can check where it came from in one click. This is the difference between a summary you trust and a summary you re-verify by hand, which would defeat the point. It also keeps the model honest, because a claim that has to carry a link is harder to invent.

Anything uncertain gets labeled

Some of what the screen tells you is read directly out of a source, and some of it is inferred. "This meeting moved" is read. "This is probably the blocker on the SOW" is inferred. Ask for the inferred ones to be tagged as uncertain and given a one-line reason. You will scan straight past the confident items and slow down on the flagged ones, which is exactly the behavior you want.

Anything external stops for approval

If an item would create an action that leaves your desk, a sent email, a calendar change, a status update on someone else's task, the screen stops and asks. It can prepare the thing. It should not do the thing. Conveniently, the Gmail connector enforces half of this for you already, since it can draft but cannot send. Calendar is where you have to hold the line yourself, because that connector genuinely can create, move and delete events.

WHY THIS RULE MATTERS MOST

A wrong summary costs you thirty seconds. A wrong email to a client, or a meeting quietly moved without you knowing, costs you a great deal more. Reading is automatic, acting is reviewed. Hold that line and the worst case is a screen you ignore for a morning.

STEP 4 - THE BUILD PROMPT

Now open Claude Desktop, select **Cowork** in the message box rather than Chat, and describe what you want built. You can also start from the Artifacts view: select Artifacts in the Cowork sidebar, click **New artifact**, then **Create Cowork artifact**, which opens a new session and asks you a few questions about your connectors and what you want to build.

support.claude.com/en/articles/14729249-use-live-artifacts-in-claude-cowork

There are two ways to create a live artifact in Cowork.

From a Cowork task

Ask Claude to build what you need. A few examples:

- "Build me a dashboard that shows open tasks by project, pulling from Asana and Linear."
- "Create a tracker that monitors my top five competitors: recent releases, blog posts, pricing changes."
- "Put together a morning brief with my Slack mentions, today's calendar, and open pull requests."

When you describe the artifact, mention the connected apps or local files Claude should use. The result saves automatically to the Artifacts view.

From the Artifacts view

1. Open Cowork on Claude Desktop and select "Artifacts" from the sidebar.
2. Click "New artifact" in the top right.
3. Select "Create Cowork artifact."

A new session opens with a starting prompt, and Claude asks a few questions about your connectors and what you want to build.

Note: In the Artifacts view, live artifacts are labeled "Cowork."

Open and refresh an artifact

To reopen an artifact, select "Artifacts" from the Cowork sidebar and click the one you want. Use the "Filter by" dropdown at the top right to narrow the view.

When you open a live artifact, it pulls fresh data from your connected apps. Most of the time you won't need to refresh manually, as a short cache holds recent data so the artifact

Availability

What are live artifacts?

Create a live artifact

Open and refresh an artifact

Version history

Share a live artifact

Example use cases

Current limitations

Both creation routes, and the line that matters most: when you describe the artifact, name the connected apps or local files Claude should use. — **Source:** [Anthropic, Use live artifacts in Claude Cowork](#)

Anthropic's own guidance is to mention the connected apps or local files Claude should use, so name them explicitly rather than saying "my stuff." Here is the prompt. Paste it, then replace everything in square brackets with your real question and your real tools.

"Build me a live artifact called Morning Screen.

THE QUESTION IT ANSWERS

Every morning it should answer this one question: [your question, one sentence].

If something does not help answer that question, leave it off the screen.

WHERE TO PULL FROM, EVERY TIME IT OPENS

Google Calendar, Gmail, [your task tool], Google Drive, and web search for news about [your industry or your named competitors].

Use today and the last 24 hours as the window, except for section 4.

THE FOUR SECTIONS, IN THIS ORDER

1. What changed since yesterday. Only changes: moved meetings, new replies, edited documents, industry news that touches my work. No status summaries.
2. The three outcomes that matter today. Exactly three, written as outcomes rather than tasks, most consequential first.
3. What blocks a promise and needs my attention. Anything I committed to that is now at risk, with the specific obstacle named.
4. What is waiting on somebody else. Who I am waiting on, what for, and how many days it has been sitting."

The second half is the part most people skip, and it is the part that decides whether you trust the screen a week from now. Send it in the same message.

"THREE RULES, APPLY THEM TO EVERY ITEM

1. Every item carries a link back to the original email, event, task or document, so I can check the source in one click.
2. Anything you inferred rather than read directly is tagged Uncertain with a one-line reason. Never present a guess as a fact.
3. Anything that would create an external action (sending an email, changing my calendar, updating someone else's task) stops and asks me first. Prepare it, do not do it.

LAYOUT

One screen, no scrolling on a laptop. My question across the top. Four sections underneath. Short lines, no paragraphs. Plain and readable, not decorative.

Before you build it, ask me anything you need about my tools or my week."

LET IT ASK YOU QUESTIONS

That last line is deliberate. Claude will usually come back with two or three questions about which calendar, which task project, which competitors. Answer them properly. Ninety seconds there is worth more than three rounds of "make it better" afterwards.

OPENING IT TOMORROW MORNING

Your finished screen sits in the Artifacts view in the Cowork sidebar with a "Cowork" label on it, and you can narrow the view with the filter dropdown at the top right if you have collected a few artifacts already. Open it and it pulls fresh data from your connected apps, so the page reflects this morning rather than the morning you built it.

Most of the time you will not need to do anything else. A short cache holds recent data so the page loads quickly, and there is a manual refresh button for the moments when something has just landed and you want to see it immediately, which in practice means the ten minutes after a meeting ends.

The habit that makes this stick is small: open the screen before you open your inbox. If you check email first, you are back to reading everything and deciding as you go, which is the exact thing the screen exists to replace. One week of opening it first is usually enough for the order to feel obvious.

WEEK ONE: THREE EDITS

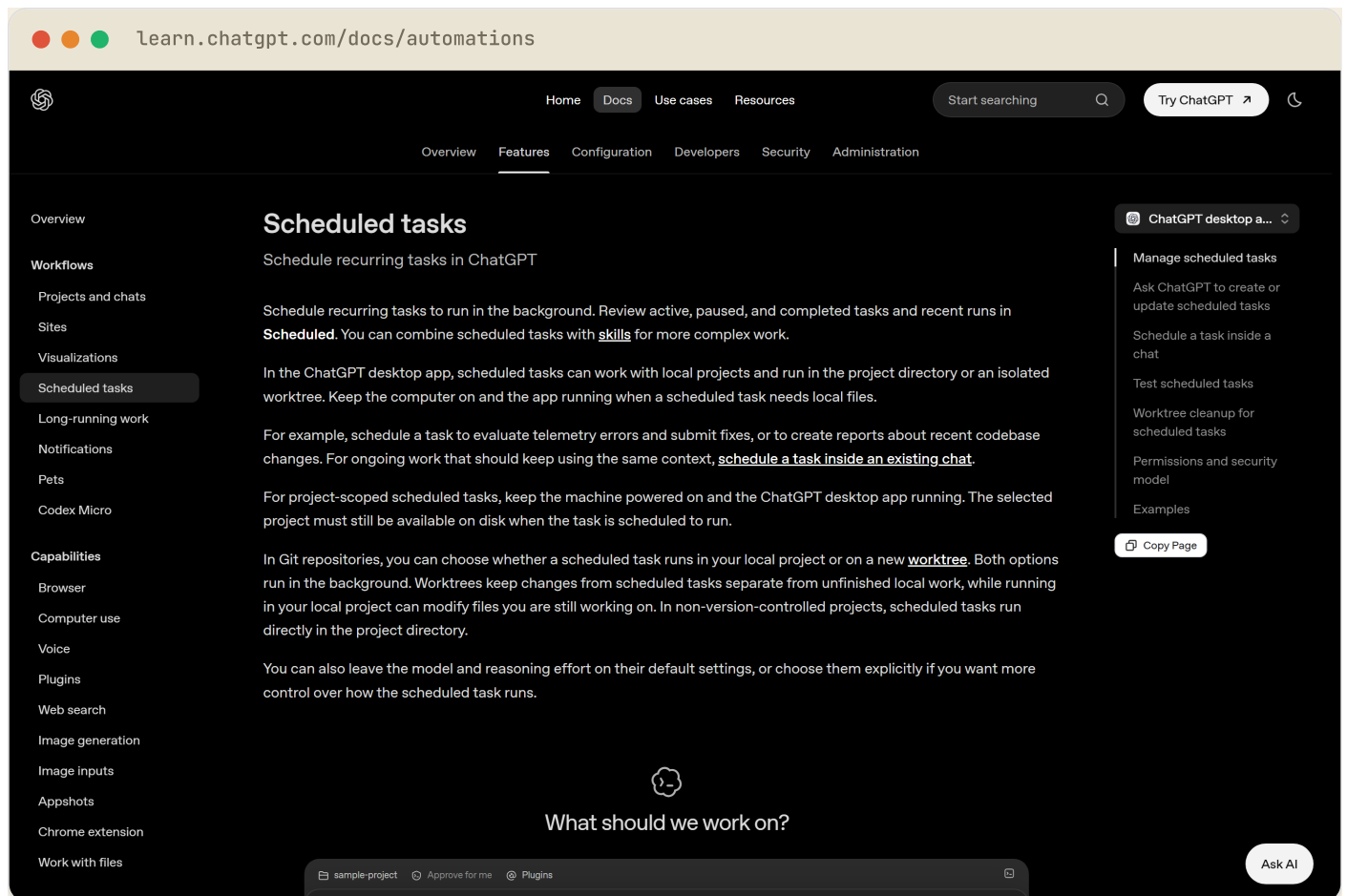
The first version will be roughly eighty percent right, which is normal. Rather than rebuilding, tell Claude what to change and let it save a new version of the same artifact. Three edits come up almost every time.

1. **The changes section is too generous.** Ask it to only include a change if the change alters something you have to decide or do. That one sentence usually cuts the section in half.
2. **The three outcomes are too vague.** Ask for each one to name the specific document or person involved, so "follow up with Acme" becomes "send Acme the revised scope."
3. **The waiting-on section is missing people.** It usually means a handoff lives in email rather than your task tool. Tell it to treat an unanswered request you sent as a waiting item, with the date you sent it.

Because every update saves a version, you can compare and restore an earlier one if an edit makes things worse. Change it freely for a week, then leave it alone.

IF YOUR WORK LIVES IN CHATGPT

Plenty of professionals have their whole working life in ChatGPT, and it would be silly to move for one screen. The equivalent there is a scheduled task rather than a live page. In the ChatGPT desktop app you use **Scheduled** in the sidebar, or you simply ask ChatGPT in a chat to schedule the task. Tasks can use uploaded files, connected tools, skills and plugins available to that chat, and they support recurring schedules, minute-based intervals and custom RRULE schedules if you want something unusual.



ChatGPT's scheduled tasks. The same four sections and three rules work here; what you get is a message on a cadence rather than a page that refreshes when you open it. — **Source:** [OpenAI, ChatGPT docs: Scheduled tasks](#)

Use the same question, the same four sections and the same three rules. The honest trade is this: a scheduled task delivers you a brief at a fixed time, which is great if your morning is predictable, and a live artifact gives you a page that is current whenever you happen to open it, which is better if your morning is not. Pick the one that matches how your day actually starts.

START HERE TODAY

TWENTY MINUTES, IN THIS ORDER

Write your one question. Connect three sources rather than five, calendar, email and your task tool. Paste both halves of the build prompt with the brackets filled in, and answer Claude's questions. Open it once tomorrow morning before your inbox. Add the other two sources at the end of the week, once you know what the screen is missing.

A FAIR EXPECTATION

Day one it will feel slightly generic. Day three, after two edits, it starts catching things you would have missed. The section that surprises most professionals is the fourth one, because almost nobody has an accurate picture of what they are waiting on.

SOURCES & WHERE TO LEARN MORE

- [Anthropic, Use live artifacts in Claude Cowork](#)
- [Anthropic, Get started with Claude Cowork](#)
- [Anthropic, Use Google Workspace connectors](#)
- [Anthropic, Schedule recurring tasks in Claude Cowork](#)
- [OpenAI, ChatGPT scheduled tasks and automations](#)

Built by Hank Barker // AI Essentials // @hankhelpsai. All capability claims checked against official documentation on 31 July 2026. These products ship fast, so re-check the limits before you rely on them.