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AI ESSENTIALS · GUIDE NO. 18

REBUILD THE PLAN BEFORE YOU OPEN YOUR LAPTOP

A scheduled task that checks your calendar, your inbox, your documents, and your task list every weekday morning, then rewrites today into four sections and tells you exactly what changed and why. Here is the whole build, connectors to cadence, for people who do not write code.

~9 MIN READ · FOR EVERYONE WHO COMMENTED "CALENDAR" · SETUP: ABOUT 15 MINUTES

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THE SHORT VERSION

- A weekly plan is a guess. By 9 AM Monday it is already wrong, because email, meetings, and documents moved while you slept.
- The fix is a **scheduled task** that re-reads four sources every weekday morning and rewrites the plan instead of you re-reading them yourself.
- The output is always the same four sections: **first today, can wait, waiting on someone else, drop from today.**
- Two rules make it worth trusting: **leave open space**, and **explain what new information changed a priority.**
- When new work lands at 11 AM, you ask it to **update that same plan**. You never let it rebuild your day from memory.

THE PROBLEM WITH A PLAN YOU WROTE ON SUNDAY

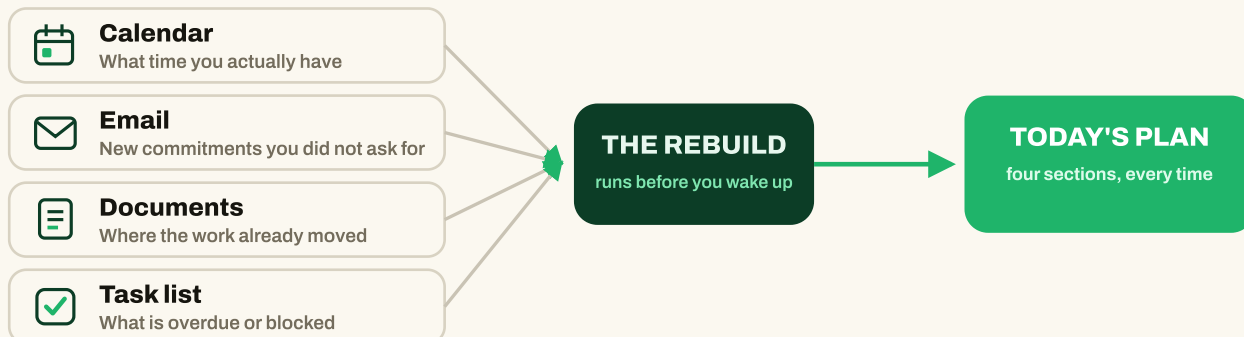
Planning is not the hard part. Keeping the plan honest against a week that keeps moving is the hard part, and that is the part nobody has time to do by hand.

Most people who plan their week do it once, in one sitting, usually on a Sunday evening. It feels productive and it beats nothing. The trouble is that the plan is a photograph of your work at one moment, and your work does not hold still. Somebody replies at 9 PM and quietly hands you a deadline. A meeting moves and takes ninety minutes of focus time with it. A colleague finishes the section of the document you were waiting on, so the thing you thought was blocked is now the most valuable hour of your day.

None of that reaches your plan. It reaches your inbox, your calendar, and your files, and sits there until you go looking. So you open your laptop, spend the first thirty minutes re-reading everything to work out what is actually true this morning, and by the time you have a real picture of the day, the day has started without you.

This is the workflow I would recommend to almost anyone, because it is one of the few scheduled jobs where the output genuinely changes with the state of your work. It is not a reminder. It is not a template. It is a short standing instruction that re-reads the same four places every weekday morning and hands you a plan that already accounts for what happened overnight.

THE FOUR PLACES YOUR DAY QUIETLY CHANGED OVERNIGHT



The output changes because the inputs changed. That is the whole idea.

The shape of the system: four sources in, one rebuilt plan out, running before you sit down.

You do not need a better planning method. You need the plan to re-read your week for you, every morning, before you get there.

WHAT IT CHECKS, AND WHY EACH ONE

The whole thing works because it looks at four specific places rather than asking you what is going on. Each one answers a different question, and together they are enough to rebuild a realistic day.

1 · Your calendar, for time constraints

This is the container everything else has to fit inside. Before anything gets prioritized, the task needs to know how much unbooked time actually exists today. Three back-to-back meetings and a commute is a different day than a wide open Thursday, and a plan that ignores that is fiction.

2 · Recent email, for new commitments

Email is where obligations arrive without asking permission. The task is not summarizing your inbox here, and it should not try to. It is looking for one narrow thing: what did somebody put on your plate since the last run, and is anyone now waiting on you.

3 · Active documents, for work that moved

This is the source people leave out, and it is the one that most often changes the ranking. If the draft you were going to write got half written by someone else yesterday afternoon, that is not the same task anymore. Claude can search and retrieve Docs from your Drive and read Sheets, Slides, PDFs, and Office files, so it can see the state of the work rather than the state of your intentions about it.

4 · Your task list, for overdue and blocked

Finally, the ledger. What has slipped, what is stuck behind someone else, and what is quietly due in the next forty-eight hours. This is what stops the plan from being purely reactive to whatever shouted loudest overnight.

THREE IS ENOUGH TO START

If your task list lives in your head or on paper, skip source four for now and build this with calendar, email, and documents. The plan will still be worth reading tomorrow morning. Add the fourth source once the first three are running.

THE FOUR SECTIONS, AND WHY THE SHAPE IS FIXED

The output is deliberately rigid. Every run produces the same four sections in the same order, which means after a week you stop reading it and start scanning it. Fixed shape, changing contents, is what turns a document into an instrument.

THE ONLY FOUR SECTIONS THE PLAN IS ALLOWED TO HAVE

1

FIRST TODAY

At most three things, in order, each with the reason it earned the slot.

2

CAN WAIT

Real work that is not today's problem, with the day you pick it back up.

3

WAITING ON SOMEONE ELSE

Parked with a name attached, plus how long it has been sitting.

4

DROP FROM TODAY

Comes off the plan completely, and says why it is coming off.

Fixed shape, changing contents. You learn to read it in ten seconds.

Four sections, every single morning. The value is in how boring the format is.

First today is the one that carries the weight, so it stays short. Three items, in order, each with a stated reason. If everything is first, nothing is, and a list of nine priorities is just your task list wearing a costume.

Can wait keeps real work from being deleted. Most planning systems only have "do" and "not doing," so legitimate work either crowds today or disappears. Giving it a named place, with the day you will pick it back up, is what lets you leave it alone without anxiety.

Waiting on someone else changes behavior fastest. Once the plan tells you every morning that a thing has been parked with a specific person for six days, you send the nudge. Before that line existed, you simply forgot, and then wondered in two weeks why nothing moved.

Drop from today is the one people are tempted to cut, and it is the one that makes the rest true. A plan that only ever adds is a plan that grows until you ignore it. Something has to come off, and the reason it is coming off is often the most useful sentence in the whole document.

STEP 1 - CONNECT THE FOUR SOURCES

Everything here runs on Claude Cowork, which is the agentic mode built for exactly this kind of standing work: you describe an outcome, walk away, and come back to finished work. As of July 2026 it is available in the Claude desktop app on macOS and Windows, on the web at claude.ai, and on mobile, and it requires a paid plan (Pro, Max, Team, or Enterprise).

Before you write anything, give it eyes. Connectors are what let a scheduled run read your real week instead of guessing at it. You turn them on from the plus sign in the message box, hovering over **Connectors**, or manage the whole set at claude.ai/customize/connectors. On Team and Enterprise, an admin enables them first under Organization settings.

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 is the backbone of this build. One authorization covers Gmail, Calendar, and Drive. — **Source:** [Anthropic, Use Google Workspace connectors](#)

Read the capability list on that page before you write your prompt, because the boundaries shape what you can sensibly ask for. The short version, as of July 2026:

@HANKHELPSAI

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SOURCE	WHAT CLAUDE CAN DO	WHAT IT CANNOT DO
Gmail	Search and read email, draft replies, read attachment metadata, manage labels and threads	It cannot send. Drafts land in your Gmail account and wait for you
Google Calendar	View events and calendars, create, update, and delete events, find mutual availability, manage attendees, set up recurring meetings	This one has real write access, so scope it deliberately
Google Drive	Search and retrieve Docs, read Sheets, Slides, PDFs, images, and Office files, upload files, create folders	It reads text only, so images embedded in a document are not processed
Task tool	Depends on the tool. Notion, for example, connects through the connector directory and can read and write pages	Check the directory for yours before you assume it is there

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

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)
- **Manage email organization** with labels and threads
- **List saved drafts** in your Gmail account

Google Calendar

- **View events and calendars**, including shared calendars you have access to
- **Create, update, and delete events** with full customization
- **Find mutual availability** across attendees
- **Manage attendee lists** and respond to invitations (accept, decline, or tentative)
- **Set up recurring meetings**

Google Drive

- **Search and retrieve Google Docs** from your Drive.
- **Look up file metadata** and preview directly without searching first.
- **Read** Sheets, Slides, PDFs, images, and MS Office files.
- **Upload any file type**, with optional auto-convert to Google formats.
- **Create folders.**
- **Add Google Docs directly to chats and projects** by pasting URLs or selecting from recent documents.
- **View file permissions** and **list recent changes** to your Drive.
- **Save Claude-generated files** directly to your Drive (requires [code execution and file creation](#) to be enabled).

Note:

Claude extracts text content only from Google Drive files. Images embedded in documents are not processed.

What you can do

How to use the connectors

Privacy and data handling

Current limitations

Troubleshooting

Frequently asked questions

Straight from the official page: Claude drafts in Gmail but **cannot send emails on your behalf**, while Calendar gets create, update, and delete. Worth knowing before you write instructions that assume otherwise. — **Source:** [Anthropic, Use Google Workspace connectors](#)

THE EMAIL BOUNDARY IS A FEATURE HERE

Because Gmail is read-and-draft only, a morning brief physically cannot fire off a reply while you sleep. That is the right default for this job. If the plan decides something needs an answer, it tells you, and you decide. Keep it that way even when a connector that *can* send is available to you.

STEP 2 - WRITE THE **STANDING PROMPT**

This is the part that determines whether you get something useful or a horoscope. A vague instruction produces a vague plan, so be specific about what to read, what to produce, and what "done" looks like. Here is the full standing prompt. Paste it as written, then edit the specifics to your actual work.

You are my chief of staff. Run this every weekday morning before I start work.

CHECK THESE FOUR PLACES, IN THIS ORDER:

1. My calendar for today and tomorrow. Note fixed meetings, travel, and how much unbooked time I actually have.
2. Email received since your last run. Look only for new commitments, new deadlines, and anyone now waiting on me.
3. Documents I have touched in the last three days. Note where the work has clearly moved forward or stalled.
4. My task list. Flag anything overdue, anything blocked, and anything due in the next 48 hours.

THEN WRITE THE PLAN IN EXACTLY FOUR SECTIONS:

FIRST TODAY: at most three items, in order, each with the reason it earned the slot and a realistic time estimate.

CAN WAIT: real work that is not today's problem, with the day I should pick it back up.

WAITING ON SOMEONE ELSE: what is parked, who owns it, how long it has been sitting, and whether it needs a nudge from me.

DROP FROM TODAY: what should come off the plan completely, and why.

RULES:

Do not fill every hour. Leave at least 90 minutes unscheduled and tell me where it is.

If a priority moved up or down since yesterday, add one line naming the new information that caused it: the email, the meeting, or the document.

If nothing meaningful changed overnight, say so plainly instead of inventing movement.

Draft nothing and send nothing unless I ask you to.

Keep the whole plan under 400 words. I read this standing up.

Two of those rules do most of the work, and they are the two people skip.

Leave open space

Left alone, an AI will fill your calendar wall to wall, because a full plan looks like a good plan. A full plan is a brittle plan. The first thing that runs long takes the rest of the day down with it, and by 2 PM you are ignoring the document entirely. Asking explicitly for ninety unscheduled minutes, and asking it to tell you where that space is, produces a day that survives contact with reality.

Explain what changed

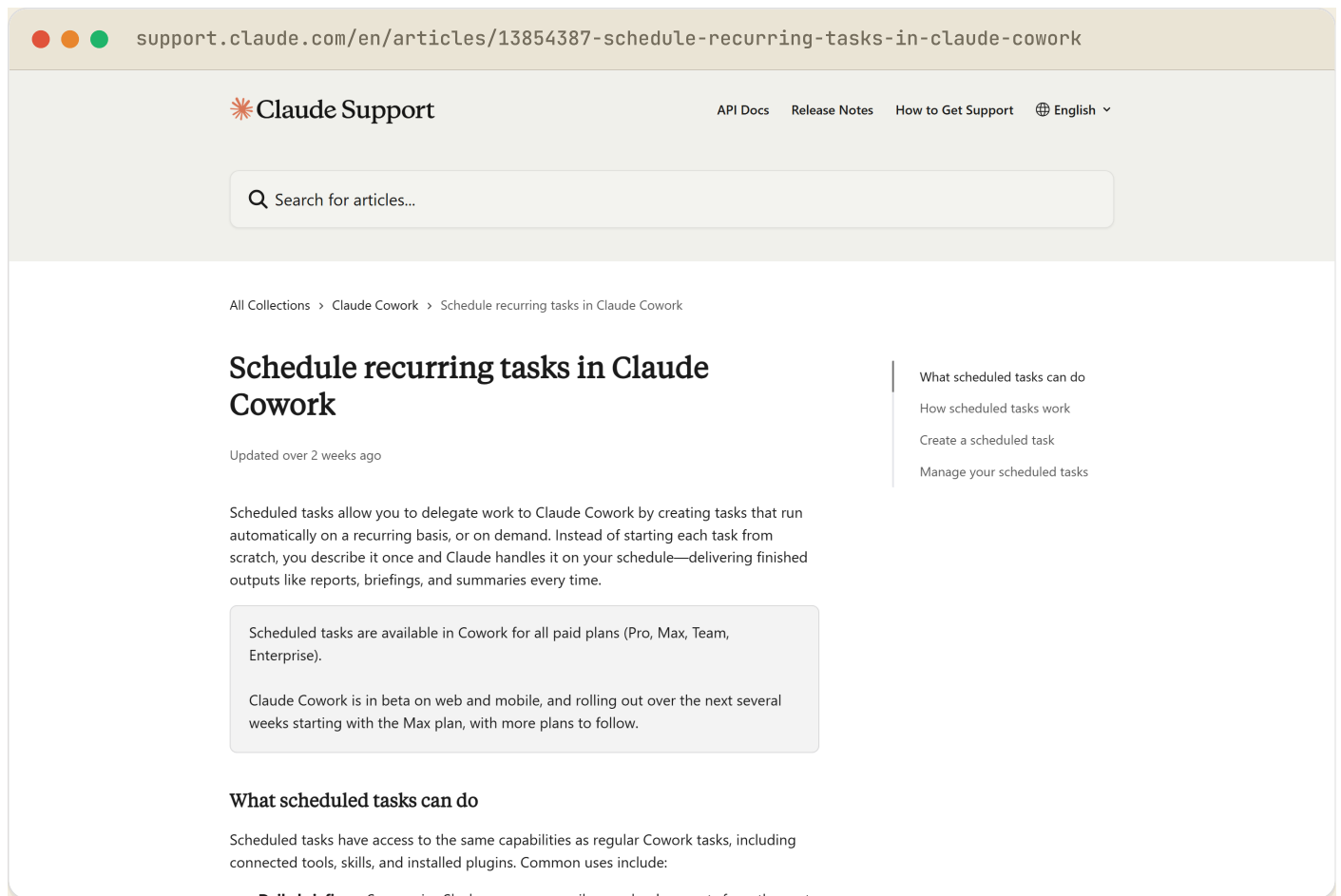
This is the line that makes the whole system trustworthy. If the plan simply reshuffles your priorities every morning without saying why, you will start second-guessing it within a week and then quietly stop opening it. Requiring one sentence naming the new information, the specific email or meeting or document that moved something, means you can audit its reasoning in about four seconds. When you agree, you move on. When you disagree, you now know exactly which input it misread, and you can fix the prompt.

SAY WHAT IT SHOULD NOT DO, TOO

The "draft nothing, send nothing" line matters more than it looks. A scheduled run happens when you are not there to watch it, so anything you have not explicitly ruled out is something you will eventually be surprised by. Write the restrictions into the standing prompt, not into your memory.

STEP 3 - PUT IT ON A WEEKDAY SCHEDULE

A prompt you have to remember to run is not a system, it is a chore with extra steps. The schedule is what turns it into something that happens to you. In Cowork, scheduled tasks let you delegate work that runs automatically on a recurring basis, and each run happens as its own fresh session with access to your connected tools, skills, and installed plugins.



The screenshot shows the Claude Support website. At the top, the URL is `support.claude.com/en/articles/13854387-schedule-recurring-tasks-in-claude-cowork`. The header includes the Claude Support logo, navigation links for API Docs, Release Notes, How to Get Support, and a language selector set to English. A search bar is present below the header. The main content area has a breadcrumb trail: All Collections > Claude Cowork > Schedule recurring tasks in Claude Cowork. The article title is 'Schedule recurring tasks in Claude Cowork', updated over 2 weeks ago. The article text explains that scheduled tasks allow delegating work to Claude Cowork on a recurring basis. A callout box states that scheduled tasks are available for all paid plans (Pro, Max, Team, Enterprise) and that Claude Cowork is in beta. A sidebar on the right lists: What scheduled tasks can do, How scheduled tasks work, Create a scheduled task, and Manage your scheduled tasks. The article begins with the section 'What scheduled tasks can do'.

support.claude.com/en/articles/13854387-schedule-recurring-tasks-in-claude-cowork

Claude Support

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Search for articles...

All Collections > Claude Cowork > Schedule recurring tasks in Claude Cowork

Schedule recurring tasks in Claude Cowork

Updated over 2 weeks ago

Scheduled tasks allow you to delegate work to Claude Cowork by creating tasks that run automatically on a recurring basis, or on demand. Instead of starting each task from scratch, you describe it once and Claude handles it on your schedule—delivering finished outputs like reports, briefings, and summaries every time.

Scheduled tasks are available in Cowork for all paid plans (Pro, Max, Team, Enterprise).

Claude Cowork is in beta on web and mobile, and rolling out over the next several weeks starting with the Max plan, with more plans to follow.

What scheduled tasks can do

Scheduled tasks have access to the same capabilities as regular Cowork tasks, including connected tools, skills, and installed plugins. Common uses include:

The official page for scheduled tasks. Note the rollout box: as of July 2026 Cowork is in beta on web and mobile and rolling out starting with the Max plan. — **Source:** [Anthropic, Schedule recurring tasks in Claude Cowork](#)

There are two ways to create it, and both start the same way. Click **Scheduled** in the left sidebar to land on the Scheduled tasks page, then **New task** in the upper right.

1. **Create with Claude** is the easier path. It opens a task pre-filled with a prompt asking Claude to set up a scheduled task, then asks you a few multiple-choice questions. When it has what it needs, it shows you the task name, the schedule, and what the task will actually do, and you click **Schedule** to confirm.
2. **Set up manually** gives you the fields directly: task name, the prompt, approval mode, frequency, and optionally a model and a working folder. Fill them in and click **Save**. **Leave the folder empty for this build**, and the next section explains why that one choice decides whether your 5:30 AM run actually happens.
3. Either way, pick **weekdays** as the cadence. The available options are hourly, daily, weekly, on weekdays, or manually.
4. Set the time roughly ninety minutes before you actually start work, so the plan is finished and waiting rather than generating while you stare at it.

The screenshot shows a web browser window with the URL `support.claude.com/en/articles/13854387-schedule-recurring-tasks-in-claude-cowork`. The page content includes a sidebar on the right with links: "What scheduled tasks can do", "How scheduled tasks work", "Create a scheduled task" (which is highlighted), and "Manage your scheduled tasks". The main content area has a heading "Create a scheduled task" and a sub-section "Create with Claude". It lists seven steps for creating a task. Step 6 shows a confirmation card for a task named "Schedule task" with the description "Daily morning briefing" and the schedule "Fetch today's calendar events and produce a concise morning briefing At 08:00 AM, Monday through Friday". The card has a "Schedule" button and a "Cancel" button with an "Esc" key icon. Step 7 states that the task will be added to the "Scheduled tasks" page. A sub-section "Set up manually" is also visible at the bottom of the screenshot.

support.claude.com/en/articles/13854387-schedule-recurring-tasks-in-claude-cowork

on your computer.

For Team and Enterprise organizations, admins control Cowork access through the admin toggle. For more details, see [Use Claude Cowork on Team and Enterprise plans](#).

Create a scheduled task

There are two ways to create a scheduled task:

Create with Claude

1. Click "Scheduled" in the left sidebar to land on the **Scheduled tasks** page.
2. Click "New task" in the upper right, then choose "Create with Claude."
3. This creates a new task auto-filled with a prompt asking Claude to create a scheduled task.
4. Claude may ask you questions with [multiple choice responses](#) before creating the scheduled task.
5. Once Claude has all the necessary information, it will output the name of the task it's creating, the schedule it will follow, and what the task actually does.
6. You can explicitly confirm you want to schedule the task when prompted by Claude by clicking "Schedule":

Schedule task · Daily morning briefing
Fetch today's calendar events and produce a concise morning briefing
At 08:00 AM, Monday through Friday
> Details
Schedule **Cancel**

7. Claude will create and schedule your task, and it will be added to the **Scheduled tasks** page.

Set up manually

The confirmation card from the official docs. Anthropic's own example is a daily morning briefing at 08:00 AM, Monday through Friday, which is exactly the cadence this build wants. — **Source:** [Anthropic, Schedule recurring tasks in Claude Cowork](#)

Here is the part that makes it feel like magic, and the part where the fine print matters. Anthropic's wording is that scheduled tasks run remotely, so they run on their cadence even when your computer is asleep or the Claude Desktop app is closed. That is genuinely true, and it is why this beats any automation living on your laptop.

The exception is real and you should design around it: if a scheduled task requires local files or apps, it will only run locally. Anthropic's own page carries both that line and a note saying scheduled tasks work with your connectors and the files saved to your Claude account, and cannot be tied to a folder on your computer.

Those two sentences sit slightly awkwardly next to each other, so here is the practical rule that satisfies both. Keep every source in this build on the connector side, leave the optional folder field empty, and the morning run is genuinely automatic. The moment you point the task at a folder on your laptop, you have made it dependent on that machine being awake, which is the one thing this system was supposed to fix.

WHY THE BRIEF MUST LIVE ENTIRELY IN CONNECTORS

**Built from connectors only**

Calendar, email, Drive, task tool.

Runs remotely on its cadence.

Laptop asleep. App closed. Still runs.

WORKS OVERNIGHT**Needs a local file or app**

A spreadsheet in your Documents folder.

A desktop app it has to open.

That task only runs locally.

NEEDS YOU AWAKE

Keep every source on the left side and the 5:30 AM run is genuinely automatic.

Design rule for this build: if the brief only ever touches connectors, it truly runs while you sleep.

IF YOU DO NOT SEE A SCHEDULED TAB

As of July 2026, Claude Cowork is in beta on web and mobile and rolling out over the next several weeks starting with the Max plan, with more plans to follow. Scheduled tasks are listed as available on all paid plans, but if you are on Pro and the Scheduled option is not there yet, you have not done anything wrong. Save the prompt, run it manually each morning, and switch it to a schedule when the tab appears.

STEP 4 - THE HABIT THAT KEEPS IT HONEST: UPDATE, DO NOT REBUILD

The morning run is half the system. The other half is what you do at 10:40 AM when a client sends something urgent, and it is a one-sentence habit that most people get wrong on instinct.

The wrong instinct is to open a fresh chat and ask for a new plan. You will get one, and it will be worse, because it has lost this morning's reasoning. It does not know that you already decided to push the pricing review to Thursday, or that the thing at the top of the list is there because of a specific email. So it re-litigates settled decisions and hands you a day you now have to re-approve from scratch.

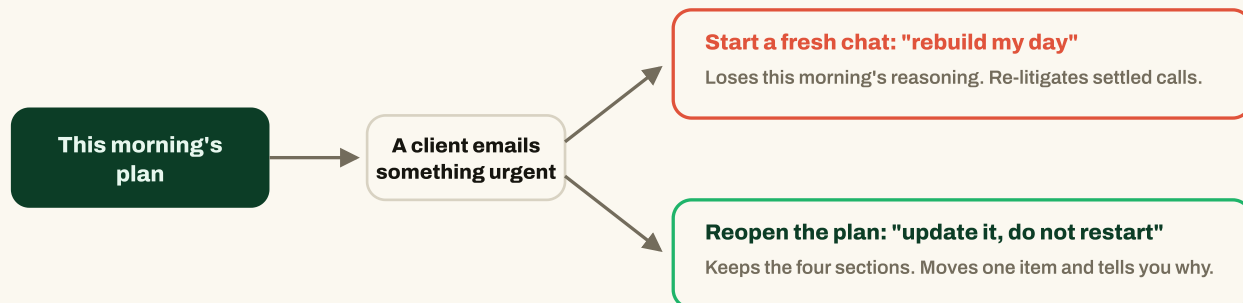
Instead, go back to the same plan and amend it. The instruction is short, and the phrasing matters.

New work just came in: [paste the email, or describe it in one line].

Update today's plan. Do not rebuild it from scratch.

Keep the four sections. Tell me what moved, what it displaced, and what now needs to come off. If it does not actually change today, say that.

WHEN NEW WORK LANDS AT 10:40 AM



Same conversation, amended plan. A day rebuilt from memory is a day you have to re-decide.

Two responses to the same 10:40 AM interruption. One preserves a morning's worth of judgment, the other throws it away.

That last clause is the sleeper. Half the time the honest answer is that the new thing is real but not urgent, and a plan that is allowed to say "this changes nothing today" is a plan that is not just reacting to whatever arrived most recently. Over a few weeks, that single line does more for your focus than the morning run does.

WHERE TO PUT THE OUTPUT

A brief you never see is a brief that did not happen. Point the task at somewhere you actually look every morning: a document you keep open, a note it drops in a folder you check, or simply the Cowork session itself if you open Claude first thing. Decide that when you create the task, not later.

FOR THE TECHNICAL READER: THE SIDEBAR

If you already live in Claude Code, you will reasonably ask whether routines are the better tool for this. They are not, and the reason is specific rather than a matter of taste.

Claude Code routines run on Anthropic-managed cloud infrastructure, so they work with your laptop closed, and they support scheduled triggers on an hourly, daily, weekdays, or weekly cadence with a one hour minimum interval. So far so good. The blocker is that a routine is defined as a saved prompt plus **one or more GitHub repositories** plus connectors. Your morning brief has nothing to do with a repository, and inventing one to hold a planning prompt is the kind of workaround that quietly rots.

code.claude.com/docs/en/routines

Claude Code Docs English

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Ultrareview

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Mobile

Chrome extension

Computer use (preview)

Visual Studio Code

JetBrains IDEs

Code review & CI/CD

Claude Code in Slack

CLAUDE CODE ON THE WEB

Automate work with routines

Put Claude Code on autopilot. Define routines that run on a schedule, trigger on API calls, or react to GitHub events from Anthropic-managed cloud infrastructure.

Routines are in research preview. Behavior, limits, and the API surface may change.

A routine is a saved Claude Code configuration: a prompt, one or more repositories, and a set of **connectors**, packaged once and run automatically. Routines execute on Anthropic-managed cloud infrastructure, so they keep working when your laptop is closed.

Each routine can have one or more triggers attached to it:

- Scheduled:** run on a recurring cadence like hourly, nightly, or weekly, or once at a specific future time
- API:** trigger on demand by sending an HTTP POST to a per-routine endpoint with a bearer token
- GitHub:** run automatically in response to repository events such as pull requests or releases

A single routine can combine triggers. For example, a PR review routine can run nightly, trigger from a deploy script, and also react to every new PR.

Routines are available on Claude Code on the web. Create and manage them at claude.ai/code/routines, or from the CLI with `cc routines`.

On this page

Example use cases

Create a routine

- Create from the web
- Create from the CLI

Configure triggers

- Add a schedule trigger
 - Schedule a one-off run
- Add an API trigger
 - Trigger a routine
 - API reference
- Add a GitHub trigger
 - Supported events
 - Filter pull requests
 - How sessions map to events

Manage routines

- View and interact with runs
- Edit and control routines
- Repositories and branch permissions
- Connectors
- Environments and network access
- Usage and limits
- Troubleshooting

Routines are a research preview built around repositories and connectors. Powerful for code, wrong shape for a personal morning plan. —

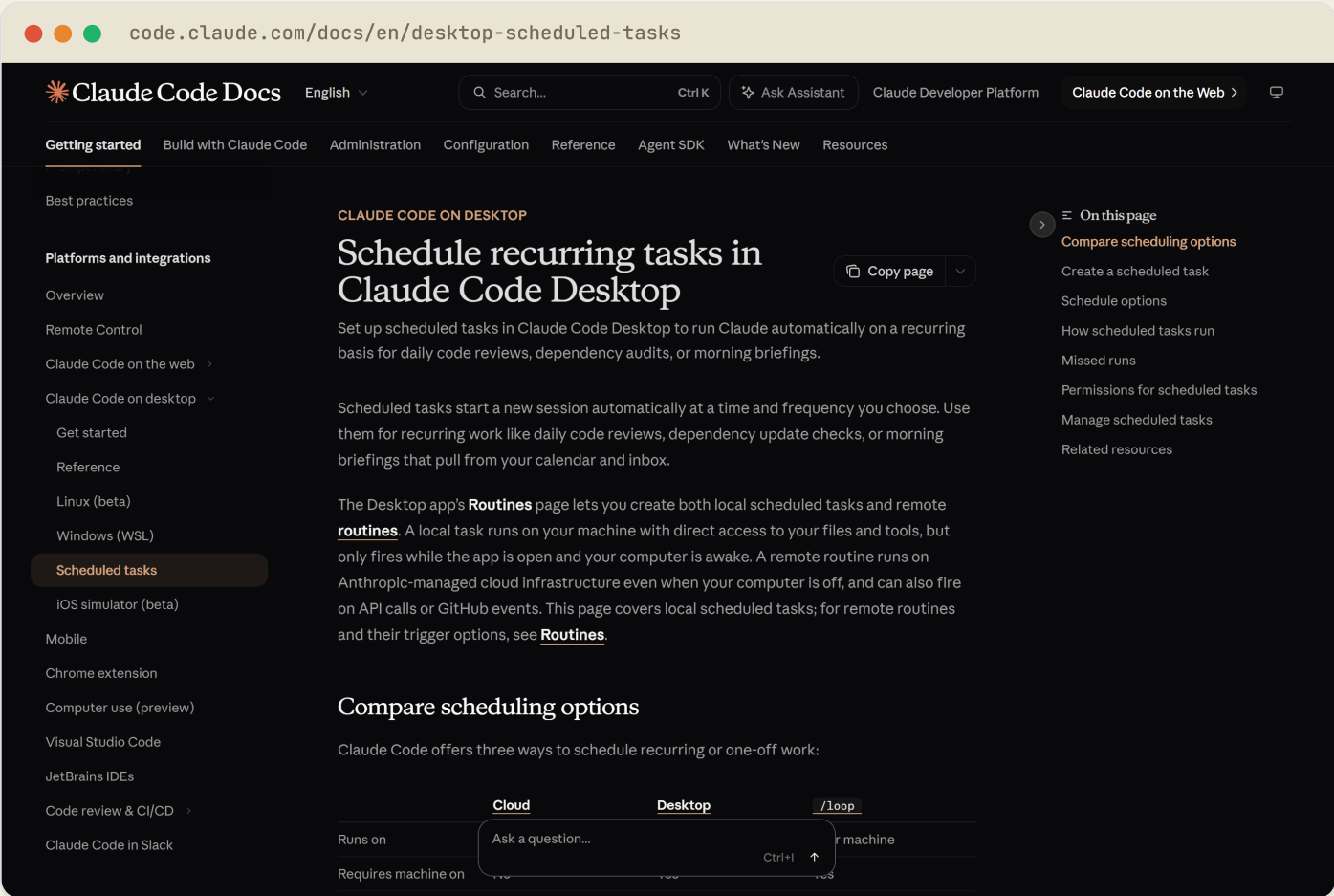
Source: [Anthropic, Claude Code routines](https://claude.ai/code/routines)

THE SAFETY FACT WORTH KNOWING

Anthropic's own routines documentation states that Claude can use every tool from an included connector, **including writes, without asking for permission during a run**. All connected connectors are included by default, so if you do build a routine for something else, remove the connectors it does not need. That autonomy is fine for a build script and a poor fit for anything touching your calendar.

The local alternative is Claude Code Desktop scheduled tasks, created under **Routines, New routine, Local**, with a name, description, instructions, schedule, and a required folder. These do get access to local files and go down to a one minute minimum interval. The trade is that they run on your machine, so the app has to be open and the computer awake. If your laptop sleeps through 5:30 AM, that run is skipped. On wake you get exactly one catch-up run for the most recently missed time, and older misses are discarded.

OPTION	RUNS WITH THE LAPTOP CLOSED	READS LOCAL FILES	RIGHT FOR THIS BUILD
Cowork scheduled task	Yes, unless the task needs local files or apps	No, connectors and account files only	Yes
Claude Code routine (cloud)	Yes	Repository based	No, it requires GitHub repositories
Claude Code Desktop task (local)	No, needs the app open and the machine awake	Yes	Only if your sources are local files



The local option, documented. Real access to your machine, at the cost of needing your machine to be awake at 5:30 AM. — **Source:** Anthropic, [Desktop scheduled tasks](#)

TUNING IT OVER THE FIRST TWO WEEKS

The first few plans will be about seventy percent right, and the temptation is to conclude it does not work. It does. The prompt just does not yet know the things about your work you have never had to say out loud.

- **If it keeps putting the wrong thing first**, it is missing a ranking rule. Add one sentence to the standing prompt: what beats what. Client commitments over internal work, or revenue over admin, or whatever is actually true for you.
- **If the day is too full**, the open-space rule is being outvoted by everything else. Raise the number, say two hours, and tell it explicitly that unscheduled time is a requirement rather than a preference.
- **If the "waiting on someone else" section is empty**, it usually cannot see the thread where you asked. Point it at the specific places those requests live and give it a window, say the last ten days.
- **If the explanations are vague**, tighten the ask. Require it to name the source: the sender and subject, the meeting title, or the document name. "Priorities shifted" is not an explanation.
- **If it starts drifting off the format**, restate the four section names in capital letters in the prompt. Rigid structure survives longer when it is spelled out literally.

Give it two weeks of small edits before you judge it. What you are really doing in those two weeks is writing down your own prioritization logic for the first time, which is worth something even on the mornings the plan is only decent.

START TOMORROW MORNING

You do not need the whole thing on day one, and building it all at once is the most common way this ends up abandoned. Do it in this order.

1. Turn on your calendar and email connectors. Two, not five.
2. Paste the standing prompt into a Cowork task and run it once, right now, by hand. Read what comes back and fix the one thing that is most wrong.
3. Save it as a scheduled task on weekdays, set roughly ninety minutes before you start work.
4. Tomorrow, read it before you open anything else. Do not edit the prompt yet, just notice where it is wrong.
5. The first time work lands midday, practice the update instruction instead of starting over. That is the habit that makes the whole system stick.

THE MEASURE THAT MATTERS

After two weeks, ask yourself one question: did you spend the first thirty minutes of the day figuring out what the day was? If the answer is no, it is working. Everything else is tuning.

SOURCES & WHERE TO LEARN MORE

- [Claude Help, Schedule recurring tasks in Claude Cowork](#)
- [Claude Help, Get started with Claude Cowork](#)
- [Claude Help, Use Google Workspace connectors](#)
- [Claude, Manage your connectors](#)
- [Claude Code docs, Routines \(cloud\)](#)
- [Claude Code docs, Desktop scheduled tasks \(local\)](#)
- [Want the connectors playbook? Comment "SYSTEM" for that guide](#)

Built by Hank Barker // AI Essentials // @hankhelpsai. Every capability in this guide was checked against Anthropic's official documentation in July 2026. Cowork is in active rollout, so menu names and plan availability may have moved since.