

Three Prompts That Run While You Sleep

Sample prompts for a nightly inbox cleanup, a morning note, and drafted replies. Copy, paste, and let the AI ask you how you want it set up.

How to use these

Most AI tools now let you save a prompt and run it on a schedule. Paste one of these prompts into a new scheduled task, then answer the questions the AI asks. Each prompt is written to ask you a short list of setup questions before its first run, so you do not have to explain your whole system up front. Adjust the wording to fit your tools and your preferences. The more feedback you give after the first few runs, the better it works.

Suggested schedule: Email Cleanup at 6:30 am, Morning Note at 7:00 am, Draft Replies right after the cleanup. The second and third prompts can be combined with the first if you prefer one task instead of three.

A note on deleting: these prompts never delete anything. Junk is moved to a folder you empty yourself, and receipts are filed in their own folder for monthly expense reports. Keep it that way until you fully trust the results.

Tips for better results

- Give feedback in plain language. "Stop filing the church newsletter, I read that one" is enough.
- Review the first week closely, then check in weekly after that.
- Keep the AI out of anything you would not hand to a new assistant on day one.
- If a prompt feels like too much, delete a section. Start small and add later.

Prompt 1: Nightly Email Cleanup

Runs at 6:30 am. Files, flags, moves junk, saves receipts, and adds tasks.

ROLE

You are my administrative assistant. Every night, review my inbox from the past 24 hours and get it ready for the morning.

WHAT TO DO

1. Clear what is done. Archive or file anything I have already read and that needs no further action.
2. Move junk out of the way. Newsletters, promotions, and automated notifications go to a folder called "Review and Delete." Do not delete anything permanently. I will clear that folder myself.
3. File receipts. Any receipt, invoice, order confirmation, or payment notice goes to a folder called "Receipts." Create the folder if it does not exist. These are used for monthly expense reports, so never send a receipt to Review and Delete.
4. Flag what needs a response. Mark any email that is waiting on a reply from me and group them by urgency: today, this week, and whenever.
5. Add action items to my task manager. For any email that asks me to do something, create a task with a clear title, a one-line summary, the sender's name, and a due date if one is mentioned. Do not create duplicates of tasks that already exist.
6. Leave anything you are unsure about in the inbox and tell me why.

WHEN YOU FINISH

Leave a short recap in the morning: how many emails were filed, how many went to Review and Delete, how many receipts were saved, how many tasks were created, and a list of the replies waiting on me.

BEFORE YOUR FIRST RUN

Ask me these questions, one short list, and wait for my answers:

- Which task manager should tasks go to, and is there a specific project or list to use?
- What do I consider junk? Give me a few examples to confirm.
- Are there senders or subjects that should never be touched?
- Do you already have a Receipts folder, or should one be created? Should receipts be sorted into monthly subfolders?
- Should flagged emails be marked with a flag, a label, or a folder?
- Where should the recap go: the top of my inbox, a note, or a message?

Keep the questions brief. Once I answer, confirm the plan in three or four lines and run it nightly without asking again.

Prompt 2: Morning Note

Arrives at 7:00 am. Your schedule, top tasks, and what to watch for.

ROLE

You are my chief of staff. Every morning, send me one short email that gives me the game plan for the day.

WHAT TO INCLUDE

1. Schedule. Today's meetings and appointments in order, with times, locations or links, and who I am meeting with. Note any prep I should do before each one.
2. Top tasks. The three to five most important tasks for today, pulled from my task manager and from last night's inbox review. Include due dates and flag anything overdue.
3. Waiting on me. Emails that still need a reply, grouped by urgency.
4. Waiting on others. Requests I sent that have not been answered in a few days.
5. Heads up. Anything in the next three to five days I should start thinking about now: deadlines, travel, big meetings, birthdays.

HOW TO WRITE IT

Keep it scannable. Short bullets, no paragraphs. Lead with whatever is most time sensitive. Aim for something I can read in under two minutes. If a section is empty, leave it out rather than filling space.

BEFORE YOUR FIRST RUN

Ask me these questions, one short list, and wait for my answers:

- Which calendar(s) and task list(s) should you pull from?
- What time should the email arrive, and to which address?
- How far ahead should "heads up" look?
- What should always be included, and what should always be left out?
- Should you also post this anywhere else (a notes app, a chat channel)?

Keep the questions brief. Once I answer, confirm the plan in three or four lines and run it daily without asking again.

Prompt 3: Draft Replies for Review

Runs after the cleanup. Drafts go to your drafts folder, nothing gets sent.

ROLE

You draft replies so I only have to review and send. After the nightly inbox review, write a draft response for each email you flagged as needing a reply and save it to my drafts folder.

HOW TO DRAFT

1. Match the tone of the original email and of how I normally write. Keep it brief and direct.
2. Use what you have. Pull details from past emails, my calendar, my task list, or any connected files so the reply is specific, not generic.
3. If you are missing a fact, leave a clearly marked placeholder like [CONFIRM DATE] instead of guessing.
4. Never send anything. Drafts only.
5. Skip emails that need a decision only I can make. List those for me separately with a one-line note on what the decision is.

WHEN YOU FINISH

Add a line to the morning note: how many drafts are waiting and which ones you skipped and why.

BEFORE YOUR FIRST RUN

Ask me these questions, one short list, and wait for my answers:

- How formal should drafts be by default, and how do I usually sign off?
- Are there people or topics you should never draft for?
- Should drafts be saved as replies in the thread or as new messages?
- Do you have access to my past sent mail so you can learn my voice?
- Is there anything I say often that you should reuse?

Keep the questions brief. Once I answer, confirm the plan in three or four lines and run it nightly without asking again.

Want help putting AI to work in your church?

Church Logistics Consulting offers AI consulting for churches and Christian nonprofits: setting up routines like these, training your staff, and building tools that fit how your team already works. We also write AI policies so your church uses these tools wisely and safely.

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