

A SMALL PROJECT, STILL RUNNING

Everyone has their daily brief. Here's mine.

It writes itself while I'm asleep. One scheduled Claude routine reads my calendar, my tasks, and the news, decides what actually matters, and has it in my inbox before I'm up. **Six sections. Nothing to install, nobody on staff to run it.**

07:30 in my inbox, every weekday, without me

DAILY BRIEF

Thursday, September 3

Back-to-backs until 1pm, then clear. The 2pm client call is the one to prep for.

Calendar

9:00 AM Team standup · 5 people

11:00 AM Pricing review · 3 people · join

Prep: Travis's Tuesday email lists three pricing questions, reread it.

2:00 PM Client call · Conf Rm B · 6 people

4:30 PM Design sync (tentative)

Tomorrow starts with *Quarterly planning* at 8:30 AM.

Tasks

☐ Send the revised scope · Aug 29

☐ Draft Q4 advisory outline · Sep 8

☐ Review the vendor contract (in progress)

AI Insight

IN THE NEWS

Alibaba's Qwen keeps closing the gap, and ships the weights

The distance between open-weight Chinese models and closed frontier models keeps narrowing, and Qwen ships under a permissive license. That quietly changes the build-versus-buy math for anything you assumed had to sit behind a vendor API.

CLIENT-READY

Open-weight models like Alibaba's Qwen are now close enough to frontier performance that the real question is no longer whether they are good enough. It is where your data is allowed to run. Worth pricing out before you renew an API contract.

Weather

This Afternoon: 78°F, Sunny, 5% precip

Tonight: 64°F, Partly Cloudy, 10% precip

Sports

Last night

Yankees: Yankees 6 – 3 Orioles (Final)

Today

Yankees: Yankees at Orioles, 7:05 PM on MASN

Holidays

Heads up: **Labor Day** is Monday, September 7.

SKYESTAQ DAILY BRIEF · AI ASSISTS. PEOPLE LEAD.

WHAT LANDS AT 7:30

WHERE THIS SITS

If you run a small business, this is the **size of AI project to start with**. Not a platform. Not a transformation. One useful thing, every morning: a schedule, a page of plain-language instructions, a few short scripts, running since July. If you work somewhere larger, notice what is missing: no procurement cycle, no integration project, no rollout plan.

WHAT YOU WOULD NEED A Claude subscription, the calendar and task tools you already use, and someone to set it up once.

Since July

RUNNING EVERY WEEKDAY

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SERVERS TO MAINTAIN

1

PERSON, NO TEAM

HOW IT RUNS

start to inbox, about fifteen minutes

01 Trigger An alarm goes off at 7:15 every weekday. Nothing runs the rest of the time, so there is nothing to keep awake.	02 Wake up Claude opens the project and reads its instructions, written in plain language, not code.	03 Gather Calendar, tasks, and news need judgment, so the model reads them. Weather and scores just need fetching, so a small script does it.
04 Save Everything lands as ordinary files in a folder. You can open any of them and read what it found. Nothing is hidden.	05 Assemble Six sections drop into one email. Colors, fonts, and logo live in one place, so this could wear your brand tomorrow.	06 Send It emails itself to me. In the inbox by 7:30, even on mornings when one piece did not work.

THE ONE IDEA WORTH BORROWING

step 03, up close

JUDGMENT	PLUMBING
The model decides	Simple code runs
- Which meeting actually needs prep, and what to reread before it - Which tasks are worth surfacing today - Whether an AI story is genuinely new and genuinely matters - The one sentence at the top that says what today is about	- Look up the forecast - Look up last night's score - Pick today's insight and any holiday - Assemble the email and send it

Use the model for the decisions, not the errands. Anything with a right answer should be a script: cheaper, faster, and it behaves the same way every time. Save the model for the parts where someone would otherwise have to think. It is also the question to ask anyone selling you AI: which parts are judgment, and which are errands?

FOUR THINGS TO INSIST ON

whether you build it or have it built

- 1

Let it degrade, never fail

If one piece breaks, that section should read "**unavailable today**" and the rest should still arrive. A partial brief at 7:30 beats a perfect one that never sends.
- 2

Old information must not look new

Stale data is the mistake nobody notices. **Yesterday's files are cleared before today's are written**, and anything time-sensitive carries its date, so old news cannot pass as fresh.
- 3

Keep the look in one place

Colors, fonts, and logo live in **one small file**, never scattered through the design. Rebranding is a single edit. A version for your business is a copy.
- 4

Make silence say something

The routine skips itself when I'm out of office, which looks **exactly like a crash**. So it sends a note explaining why it stayed quiet. Any deliberate silence needs to announce itself.

UNDER THE HOOD A scheduled Claude routine · Python, standard library only · Microsoft 365 and Notion connectors · weather.gov and ESPN public APIs · Resend for delivery · about 670 lines, every one of them readable