

# THE MONDAY BRIEFING ROUTINE

*Before I've opened my laptop on Monday, an AI routine has read my calendar, my inbox, and my project notes – and briefed me in under a minute. The exact instructions.*

BY DANIEL RIVERA – DANIEL ON PURPOSE · RIO GRANDE VALLEY, TX · 2026

Monday morning used to be 40 minutes of figuring out what Monday morning was. Now it's a four-section briefing waiting for me at 7:30 – and the last section tells me what to do about it.

## 01 THE FOUR SECTIONS

SECTION	WHAT'S IN IT
<b>This week</b>	Day-by-day calendar with prep flags – the board meeting that needs a packet, the call that needs numbers
<b>Needs a reply</b>	The important unread emails only – one line each: sender + what they're asking
<b>Open loops</b>	Stalled projects and commitments waiting on YOU – pulled from your notes, one line each
<b>Top 3</b>	The routine's recommendation: the three highest-leverage moves this week, given all of the above

*"Top 3" is the section that matters. Data you already have; a recommendation forces the routine to think – and forces Monday to have a point.*

## 02 THE ROUTINE INSTRUCTIONS – STEAL THIS

FILL IN THE BRACKETS, SCHEDULE FOR MONDAY EARLY MORNING

Build my Monday morning briefing. I am [WHO YOU ARE – role(s), org(s), the hats you wear].

1. CALENDAR – Use the calendar connector to list all events Monday through Sunday of this week. Note anything needing prep (board meetings, presentations, client calls, webinars).

2. EMAIL – Search unread threads from the last 4 days. Surface only what matters: [YOUR CATEGORIES – e.g. "funding agencies, my board, contractors waiting on signatures, prospect replies, client mail"]. Ignore newsletters, promos, and notifications.

3. OPEN LOOPS – Read [YOUR PROJECT NOTES / MEMORY FOLDER – a folder of project files with statuses]. For any project marked paused, awaiting, or in-progress, pull out the concrete next actions that are waiting on ME.

Output a single tight briefing in this order:

- **\*\*This week\*\*** – day-by-day calendar with prep flags
- **\*\*Needs a reply\*\*** – the important unread emails, one line each with sender and ask

Keep the whole thing scannable in under a minute. No filler, no headers beyond these four sections.

### 03 THE DETAILS THAT MAKE IT WORK

- Name what "matters" means.** The email section is only as sharp as your category list. Spell out the senders and topics that deserve your Monday attention — and explicitly exclude the noise.
- Open loops need somewhere to live.** The routine can only surface stalled projects if your projects are written down with statuses — this is where a second brain pays for itself (Guide N° 02).
- Cap the length.** "Scannable in under a minute" is an instruction, not a hope. Without it, briefings bloat until you stop reading them.

### 04 VARIATIONS

- The daily standup** — same structure, today-only, calendar + email since yesterday. Weekdays at 7:00.
- The Friday shutdown** — flip it: what did I commit to this week that's still open? What carries to next week? Pairs with the newsletter routine (Guide N° 07).

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