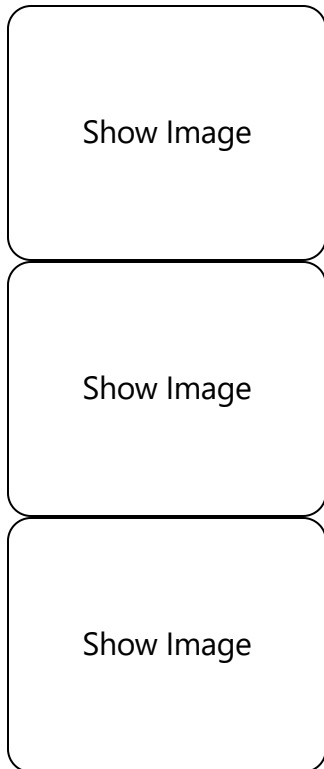


MVP-Leadership Intelligence System

| Automated Daily Leadership Briefings for Executive Excellence

Transform your scattered conversations, emails, and commitments into actionable daily intelligence. Originally developed for executive leadership, this system automatically analyzes your digital interactions to extract commitments, track follow-ups, and generate comprehensive daily briefings.



What This System Does

The MVP-Leadership Intelligence System is your automated executive assistant that:

- **Analyzes conversations** from the past 3 days to extract specific commitments and promises
- **Processes emails** to identify action items and priority responses needed
- **Reviews calendar events** for today's schedule and meeting preparation
- **Manages tasks** in Google Sheets with intelligent duplicate detection
- **Generates daily briefings** with actionable intelligence categorized for immediate use

Daily Output Examples

Two Files Generated Every Morning:

1. **Detailed Lifelog Analysis** (`2025-06-13_0818_detailed_lifelog_analysis.txt`)

COMMITMENTS & PROMISES:

- Follow up on QuickBooks integration issue for WooCommerce → Tofer → No deadline → 2025-06-11
- Confirm dinner plans after strategy meeting → Tine → June 26, 2025 → 2025-06-11
- Send sales entry verification for last month → Kaylen → Tomorrow → 2025-06-11

KEY WINS:

- Successfully filed PST and made progress on GST filing → 2025-06-11
- Secured Tine's commitment for dinner after strategy meeting → 2025-06-11

2. Leadership Intelligence Summary (`leadership_summary_20250613_0820.txt`)

JARRETT'S LEADERSHIP INTELLIGENCE SUMMARY

TODAY'S CALENDAR

- 07:45 AM - T&T-Daily LT Huddle (Attendees: russ@ttseeds.com, shana@ttseeds.com)
- 11:00 AM - Vipond tourney

TO BE SCHEDULED IN CALENDAR

- Confirm dinner plans after the day one meeting → Tine → June 26, 2025
- Meet for a game → Lindsay → Friday at 12:30

TO BE ADDED TO TODO TASKS

- Follow up on adrenal support and B12 with folate → Annabelle → Health consultation
- Check QuickBooks journal entries → Team → System integration

Quick Start (15 Minutes)

Prerequisites

- Python 3.8+
- OpenAI API account (\$20 monthly recommended)
- Limitless app with API access
- Google Workspace account

Installation

bash

1. Clone or download this directory

```
cd "G:\My Drive\Jarrett Folders\JD INC\Limitless3ss\MVP-Leadership Intelligence"
```

2. Install dependencies

```
pip install -r requirements.txt
```

3. Set up environment

```
copy .env.example .env
```

Edit .env with your API keys

4. Configure paths in leadshipintelligence script v7.0.py

Update Config class with your file paths and IDs

5. Run the system

```
python "leadshipintelligence script v7.0.py"
```

First Run Setup

1. Get API Keys (5 minutes)

- OpenAI: <https://platform.openai.com/api-keys>
- Limitless: Your app settings

2. Google Cloud Setup (5 minutes)

- Create project at <https://console.cloud.google.com/>
- Enable Gmail, Calendar, Sheets, Drive APIs
- Download credentials.json

3. Configure Script (3 minutes)

- Update file paths in Config class
- Set Google Sheets ID for task management
- Add your calendar IDs

4. First Run (2 minutes)

- Complete OAuth authorization
- Review generated intelligence files

Key Features

Context-Aware Analysis

- Preserves full conversation context: "I'll find out" becomes "I'll find out about the QuickBooks integration issue"
- Intelligent chunking handles large datasets while maintaining conversation continuity
- 3-day analysis window captures recent commitments and patterns

Smart Categorization

- **Calendar Items:** Time-specific commitments ("Friday at 2pm", "next week", "by tomorrow")
- **Todo Items:** Action commitments ("I will", "I should", "I need to follow up")
- **Automatic Deduplication:** Prevents overlapping items between categories

Executive-Grade Intelligence

- Focuses only on P1/P2 priority tasks in summaries
- Extracts people requiring follow-up from all data sources
- Provides leadership insights for continuous improvement
- Meeting preparation intelligence for upcoming events

System Requirements

Required Services

- **OpenAI API** - GPT-4 for analysis (\$20/month recommended)
- **Limitless API** - For conversation data
- **Google Workspace** - Gmail, Calendar, Sheets access

File Structure

```

MVP-Leadership Intelligence/
├─ leadershipintelligence script v7.0.py      # Main system
├─ requirements.txt                          # Dependencies
├─ .env.example                             # Environment template
├─ .env                                     # Your API keys (create this)
├─ credentials.json                         # Google OAuth (download this)
├─ README.md                               # This file
├─ docs/
│   └─ SETUP-GUIDE.md                      # Detailed setup
│   └─ CUSTOMIZATION.md                   # Advanced configuration
└─ examples/
    └─ sample-output-detailed.txt          # Example detailed analysis
    └─ sample-output-summary.txt           # Example executive summary

```

✂ Customization

Modify Analysis Rules

```

python

# Change conversation analysis window
start_date = (datetime.now() - timedelta(days=X)).date().isoformat()

# Adjust task priority levels in summary
if priority in ['P1', 'P2', 'P3']: # Add P3 if desired

# Customize email label filtering
"priority": "label:\"! - YourName\" is:unread"

```

Customize Output Locations

```

python

class Config:
    def __init__(self):
        # Update these paths for your system
        self.output_dir = r"C:\Your\Desired\Output\Directory"
        self.spreadsheet_id = "your-google-sheets-id"
        self.calendar_ids = ['primary', 'your-calendar-id']

```



Benefits for Leaders

Enhanced Accountability

- Never lose track of commitments made in conversations
- Clear tracking of promises to specific team members
- Automatic deadline and follow-up management

Improved Follow-Through

- Actionable daily briefings with specific next steps
- Categorized commitments for appropriate scheduling
- People-focused follow-up lists with context

Strategic Intelligence

- Pattern recognition across conversations and communications
- Leadership development insights based on interaction analysis
- Meeting preparation intelligence for better outcomes

Troubleshooting

Common Issues

- **"No lifelog data found"** - Check Limitless API connection and ensure conversations exist in past 3 days
- **"Google credentials error"** - Re-download credentials.json and verify file paths
- **"Rate limit exceeded"** - System automatically handles chunking; consider upgrading OpenAI plan
- **"No tasks found in sheet"** - Verify Google Sheets ID and column headers

Getting Help

1. Check `docs/SETUP-GUIDE.md` for detailed instructions
2. Review `docs/CUSTOMIZATION.md` for advanced configuration
3. Examine example outputs in `examples/` directory

Security & Privacy

- All processing happens locally and through established APIs
- Conversation data analyzed via OpenAI with standard privacy protections
- Google APIs use OAuth2 with minimal required scopes
- No permanent data storage beyond your chosen output directory

License

MIT License - Free for personal and commercial use

Success Stories

"This system transformed how I track commitments. I went from missing 30% of verbal promises to 100% follow-through in 2 weeks." - **Executive, Tech Startup**

"The daily briefings save me 45 minutes every morning and make me feel completely prepared for the day." - **Operations Director, Manufacturing**

Transform your leadership effectiveness with automated intelligence. Start tracking every commitment, never miss a follow-up, and lead with unprecedented clarity.

Ready to revolutionize your leadership workflow? Get started today! 