

Work Planning Assistant

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Quick Start

Weekly Planning (Friday or Sunday)

Open Claude Code and type:

/weekly-planning

What happens: 1. I pull your Ambient meeting summaries from the past week (via Gmail) 2. I check your calendar for next week's meetings 3. I look at last week's work blocks to learn your patterns 4. You paste your Slack saved messages 5. We estimate time and schedule work blocks together 6. I create blocks on your "Working Time" calendar

Time: ~15-20 minutes

Daily Update (Each Morning)

Open Claude Code and type:

/daily-update

What happens: 1. I check today's calendar 2. I look for new Ambient action items 3. You tell me what changed 4. I adjust your calendar blocks

Time: 2-5 minutes

New Habits to Build

1. Save Slack Messages

When someone sends you a task in Slack: - Click the bookmark icon (or right-click → Save) - At planning time, open Saved items and dump them to me

2. Weekly Planning Ritual

Pick a consistent time: - Friday afternoon (plan before the weekend), OR - Sunday evening (plan for the week ahead)

3. Morning Check-in

Before diving into work: - Run /daily-update - Tell me what shifted - Start your day with a clear plan

How the Learning Works

Weeks 1-2: You tell me estimates, I track actual time

Weeks 3-4: I start suggesting estimates based on task type - “This looks like client prep - those typically take you 2-3 hours”

Month 2+: I propose schedules proactively - “Here’s how I’d slot this week - want to review?”

Task Categories

Category	Description	Examples
client_prep	Client work	Havas prep, deliverables
meeting_followup	Action items from meetings	Follow-ups, sends
one_on_one_prep	1:1 preparation	Notes, agenda prep
deep_focus	Long concentrated work	Strategy, writing
admin	Quick tasks	Emails, scheduling
interviews	Interview activities	Prep, debrief

Your Calendar Colors

- **Periwinkle (Working Time):** Work blocks I create for you
 - **Magenta/Purple:** Your meetings
-

Quick Commands

What you want	What to say
Weekly planning	/weekly-planning

What you want	What to say
Daily update	/daily-update
Add a task	“Add task: [description] - estimate [X hours]”
Check the plan	“What’s on my plan for this week?”

Troubleshooting

MCP servers not working? - Restart Claude Code (exit and reopen) - Run `claude mcp list` to check status

Calendar events not showing? - Make sure you’re looking at the right calendar (“Working Time”) - Re-authenticate: `GOOGLE_OAUTH_CREDENTIALS=~/.claude/gcp-oauth.keys.json npx -y @cocal/google-calendar-mcp auth`

Gmail not finding Ambient emails? - Check that Ambient sends to your Google Workspace email - Emails come from: `notifications@meetambient.com`

Technical Details

MCP Servers Installed: - `google-calendar` - Reads/writes your calendars - `gmail` - Reads your Ambient email summaries - `memory` - Stores your task history and patterns

Memory Context: `work-planning`

Files Created: - `~/.claude/commands/weekly-planning.md` - `~/.claude/commands/daily-update.md` - `~/.claude/prompts/work-planning-quickref.md`

System designed December 2025