

AI Executive Assistant Agent Workflow (No-Code n8n Build)

Objective

Wake up each morning to a smart Slack message summarizing what matters most across your business and communication channels, prioritized intelligently based on recent history and urgency.

Core Goals

- Prioritize and organize your day based on:
 - Gmail (sent/received, unread, client follow-ups)
 - Google Calendar (today + next 48h)
 - ClickUp tasks (overdue, today, high priority)
 - Summarize it in one Slack message
 - Use OpenAI to analyze urgency, missed communications, and suggest actions
-

Tools Needed

Primary Automation Platform

- **n8n** (cloud or self-hosted)

Integrations

1. **Slack**
 - Post message to dedicated channel or DM
 - Optional: Add buttons (Mark done, Snooze, Delegate)
2. **Gmail** (Google Workspace)
 - Fetch sent emails (last 24h)
 - Fetch received emails (last 72h)
 - Identify unread or threads with no replies
3. **Google Calendar**
 - Pull today's events
 - Show any gaps in schedule
4. **ClickUp**

- Fetch today's and overdue tasks
 - Use custom fields to identify high priority or client-tagged tasks
 - 5. **OpenAI GPT-4**
 - Summarize:
 - Top action items from Gmail + ClickUp
 - Today's schedule
 - Urgent follow-ups
 - Priority ranking
 - 6. **(Optional)**
 - **Clickup** for archiving daily summaries
 - **Supabase** or **Firebase** for storing follow-up history
-

Workflow Structure

1. Trigger

- Scheduled daily at 7:00 AM EST

2. Gmail Scan

- Fetch last 24h of sent mail
- Fetch last 72h of received mail
- Filter:
 - Unread
 - No response threads
 - Important contacts or domains (optional)

3. Google Calendar Fetch

- Get all events for today
- Highlight:
 - Client meetings
 - Internal team blocks
 - Free time blocks

4. ClickUp Sync

- Fetch tasks:
 - Due today or overdue
 - Marked high-priority
 - From specific folders (e.g. Marketing, Sales, Ops)

5. AI Prioritization

- Send all structured data to GPT-4 with this prompt:

Unset

You are an executive assistant. Based on the following:

1. Emails sent & received in the last 72h
2. Today's calendar events
3. ClickUp task list with priorities

Create a Slack-ready morning brief including:

- Top 5 action items (with rationale)
- Urgent follow-ups
- Meeting list (with time & contact)
- Suggestions: Delegate / Defer / Respond Now
- Final closing summary: "Today's focus should be..."

6. Slack Output

- Post to personal Slack channel
- Include rich formatting (bold, bullets)
- Optional interactive buttons to mark actions

Future Enhancements

- Use LangChain or Pinecone for memory-based context
- Track open loops via Supabase