

The Meeting That Could Have Been an Email

Turn your rough notes into decisions, owners and next steps — and send the recap before lunch.

THE PROMPT

Here are my rough notes from a meeting. List what was decided, who owns what, and the next steps with dates. Use only what's in the notes. Flag anything unclear. Don't invent.

► Watch the episode

TRY IT MONDAY



- 1 Take the next meeting you sit through. Your real notes, however messy.
- 2 Paste them in with the prompt. Read what comes back.
- 3 Check it against your notes. Fix what it got wrong. Then send the recap. That check is the skill.

Two minutes, on real work, right after the meeting.

**Work smarter,
not harder...**
with Clayton AI Tips.

