

Let Claude handle the school morning mental load

Turn school messages, your calendar and the weather into one parent prep event, with a 14-day lookahead.

One school morning brief. Already in your calendar.

Claude gathers what the parents need to know, then puts tomorrow's prep list at the time you actually use it.

The result

One 10-minute Google Calendar event with today's plan, what goes in each child's bag, what is due and what needs prep over the next 14 days. The school field trip stays separate; this is your morning reminder.

Four useful parts

Connect school sources. Gather tomorrow's bag list. Put the brief in your calendar. Look 14 days ahead. Children's packing rules belong in the family profile and bag-list prompt; they are part of this workflow.

Start here

Fill family-profile.md. Choose your school sources, children, packing rules, time zone and prep time. Then use prompts.txt. The kit includes fictional sources and a finished brief so you can test before connecting accounts.

The setup in 4 steps

1. Map where the information lives.
2. Add your children and packing rules.
3. Build and check the first brief.
4. Put it in Calendar and schedule the refresh.

Account requirements

Use Claude with the required Google connectors. Recurring runs use Claude Cowork scheduling where available. Check the permissions and run requirements shown in your own account.

01 / Find the information.

The school email is only one source. Tell Claude what exists before asking it to organize your morning.

Your source map

EMAIL: school senders or labels in the correct Gmail.
SCHOOL WEBSITE: the exact calendar or news page.
WHATSAPP: paste or upload the relevant messages.
CALENDAR: your family calendar and regular activities.
WEATHER: the school area and a current forecast.

Connect only what you have

Connect supported Gmail and Google Calendar accounts in Claude. Give it the website URL. WhatsApp is manual input unless you have separately verified a working integration. Ask Claude to list accessible and missing sources before it starts.

Add family context

Child/grade, usual drop-off and pickup, responsible adult, daily items, library or swim days, food needs and your weather rules. Use only the details relevant to this brief.

Use 14 days for preparation

Look ahead for permission forms, costume days, picture day and supplies. Use tomorrow's forecast for the bag; a two-week forecast should not become a firm packing rule.

02 / Make tomorrow's brief.

Paste the prompt with your completed profile and source material. The full text is also in prompts.txt.

Copy this prompt

Help me set up one school morning brief for the parents. Use my attached family profile. First list the sources you can actually access: school Gmail, the school website, Google Calendar, the school area's weather forecast, and WhatsApp updates I paste or upload. Tell me which source needs connecting or sharing.

Review the next 14 days. For each child, pull out school events, items to pack, clothing, pickup changes, forms/payments due and anything that needs preparation. Show the source subject or URL and its date. Separate required items from weather-based suggestions. Mark unknown details and conflicting messages; do not guess.

For tomorrow, create a short parent brief: TODAY, PACK BY CHILD, DUE SOON, PREP AHEAD (next 14 days), and NEEDS AN ANSWER. Put the practical action first. Use the confirmed morning prep time from my profile. Show me the brief before writing the first calendar event.

A format you can scan half awake

TODAY -> the practical first action.

PACK BY CHILD -> required items, then suggestions.

DUE SOON -> forms, payments or replies.

PREP AHEAD -> the next 14 days.

NEEDS AN ANSWER -> missing times or conflicting messages.

03 / See what goes in the bag.

Fictional sample: Tuesday, September 15. The sources are included so you can check every item.

Child A / swim day

Swimsuit, towel, goggles, wet bag.

Source: school email "Tuesday swim reminder," September 14.

Child B / library day

Library book.

Source: family profile, recurring Tuesday rule.

Both children

Water bottle: family rule.

Raincoat: weather-based suggestion from a fictional forecast.

Prepare before it becomes urgent

Thursday: permission form due -> sign tonight.

Next Tuesday: picture day -> choose clothing this weekend.

September 25: picnic -> check the volunteer signup.

Keep the gap visible

The museum email has no departure time. The brief should say "Ask the school," not invent one. New, changed and cancelled items should appear at the top on later runs.

04 / Put it in Calendar.

Example: a 7:00am parent prep event. Choose the time you need the information, not the time of the school activity.

Copy this prompt

Use the approved morning brief. Confirm that you can create or update events in my chosen Google Calendar, [calendar name]. Create an event called "School morning brief" on [date] at [prep time] for 10 minutes in [time zone]. Put the complete brief and source links in the description.

First search for an event with that title and date. Update it if it exists. Do not create a duplicate or invite anyone unless I ask. Keep actual school events separate; this is the parent's prep reminder, not the child's field trip. Give me the event link and tell me what you changed.

Two other places it can live

MESSAGE IN CLAUDE: keep the same short checklist and open it in your task.

ARTIFACT DASHBOARD: ask for a phone-friendly page with the brief, source links and last-updated time. Confirm how it refreshes; creating a dashboard does not itself schedule it.

Check the first event

Open its link. Confirm the calendar, date, time zone and description. Confirm no duplicate and no accidental invitations. The parent prep event should not replace the actual school event.

05 / Keep it current.

A recurring Calendar event repeats a reminder. A scheduled Claude task is what refreshes the information.

Copy this scheduling prompt

In Claude Cowork, schedule this refresh for 8:00pm Sunday-Thursday in [America/Los_Angeles]. Review the connected school sources and shared WhatsApp updates for the next 14 days. Refresh the weather for tomorrow and create or update tomorrow's 7:00am "School morning brief" event in [Family calendar]. Use my saved family profile and the approved format.

Reuse the matching event by title and date. Put NEW, CHANGED and CANCELLED items first. Keep a source and date next to every school requirement. Do not invent missing times. Report sources you could not access. If a change affects a child or school event and the messages conflict, put it under NEEDS AN ANSWER instead of silently changing that event.

Run it once now and show the resulting calendar event. Confirm the saved schedule, time zone and what account or device needs to remain available. If scheduled writes are not supported in my setup, create a reminder to run the brief and tell me the manual step.

Save the schedule

Keep the profile and shared messages in your Claude account/project. In Cowork, open Scheduled > New task > Create with Claude. Paste the prompt, review the schedule and click Schedule. A cloud run cannot use files that only exist in a Mac folder.

Test the loop

Run it once. Open the event. Change one sample message and run again. Confirm the same event updates. Confirm an inaccessible source is reported and missing times remain missing.

Before you rely on it

Check the saved schedule and next run in Cowork. Confirm account/device requirements and the time zone. Read the first few briefs against the source messages. Updated September 14, 2026.

Sources

- Claude Google Workspace connectors
- Schedule tasks in Claude Cowork