

4,000 unread. Let Claude *sort* it.

Connect Gmail to Claude and it can search, read, sort and draft replies for you. It never sends anything on its own: you read the draft and press Send.

Set it up (2 minutes):

1. **You need a paid Claude plan** (Pro or higher) for the Gmail connector.
2. **On [claude.ai](#): Settings → Connectors → Gmail → Connect**, then sign in with Google and allow access. You can disconnect any time in the same place.
3. **Start a new chat** and paste a prompt below.

1 Sort the *pile*

COPY THIS

Look at my unread emails from the last 30 days. Group them: newsletters/promos, receipts, bills, people I know, work, and anything that needs a reply. Give me a count for each group.

2 What actually *needs me*?

COPY THIS

From those, list only the emails that need an action from me (a payment, a reply, a deadline). Sort by urgency and say what each one wants in one line.

3 Draft the *replies*

COPY THIS

Draft short, friendly replies for the top 3. Keep each under 4 sentences. Save them as drafts; don't send anything.

4 Kill the *newsletters*

COPY THIS

Which senders email me most that I never open? Give me a list with the sender name so I can unsubscribe from each one.

5 The daily *2-minute* check

COPY THIS

Every morning I'll ask: "What came in since yesterday that needs me?" Answer in 5 bullets max, most urgent first.

Claude drafts, you decide: read every draft before you press Send. Don't ask it to share passwords or bank codes from emails.

More Claude skits, every day

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