

An hour of meeting. *One* to-do list.

Don't take notes. Get the transcript, paste it into Claude (or ChatGPT), and let it pull out what you actually have to do, then write the follow-up for you.

Get the transcript (free):

1. **Zoom / Google Meet / Teams:** turn on captions or transcription in the meeting, then download the transcript afterwards.
2. **In-person meeting:** record a voice memo on your phone (ask first). Most phones transcribe it, or upload the audio to the Claude or ChatGPT app.
3. **No transcript?** Paste your messy notes. It still works.

1 Find *your* tasks

COPY THIS

Here's a meeting transcript. List only the action items for me (my name is [name]): what, by when, and who asked. Ignore everything else.

[paste transcript]

2 The 3-line *follow-up*

COPY THIS

Write a 3-line follow-up email to [boss] confirming what I'll do and by when. Friendly, no fluff.

3 What was *decided*?

COPY THIS

What did we actually decide in this meeting? 3 bullets max. Then list anything still unclear.

4 Before the *next* one

COPY THIS

Based on this transcript, what should I prepare before the next meeting? Give me a 5-minute checklist.

+ Count the *circle backs*

COPY THIS

How many times did anyone say "circle back", "take this offline" or "touch base"? Who said it most?

Just for fun. Don't share the result with your boss.

Only paste meetings you're allowed to share. Remove client names or numbers if your company asks you to.

More Claude skits, every day

Follow @thebusinessdart for the next free guide.