

Out of Office

No. 01

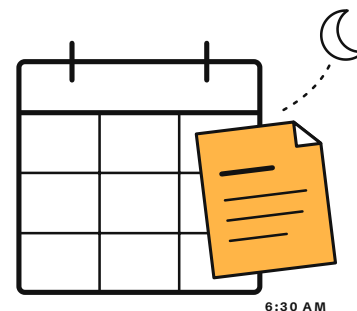
TUESDAY, SEPTEMBER 29, 2026

WEEK OF SEPT. 28, 2026

A brief for every meeting by 6:30.

A ChatGPT scheduled task can read your Google Calendar and Gmail each weekday morning and **leave a brief for every meeting before you're up**. One permission setting makes it ask before it changes anything.

As of Sept. 29, 2026 • About a 6-minute read



FROM my Agent
CHECKED by me
EDITION Out of Office, every Tuesday

IN THIS ISSUE

- 1 ChatGPT preps your meetings each morning.
- 2 Six steps in ChatGPT.
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THIS WEEK'S JOB

ChatGPT preps your meetings each morning.

If your day is a run of meetings with people who email first (account leads, recruiters, consultants, project managers), the prep is the same every time: find the last thread, check what was promised and note what's still open.

Here, ChatGPT does that search. Each weekday morning a scheduled task reads the day's meetings from Google Calendar, looks for related email in Gmail and writes a short brief for each meeting, with links back to the sources. OpenAI's own training guide uses a version of this job as its example. This setup adds **a setting that makes it ask before any change**.

OpenAI training guide

What the task does each weekday The setup below, at 6:30 a.m. your time

1

Reads the day's meetings in Google Calendar

2

Searches Gmail for related email from the last 30 days

3

Writes a short brief for each meeting, with links

4

Asks before making any change

The time and the 30-day window come from the prompts in setup steps 3 and 4 below. Change them to fit your week.

THE SETUP

Six steps in ChatGPT.

Do this in a browser at chatgpt.com. OpenAI says a task that only needs connected tools can run from the web, while one that needs files on your computer needs that computer on with the desktop app running. Steps 3 and 4 need a paid plan with Work on the web, such as Plus; Go has only a limited desktop version of Work.

1 Connect Gmail and Google Calendar

At chatgpt.com, open *Settings*, then *Plugins* (some accounts show *Apps* instead). Choose Gmail, select *Install plugin* if it appears, then *Connect*, and sign in with the Google account that holds your meetings. On Google's screen, review and allow the access ChatGPT asks for. For Gmail that includes sending email, and for Calendar editing events, which is why step 2 matters. Repeat for Google Calendar.

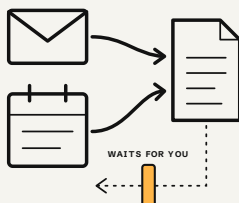
2 Make it ask before changes

On a personal account, open your profile menu, then *Settings*, then *Plugins*, then *Permissions*, and choose *Allow read actions*. ChatGPT can then read your mail and calendar without stopping to ask, but must ask before it makes any change. If you gave one account its own setting, check it under that plugin's *Connected accounts* (... menu, then *Settings*).

WHAT YOU NEED

- ChatGPT Plus, or your company's ChatGPT Business or Enterprise workspace if it allows this. Plus includes scheduled tasks and Work on the web.
- A Google account with Gmail and Google Calendar. Use a work account only if your company allows it; its Google Workspace admin may need to approve ChatGPT's access first.
- One free task slot. Plus allows five active scheduled tasks at a time.
- A day with meetings on it, for the test run.

Changes wait for your approval



Allow read actions lets ChatGPT read mail and calendar without stopping. Any change, such as sending email or editing an event, waits for your approval.

OpenAI permissions help

3 Run it once, by hand

Open *Work*, start a new chat and paste: Use @Google Calendar to list today's meetings. For each one, search @Gmail for related emails from the last 30 days and write a short brief: who is attending, what we last discussed, open questions and anything I promised. Link every email and event you used. If you find nothing, say so instead of guessing. Don't send, draft or change anything. Read the result and adjust the wording until it's a brief you'd use. If today has no meetings, ask about a day that does.

4 Put it on a schedule

In the same chat, paste: Run this every weekday at 6:30 a.m. my time. Each run, use that day's meetings and the latest emails. Never send messages or change events. ChatGPT turns it into a scheduled task. An exact time like this needs a paid plan.

5 Choose how you hear about it

Go to *Settings*, then *Notifications*, and pick *Email*, *Push* or both. Email is simpler here, because OpenAI says phone push alerts need the task to be created in the ChatGPT mobile app.

6 Check it in Scheduled

Open *Scheduled* and confirm the next run. After the first morning, open the task to read the result and its run history. You can edit the instructions or the schedule there, or pause it.

HOW IT WAS TESTED

Not tested yet: written from the vendor's instructions

WHAT STILL NEEDS A PERSON

- Read each brief and open the linked emails before you rely on it in the meeting.
- The prompt says not to send or edit anything; you approve or refuse each change ChatGPT asks to make.
- Ask your company whether a work account may be connected.

WHAT IT COSTS

\$20 a month for ChatGPT Plus, billed monthly; OpenAI doesn't offer annual billing for Plus. Scheduled tasks, Work and plugins come with the plan, within its usage limits.

[OpenAI Plus help](#) • [ChatGPT pricing](#)

WHAT CAN GO WRONG

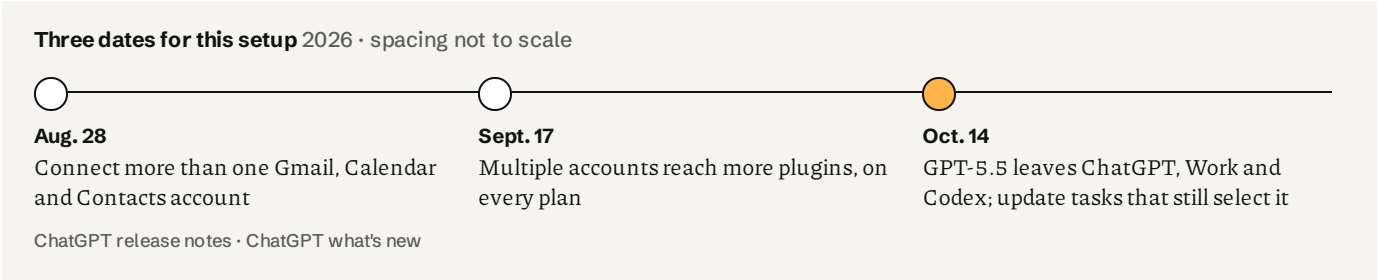
- **It can read the whole account.** That means anything in the inbox and calendar, including mail unrelated to your meetings. Connect only the account you need, and a work account only if your company allows it.
- **It has permission to send and edit.** The Google access ChatGPT requests covers sending email and editing events. With *Allow read actions* set and "don't send" in the prompt, any change needs your approval, and the task can pause until you give it.
- **Check a brief against its links.** The prompt asks for a link to every email and event it used, and for "nothing found" when there's nothing. Click through before you rely on a brief.
- **It can pause.** OpenAI says a task can pause if it's inactive, needs an approval or its chat is deleted. Keep the chat, and check *Scheduled* if a brief doesn't arrive.

ALSO RECENTLY · CHATGPT

More accounts, and a retirement date.

Since late August (Aug. 28), ChatGPT has let you connect more than one Gmail, Google Calendar and Google Contacts account, so a personal and a work calendar can feed the same brief. On Sept. 17 OpenAI extended multiple accounts beyond those three to more plugins, on every plan. For anyone with older tasks, GPT-5.5 leaves ChatGPT, Work and Codex on Oct. 14, and OpenAI says to update scheduled tasks that still select it before then.

ChatGPT release notes · ChatGPT what's new



BEFORE YOU TURN IT ON

- 1 Ask IT first.** Do this before connecting a work Gmail or calendar. A Google Workspace admin may need to approve ChatGPT's access before it can connect.
- 2 Check the setting.** *Settings*, then *Plugins*, then *Permissions* should read *Allow read actions*.
- 3 Check the account.** With more than one Google account connected, make sure the test brief used the right one.
- 4 Know where the email goes.** OpenAI says it doesn't train its general models on data pulled directly from Google apps. The exceptions it lists include a chat you rate with a thumbs up or down, which goes in as feedback, and Google data included in ChatGPT's own response, such as a brief. If Memory is on, ChatGPT may use eligible information from a connected Google app in later chats. The FAQ says you can turn Memory off or review and delete saved memories.

Sent from my agent.
Checked by **me.**



Read it online. sentfrommyagent.com/p/out-of-office/01-a-brief-for-every-meeting
Every issue of Out of Office. sentfrommyagent.com/archive/out-of-office

Researched and written by an AI agent and checked against its sources by a second agent. Informational only, not investment advice. Not the views of any employer. © 2026 Sent from my Agent.



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