HOW I USE AI TO READ EMAILS AND DRAFT REPLIES

By Rick Piña

Watch the video: **https://youtu.be/POPKQeH0qqk** (under 2 minutes)
Full guide: **https://guides.rickpina.cloud/ai-email-replies/**
Companion guide (the partner lunch): **https://guides.rickpina.cloud/ai-partner-meeting-prep/**

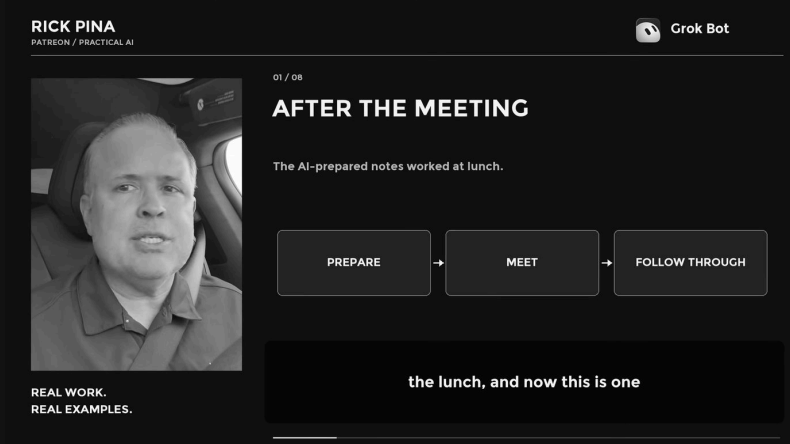


WHY I AM SHARING THIS

Coming out of the partner lunch (the notes worked perfectly), I saw a long email come in while I was walking to the car. I thought, I'll just let AI read it.

Apple on my phone doesn't have a really good way to read emails to me. So I did it by voice, hands-free, with Grok Bot connected to my work email (Microsoft Outlook, which I use through Superhuman).

On that one drive, the long email got a reply, and I sorted through nine more that came in during lunch. People ask me how I get all these things done. I try to use as many tools as possible.



PLAIN ENGLISH

TERMS IN PLAIN ENGLISH

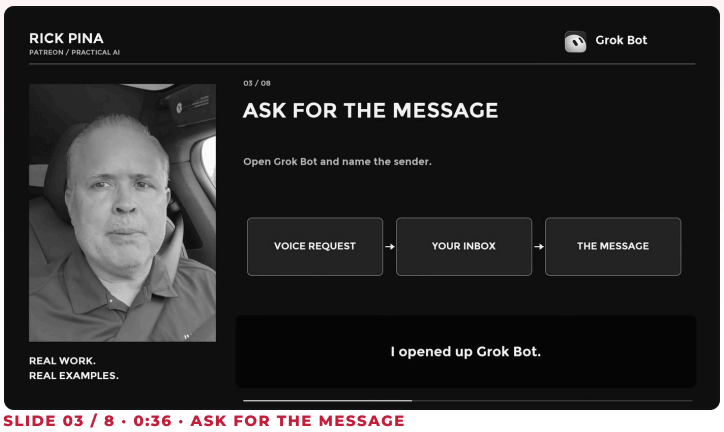
- **Grok Bot:** the AI assistant app I use on my phone. I talk, it talks back.
- **Microsoft Outlook:** my work email.
- **Superhuman:** an email app I use to read and answer my Outlook email.
- **Draft:** an email that is written but not sent. In Superhuman, the draft sits right in the same thread.
- **Draft-only:** my rule. The AI writes a draft, and I normally press Send myself.
- **Triage:** sorting what needs attention now from what can wait.
- **Hands-free:** using your phone by voice only, without holding it or looking at it.

HOW I USE AI TO READ EMAILS AND DRAFT REPLIES
PRACTICAL AI NOTES

STEP BY STEP

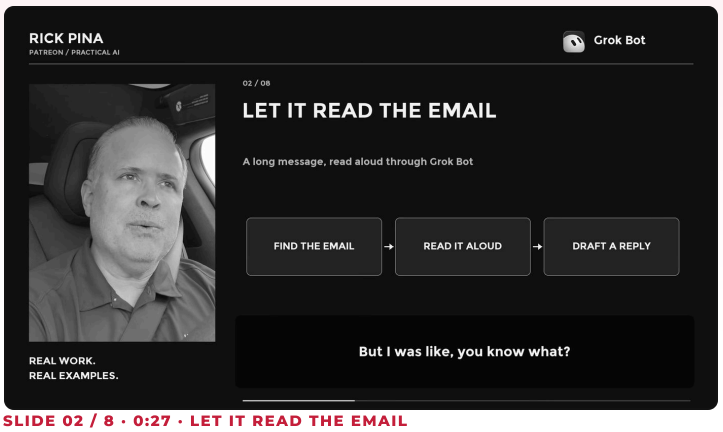
THE SEVEN STEPS

(every prompt was spoken, as close as I can give it to you)



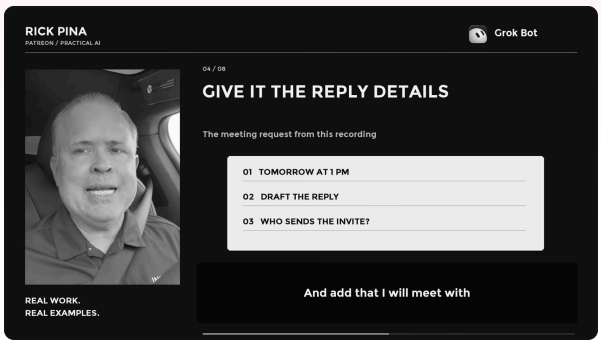
SLIDE 03 / 8 · 0:36 · ASK FOR THE MESSAGE

1. Ask for the message (0:33). Once I got in the car, I opened Grok Bot and said, roughly: "Hey, go in my email. I just got an email from [this person]." It said, "Yes, you did." Tell it who the email is from and let it find the message.



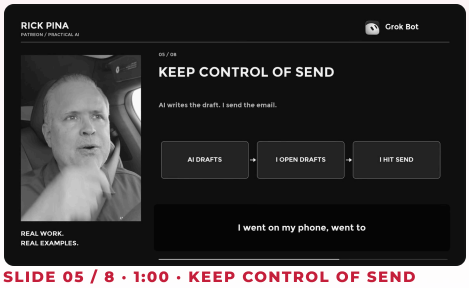
SLIDE 02 / 8 · 0:27 · LET IT READ THE EMAIL

2. Let it read the email (0:40). "Well, read it to me." It read me the email. Listen before you answer.



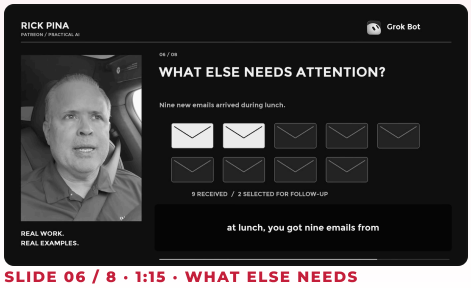
SLIDE 04 / 8 · 0:48 · GIVE IT THE REPLY DETAILS

3. Give it the reply details (0:44). It asked, "Do you want me to draft a response?" I said, roughly: "Yes, and add that I will meet with him tomorrow at 1 p.m. Let me know if he wants me to send an invite or if he's gonna do it." I made the decision. The AI wrote the words. It ends on a question back, so the other person knows what to do next.



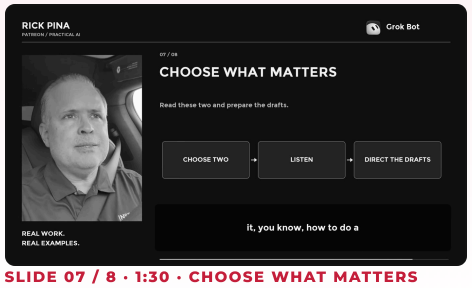
SLIDE 05 / 8 · 1:00 · KEEP CONTROL OF SEND

4. Keep control of Send (0:53). It wrote the response and asked, "Do you want me to send it?" I said, "No." I don't normally let AI send emails for me. I went on my phone, went to drafts, and then hit send, and I sent it myself. (In Superhuman, the draft sits right in the same thread.) My name is on it. The Send button stays in my hand.



SLIDE 06 / 8 · 1:15 · WHAT ELSE NEEDS ATTENTION?

5. Ask what else is hot (1:10). "Hey, is there anything else hot?" It said, "While you were at lunch, you got nine emails from these people."



SLIDE 07 / 8 · 1:30 · CHOOSE WHAT MATTERS

6. Choose what matters (1:19). It offered: "Do you want me to evaluate, or tell me which ones?" I said, "No. Seven of them I don't care about. Just read to me these two." I pushed back and told it which two to read. Nine came in. Two got my attention.

STEP BY STEP

THE SEVEN STEPS

7. Direct the drafts (1:27). Then I told it how to draft those two. I give direction. It writes the draft.

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PRACTICAL AI NOTES

THE POINT

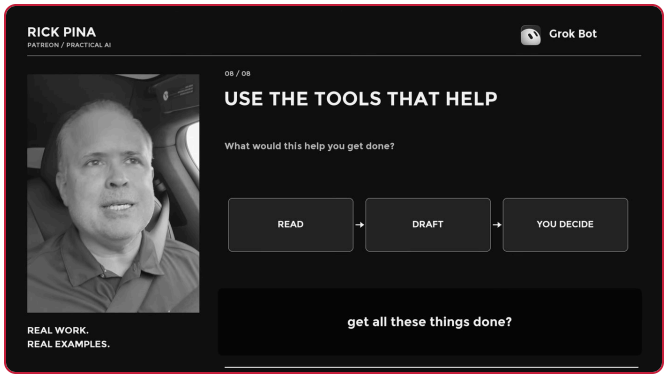
HERE IS WHAT I WANT YOU TO SEE

Read. Draft. You decide.

AI reads and drafts. I decide and I send.

Proverbs 21:23 (NLT): "Watch your tongue and keep your mouth shut, and you will stay out of trouble."

An email is your words in writing. Draft-only is how I watch my tongue on email.



HOW I USE AI TO READ EMAILS AND DRAFT REPLIES
PRACTICAL AI NOTES

COPY-PASTE

COPY-PASTE PROMPTS (FILL IN THE BRACKETS)

1. "Go in my email. I just got an email from [sender's name]."
2. "Read it to me." (Optional: "Then give me the one thing they are asking me for.")
3. "Draft a response. Say that [your decision]. Ask [the one question you need answered]."
4. "Do not send it. Leave it as a draft." Then open the draft, read it, and press Send yourself.
5. "Is there anything else hot? Tell me who emailed me since [time or event]."
6. "Just read me the ones from [name] and [name]. Skip the rest for now."
7. "Draft a reply to [name] that says [your point]. Keep it short. Do not send it."

HOW I USE AI TO READ EMAILS AND DRAFT REPLIES
PRACTICAL AI NOTES

SETUP

SET IT UP YOURSELF

1. Pick an AI assistant app that can connect to your email. I use Grok Bot with my work email, Microsoft Outlook. Confirm it can read your inbox and save a draft reply.
2. Connect your email account using the app's own steps. Only connect accounts you are comfortable letting it read.
3. Use an email app you like on your phone. I use Superhuman for my Outlook email. (In Superhuman, the draft sits right in the same thread.)
4. Set draft-only before you start. If your app allows a standing instruction, tell it never to send without you. When it asks to send, your answer is no.
5. Hands-free in the car. Start before you pull out, phone mounted. Open the draft and press Send when you are parked.
6. Read every draft before you send it.
7. Start with one long email. Then try "anything else hot?" after your next meeting.

LET'S DISCUSS IT

What do you think about that? Would you ever let AI press Send for you? Let's discuss it in the comments on the Patreon post.

God bless you.

COACHING & MENTORSHIP

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