

FREE GUIDE

Inbox Zero with Fable 5.

Clean your inbox with Claude and the Gmail connector. Three prompts, one weekly ritual. Claude drafts, you send.

Your inbox is not an inbox anymore. It is a to-do list other people write for you. The fix is not more willpower, it is a sorter that never gets tired. **Setup takes two minutes:** go to claude.ai, open Settings, click Connectors, and connect Gmail. That is the whole install. Once Claude (use the newest model, Fable 5) can see your inbox, the three prompts in this guide do the sorting, the drafting, and the cleanup list. You stay the only one who sends or deletes anything.

PROMPT 1 · SORT

The Triage

Most people open their inbox, read forty emails, and answer none of them. **Maybe five of those actually need you today.** This prompt finds the five, sorts everything into reply-now, this-week, or ignore, and gives you a one-line summary of each so you never reread a thread to remember what it was.

What it does

Reads your recent email and sorts every open thread into three stacks, with one line per thread telling you what it is and why it landed there.

Why it works

Deciding what to answer is the exhausting part, so you keep putting it off. Claude decides the order. You just work a short stack, top to bottom.

COPY-PASTE THIS INTO CLAUDE

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"Read my Gmail inbox from the last [7 days]. Sort every unread or open thread into three stacks: Reply Now (needs me today), This Week (matters but can wait), and Ignore (no action needed). Give each thread a one-line summary and say why you put it there. Rules: use only what is actually in my inbox, never invent senders, dates, or contents. If a thread is unclear or looks sensitive (money, legal, personal), flag it for my eyes instead of sorting it. Read only. Do not send, delete, archive, or label anything. I decide what happens next."
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THE THREE PROMPTS

PROMPT 1

The Triage

Find the five emails that actually need you today.

PROMPT 2

The Draft Desk

Get every reply drafted in your voice. You hit send.

PROMPT 3

The Unsubscribe Hit List

Cut the noise feeds in one 20-minute cleanup session.

PROMPT 2 · REPLIES

The Draft Desk

The reply is rarely the hard part. Starting it is. **This prompt takes your reply-now stack and drafts every answer in your voice**, so your job shrinks from writing ten emails to editing ten drafts. Drafts only. It never sends, and you review every word before anything leaves your outbox.

What it does

Writes a ready-to-edit reply for each thread in your reply-now stack, in your tone, under your word limit, labeled by sender.

Why it works

Editing a decent draft takes 30 seconds. Writing from a blank box takes 10 minutes. Across ten replies, that difference is your afternoon back.

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"Take my Reply Now stack from the triage. Draft a reply for each one in my voice: [short and warm / direct and professional]. Keep each reply under [120] words. Rules: use only facts from the actual email thread, never invent commitments, dates, prices, or details. If a reply needs information I have not given you, flag it and ask me instead of guessing. Drafts only. Never send anything. I read every word and hit send myself. If a thread involves money, legal issues, or a conflict, mark it 'handle personally' and do not draft it."

PROMPT 3 · CLEANUP

The Unsubscribe Hit List

Most of your email is not from people. It is from machines. **Newsletters you skim, promos you never open, notifications from apps you forgot you had.** This prompt finds all of it, ranks the worst offenders, and hands you a hit list so you can clear the whole pile in one sitting instead of one email at a time.

What it does

Scans your inbox for newsletters, promos, and notifications you never answer, then builds a ranked list with the unsubscribe link for each.

Why it works

Unsubscribing one email at a time never happens. A 20-minute session with a ready list does, and it cuts tomorrow's inbox before it arrives.

COPY-PASTE THIS INTO CLAUDE

"Scan my Gmail inbox from the last [30 days] and find every newsletter, promo, and automated notification I never reply to. List them by sender, how often they email me, and the last time one actually mattered. Rank the top [15] worth cutting. Rules: report only what is really in my inbox, never invent senders or counts. Do not unsubscribe, delete, or archive anything yourself. Build the list with the unsubscribe link for each so I can clear them in one sitting. If something looks important (bank, billing, school), flag it as 'keep' and tell me why."

RUN IT TONIGHT

Zero tonight, zero every Friday

A clean inbox is not a personality trait. It is a 15-minute habit with a machine doing the heavy lifting. Here is the whole routine.

1

Connect Gmail

Go to claude.ai, open Settings, click Connectors, and connect Gmail. Two minutes, one login, nothing to install.

2

Run the first clean

Open a new chat with Fable 5. Paste the Triage, then run the Draft Desk on your reply-now stack. Edit, send, done.

3

The 15-Minute Friday Ritual

Every Friday: run the Triage, approve your drafts, and knock three senders off the hit list. Zero stays zero.

Why this is safe to point at your real inbox

The guardrails are written into every prompt on purpose. Here is what Claude will and won't do.

- ✓ **Claude drafts, you send.** Every reply is a draft. Nothing leaves your outbox until you have read it and hit send yourself.
- ✓ **Nothing gets deleted.** The prompts are read-and-list only. You do the unsubscribing and archiving with your own hands.
- ✓ **Sensitive threads get flagged, not handled.** Anything touching money, legal, or personal matters is marked for your eyes and left alone.
- ✓ **No made-up email.** Summaries and lists come only from what is really in your inbox. Gaps get flagged and asked about, never guessed.

READY TO GO DEEPER?

A clean inbox is the warm-up. The certification builds the AI team that runs your whole week.

In the 12-Week AI Certification we sit with you live and build working AI systems around your actual business. Your real inbox, your real leads, your real follow-up. You leave with systems that keep working after the call ends, and a credential to show for it. No tech skills needed.

[Get Your 12-Week AI Certification →](#)

Start at brainvaultai.com

The pile took years to build. **Getting to zero takes one evening.**