

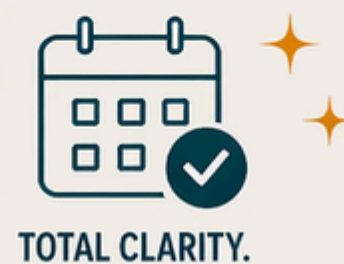
# END OF SCHOOL YEAR: MANY EVENTS. TOTAL OVERWHELM.

Too many emails. Too many tasks. Too much stress.



## Let Claude Cowork Do the Heavy Lifting.

One prompt. One calendar. **Total peace of mind.**



Try Claude Cowork →

# What Claude Cowork does

*One prompt. Inbox to clean calendar + printable PDF.*

1

## Scans your inbox

Searches Gmail for school messages in the window you pick.

2

## Extracts every event

Pulls date, time, location, and RSVP status from each thread.

3

## Dedupes invites

One event even if it arrived five times in your inbox.

4

## Flags issues

Missing tickets, unclear RSVPs, and same-day conflicts.

5

## Checks your calendar

Catches duplicates and travel-time overlaps before adding.

6

## Adds and prints

Updates Google Calendar and produces a PDF for the fridge.

# What you need.

*Two things. That's it.*

1

## A paid Claude plan.

Cowork runs on Pro or Max. Free plans don't include it. Pro is plenty for a busy family.

Pro starts at \$20/month

2

## Gmail and Calendar.

Connect both inside Claude. Cowork reads your invites and writes events back to your calendar.

Settings → Connectors → Add

HEADS UP

*Cowork uses more of your monthly allowance than regular chat. Worth it for the hours you get back.*

# One good prompt does all of it.

*What to say and why each part matters.*

CONTEXT

I'm juggling two kids at **School A** and **School B**. End of year is chaos.

GOAL

Scan my Gmail from **April 20 to May 31** for every school-related event.

EXTRACT

Pull **date, time, location, and RSVP status** from every thread.

RULES

Dedupe repeat invites. Flag **conflicts, missing tickets, and unclear RSVPs**.

FORMAT

A **fridge-ready PDF calendar** plus a separate **event details sheet**.

ITERATE

Show me the draft first. Only add to Google Calendar after I approve.

GET IT

Full prompt ready to copy at [technotechnical.com](https://technotechnical.com)

# School Events Calendar

April 20 to May 31, 2026 · Pulled from email

## ⚠️ ITEMS THAT NEED ATTENTION

- Fri Apr 24** Same-day conflict: Founder's Day overlaps Volunteer Luncheon (~20 min apart).
- Sat May 2** [TICKET NEEDED] School B Musical ticket not yet purchased.
- Wed May 20** [RSVP UNCLEAR] Dinner and Dialogue, no confirmation found.
- Mon May 25** Memorial Day. Both schools closed. No school.

## Calendar

SCHOOL A SCHOOL B

MON	TUE	WED	THU	FRI	SAT	SUN
Apr 20	Apr 21 8a-9a Teacher Gifts School B	Apr 22	Apr 23	Apr 24 ⚠️ 11a-3p Founder's Day School A 12-1p ⚠️ Volunteer Luncheon School B	Apr 25	Apr 26
Apr 27 8a-9a Book Returns School A	Apr 28	Apr 29 6:30-8p All-Parent Mtg School A	Apr 30 11:30a-2p Freshman Luncheon School B	May 1	May 2 ⚠️ 1:30-3:30p [TICKET] Musical School B	May 3
May 4 Due 8a Permission Slips School A	May 5	May 6	May 7 6-7p Sports Day coord School B	May 8	May 9	May 10
May 11	May 12	May 13 2-3p Class Party School B	May 14	May 15 Due 3p Final Projects School A	May 16	May 17
May 18	May 19	May 20 ⚠️ 2:15-3:45p MS Sport Celebration School A 6-9p ⚠️ [RSVP] Dinner/Dialog School A	May 21	May 22	May 23	May 24
May 25 Memorial Day No school	May 26	May 27	May 28	May 29	May 30	May 31 10a-12p Graduation School A

YOUR TURN

# Get your Saturdays *back.*

*If this scratched the itch, there's more where it came from. Follow along.*

1

ON LINKEDIN

Follow Tech *Not* Technical

2

ON INSTAGRAM

*@technottechnical*

3

ON THE WEB

*technotechnical.com*

*AI, simply put.*

*Less confusion. More clarity.*