



The Finisher

“You close the loop while everyone else is still opening tabs.”

The meeting ends and the momentum starts leaking, but you already have the recap half-written. You are the one who turns “we should follow up on that” into a message people can actually act on, before the thread goes cold.

YOUR EDGE WITH AI

AI is fastest at exactly the part you never skip. Feed it the messy notes and it hands back decisions, owners, and the next step, so the loop closes while the work is still warm.

THE THINKER WHO SHARPENS YOU

James Clear · systems beat willpower: bury the check in a workflow so it fires on your worst day.

Your blind spot

You close loops fast, which sometimes means closing the wrong one, or leaning on willpower to remember the step at all. Bury the check inside a workflow you already run so it fires on your worst day, and confirm what actually got decided before you call it done.

Your first shift: Follow-Up Fast Draft

Use this in the 10 minutes after a meeting, call, or messy thread before momentum cools off.

Copy this prompt

Turn these rough notes into a short follow-up with decisions made, open questions, owners, dates, and the next action I should send.