



AURA
AI OPERATING SYSTEM

FREE STARTER • A TASTE OF THE SYSTEM

Your first hour back, in 15 minutes

One formula, one setup step, and one working prompt from the AI Operating System — enough to prove it on your own inbox today.

1 • THE FORMULA EVERYTHING RUNS ON

A vague ask gets a generic answer. Structure every request as **Role + Context + Command + Format** — tell the AI who to be, what it's working with, what to do, and what shape the answer should take. That's the whole skill.

2 • KNOW YOUR BUYBACK RATE

$(\text{Desired annual income} \div 2,000) \div 4$. Want \$200k? That's **\$25/hour** — any task you could pay \$25/hour for should move to AI first. The full Playbook's calendar audit finds those tasks for you.

3 • THE GOLDEN RULE

If the output isn't perfect, **don't rewrite it yourself — tell the AI to adjust**. "Shorter." "More specific." "Cut the hype." Directing beats redoing every time.

WHAT THIS STARTER IS

Three ideas and one engine. The full system — the calendar audit, the Digital Brain, ten marketing mega-prompts, and the 90+ prompt vault — lives in the Complete Playbook.

YOUR ONE FREE ENGINE

The Inbox Gatekeeper

Copy your unread emails into a note, paste this prompt into Claude, then paste the emails. Ten minutes to inbox-zero — no setup required.

The Inbox Gatekeeper

[COPY & PASTE](#)

ROLE: Act as my Inbox Gatekeeper. Protect my time and get me to inbox-zero.

CONTEXT: I'll paste raw unread emails. Read all of them first, no pre-filtering.

RULES:

1. Archive the noise (newsletters, receipts, tool alerts, spam) — usually 60-65%.
2. Sort the rest into: [REPLY-ME] (draft a full reply in my voice), [DELEGATE] (1-line handoff), [FYI] (1-line summary), [SCHEDULE] (propose a block), [NO ACTION].

FORMAT: one table — Sender | Subject | Intent | Action | Draft reply.

GUARDRAIL: never send. Drafts for my review only.

BEFORE

A 90-message inbox, an hour of dread, and three important emails buried under receipts.

AFTER

60% auto-archived, the rest in five clear buckets, drafts ready to send. Ten minutes.

THIS IS 1 OF 90+ PROMPTS

The Gatekeeper handles your inbox. The Playbook handles your business.

- ✓ The 15-minute calendar audit engine
- ✓ Your "Digital Brain" workspace setup
- ✓ Email, sales & ad module libraries
- ✓ Ten marketing mega-prompts
- ✓ The 15-post Authority Pack
- ✓ The 30-day rollout plan

Get the Complete Playbook — \$99

Includes the Quick-Start Guide + Cheat Sheet as bonuses.