

A top-down view of a desk setup. In the top right corner, there is a white ceramic cup of coffee on a matching saucer. To the left of the cup is a small white vase containing dried willow branches. A gold pen lies horizontally above the notebook. Below the pen, a pink notebook with the word 'NOTES' on its cover is open. Several gold paper clips are scattered around the notebook. A crumpled piece of white paper is visible on the right side. The entire scene is set against a light, textured background.

Daily briefing checklist

- Key meetings to prep for
- Links to pre-reads
- Follow up actions
- Outstanding questions
- Topics to think about
- Interesting articles