



# InboxIQ

Your Executive AI Chief of Staff

Shakti AI  
Automate Growth

## WHAT LEADERSHIP TEAMS TELL US

"I spend my mornings triaging before I can do real work."

"I miss critical messages buried in the noise."

"I forget to follow up — deals go cold."

"I need to know what's urgent before 9am."

**I n b o x I Q**

**Your AI Chief of Staff for Email.**

**AI-powered email intelligence that reads, sorts, briefs, and drafts — automatically.**

**Leadership Inbox Intelligence Suite · ✓ Gmail ✓ Outlook ✓ Google Calendar · Powered by Anthropic Claude AI**

<b>775</b> Emails categorised in first run	<b>&lt; 60s</b> To draft a professional reply	<b>5</b> AI workflows fully automated	<b>2.5 hrs</b> Saved per exec per day	<b>7 days</b> From call to go-live
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## THE 5 AI WORKFLOWS

<b>WF1</b>	<b>Morning Briefing</b> 6:30am daily	<b>Structured digest of overnight emails — urgent items, action list, deadlines, FYIs. Your day, organized before 7am.</b>
<b>WF2</b>	<b>Smart Categorization</b> Every hour	<b>Labels every email automatically: Urgent, Action Required, Finance, Meeting, Newsletter, FYI, Spam.</b>
<b>WF3</b>	<b>Reply Drafts</b> Every hour	<b>Claude drafts a professional reply for every urgent or action email. Review, edit if needed, and send in one click.</b>
<b>WF4</b>	<b>Follow-Up Tracker</b> 6:30am daily	<b>Surfaces sent emails with no reply after 72+ hours — before deals go cold or deadlines are missed.</b>
<b>WF5</b>	<b>Meeting Handler</b> Twice daily	<b>Detects meeting requests, checks your calendar for availability, and drafts a reply with your open time slots.</b>

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