AI Email Triage Workflow Toolkit

AI workflow - preview and full file inventory

File inventory (everything in product.zip, inside AI-Email-Triage-Workflow-Toolkit/)

LICENSE.txt	990 B
README.md	3.3 KB
README.txt	3.3 KB
email-triage-workflow/workflow.json	1.9 KB
email-triage-workflow/examples/digest.md	2.3 KB
email-triage-workflow/examples/reply_drafts.md	856 B
email-triage-workflow/examples/sample_emails.txt	1.9 KB
email-triage-workflow/examples/triage.json	3.0 KB
email-triage-workflow/prompts/01_triage.md	1.6 KB
email-triage-workflow/prompts/02_fix_json.md	194 B
email-triage-workflow/prompts/03_reply_drafts.md	753 B
email-triage-workflow/prompts/04_rules_tuneup.md	508 B
email-triage-workflow/prompts/triage_rules.md	840 B
email-triage-workflow/schema/triage.schema.json	840 B
email-triage-workflow/scripts/triage_digest.py	4.7 KB
email-triage-workflow/tests/test_triage.py	1.0 KB

Tested here

PASS - example triage valid, digest ordering correct, 4 errors caught in bad record

Sample: AI-Email-Triage-Workflow-Toolkit/email-triage-workflow/prompts/01_triage.md (excerpt 1/1)

```
You are my email triage assistant. Today is {{TODAY}}. Apply my rules below, then classify
  every email.

<rules>
{{PASTE triage_rules.md}}
</rules>

<emails>
{{PASTE EMAILS - each starting with "ID: <n>"}}
</emails>

For EACH email return one JSON object with exactly these keys:
- "id": the email's ID
- "from": sender name and address
- "subject": subject line
- "category": one of action_needed | reply_needed | waiting_on_others | fyi |
  newsletter_promo | suspicious
  - action_needed = I must do something other than just reply (approve, pay, review, sign,
  book)
  - reply_needed = the main thing required is a written reply
  - waiting_on_others = I'm cc'd or someone else owes the next step; I may need to follow up
  - fyi = useful information, no action
  - newsletter_promo = bulk, marketing, notifications
  - suspicious = matches the suspicious rules; do not summarise links or attachments as safe
- "priority": P1 | P2 | P3 (definitions in my rules; when in doubt choose the higher
  priority and say why)
- "summary": one sentence, max 25 words, what the email is about and what is asked
- "next_action": an imperative starting with a verb, e.g. "Approve the March invoice in the
  portal", or "None"
- "due": the deadline as YYYY-MM-DD if one is stated or clearly implied (resolve "Friday",
  "end of week" against today's date), else null. Never invent a deadline.
- "reason": the rule or signal that set the priority, e.g. "VIP sender + deadline Thu"

Return ONLY a JSON array, no commentary, no code fences. Do not include email bodies, phone
  numbers or account numbers in any field.
```

SAMPLE

Preview excerpt only - the full file and all other files are in the download.