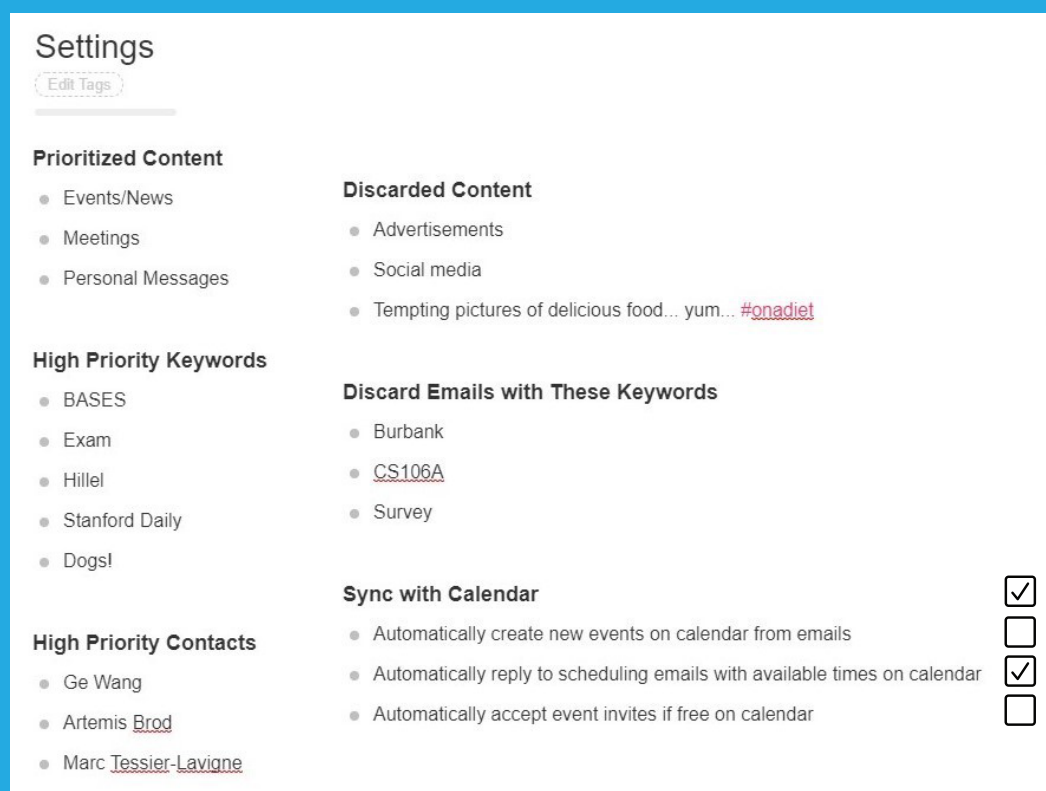


# Secretary

## Your personal AI-driven email assistant

Organization and Task Management for Stressed, Busy Students and Professionals



Our proprietary machine learning models filter through all your emails and delivers only your content preferences in your inbox, saving you hours of scrolling through pointless emails

You customize high-priority alerts with specific keywords from your job, while eliminating distractions from unwanted emails

Your list of high-priority contacts allowss us to let you know immediately when your teacher or boss comes knocking!

With calendar syncing, we automate the annoying and time-consuming process of inputting dozens of events, scheduling meetings, and accepting invites

**Daily Recap for 3/11/2020**

Min/Day Past five days

**Events/News** Total Emails: 83 Time Spent on Emails: 23 minutes. (30% improvement!)

- "Party at Hillel" Friday 3/13 at 9 PM
- Registrar: Grade change deadline 3/14 at 12 AM
- Marc Tessier-Lavigne: "Spring quarter cancelled"
- Vibrav Mariwala: "Sign Petition to Cancel Finals!"
- The Stanford Daily: "Women's Volleyball Wins National Championship"

**Meetings**

- "BASES All-Hands Meeting" 4/19 at 7 PM
- Christine Yao: "Academic advising check-in" 3/15 at 9 AM
- Investor meeting with Sequoia Capital 3/21 at 8 AM

**Personal Messages**

- John Perry: "How are you? Long time no see"
- Will Charles: "Thanks for sending this along!"
- Professor Granovetter: "Discussion Comment for this Week"

**Overdue**

- Respond to Dr. Brod's email "Final Project Question" five days ago
- Respond to Aristotle's email "What is Virtue" seven days ago
- Add to calendar "Think Zoom Lecture" for 3/12 10 AM, eight days ago

Get your customized, condensed information all on one screen, saving you from reading hundreds of mundane details

Set goals for time spent on emails and visualize your progress!

Add Events to Your Calendar in one click

Send automated responses to invites without typing a single word

The overdue section helps you stay accountable for emails you still need to send

Secretary mutes notifications, giving you the time, focus, and peace to be the best student or professional. Don't worry, we use AI sentiment analysis to notify you only if you've received an urgent message.



... BUZZ!!!



Use your time and stress saved to do your best work, contribute to your team, promote good mental health, and achieve happiness!

# How to use Secretary

- 1) Install the Secretary Chrome Extension on Google Chrome
- 2) Click the chrome extension on the upper right corner of your browser
- 3) Sign up with your information and describe preferences in the settings comprehensively
- 4) Sync your Outlook or Google Calendar and click the permissions that you give Secretary to make new events, accept calendar invites, and automate scheduling emails
- 5) Open new tab. This will automatically bring you to the most updated Daily Recap where you can see a consolidation of important emails, your content preferences, and reminders to respond to emails. Aim to check Daily Recap no more than once a day, giving yourself time to focus on work
- 6) From the Daily Recap, you can directly add events to calendar by simply tapping "Add to Calendar" for each email, access original emails by clicking the email icon, and send automated responses to invites by tapping "Yes" or "No"
- 7) In Daily Recap, set goals for daily time spent, check time spent each current day, and track progress over the last five days!
- 8) Secretary mutes notifications so that you are uninterrupted by the constant buzz of emails. However, rest assured that we will notify you about emails from your teachers or boss as well as emails that our AI sentiment analysis determines are urgent
- 9) After usage for a few weeks, go back to settings to adjust your prioritized content and keywords. Check back on your goals, reflect on your progress, and repeat.
- 10) Invest your saved time and stress towards contributing more positively to your community, class, and team and cultivating genuine relationships rather than reading emails. Reach happiness!