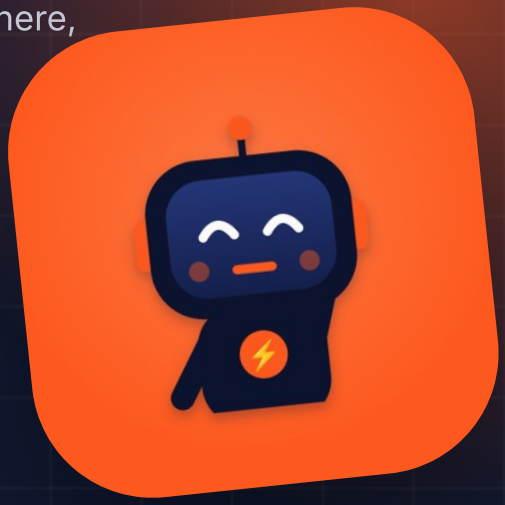
AI SHORTCUT · FIELD GUIDE 01

The 24/7 Agent Playbook

Claude Duet explained, plus how to build your own always-on business agent from the UAE, or anywhere, starting today.



01 The new kind of AI, in plain words

02 Four agents compared

03 Getting Duet, step by step

04 Build your own agent today

05 10 prompts that run a business

01 THE SHIFT

From chatbot you ask to agent that reports in

For three years, AI waited for you to type. The new wave flips that: an agent watches your inbox, calendar and tools, does the prep work in the background, and only taps you on the shoulder when a decision is yours to make.

Claude Duet is Anthropic's take on this, launched as a research preview on 21 October 2026, after Grok Bot, Meta Muse and ChatGPT Dots had already arrived. It runs on Claude Opus 5.5 and is aimed at people running a business.

1

It speaks first

A short morning brief on what matters, then a check-in every few hours only when something needs you.

2

It works offline

It has its own cloud computer and browser, so the work carries on with your laptop closed.

3

It asks first

It drafts and prepares freely, but waits for your tap before it sends, pays, signs or deletes.

> **The skill that matters now isn't prompting. It's deciding what you hand off, and what you keep.**

Some actions stay off-limits even if you approve them: moving money between accounts and trading securities. It also refuses to collect card numbers or government ID.

02 THE LINE-UP

Four agents, four jobs

They all "work around the clock", but they were built for very different people. Pick by the job, not the hype.

AGENT	MAKER	BUILT FOR	ARRIVED
Grok Bot	xAI	Group chats and daily routines	11 Aug 2026
Meta Muse	Meta	Everyday life: plans, deals, reminders	8 Sep 2026
ChatGPT Dots	OpenAI	Work and code, inside Slack and Teams	29 Sep 2026
Claude Duet	Anthropic	Running a business: invoices, payroll, contracts, follow-ups	21 Oct 2026

Why Duet is the one business owners are watching

6K — **6,000+ connectors** through Claude's marketplace: Gmail, Google Calendar, Drive, Slack, Stripe, QuickBooks, HubSpot, DocuSign and more.

$0 — **No extra fee in the preview.** It comes with Claude Pro and Max, but its background checks use your plan's limits.

✓ — **Hard limits on money.** Approval before every payment, and some moves blocked outright.

Honest weak spots: it can misread a thread or misjudge urgency early on, it's weaker at personal errands like booking travel, Microsoft 365 isn't supported yet, and you can't watch its screen while it works.

03

ACCESS

Getting Duet

Duet opens in waves through a waitlist. The first wave is for US Claude accounts, with more regions expected later. If you're in the UAE or elsewhere, join anyway to hold your place, then jump to chapter 04 and build the same setup today.

01 **Go to the Claude Duet page on claude.com** and choose "Join the waitlist".

02 **Use the exact email on your Claude account.** Access is tied to it, and a different address is the most common reason people never get in.

03 **Add your company and the first task you'd hand off.** Be specific: "chase overdue invoices" beats "help with admin".

04 **Pick your plan (Pro or Max) and phone type** (iPhone or Android).

05 **When the invite lands, finish setup on your phone** with the Apple or Google account linked to that same email.

Connect in this order

ORDER	WHAT	WHY FIRST
1	Email + calendar	The morning brief is only as good as what it can see.
2	Money in (Stripe, QuickBooks)	Overdue invoices are the fastest win.
3	Customers (HubSpot)	Follow-ups stop slipping.
4	Documents (Drive, DocuSign)	Contracts drafted and ready for your signature.

Your own agent, today

You don't need to wait for an invite. A Claude paid plan already gives you the three ingredients: **connectors** (Gmail, Calendar, Drive, Slack and more), **scheduled tasks** that run hourly, daily, on weekdays or weekly, and they run in the cloud, so your computer can be off.

Ask Claude to schedule any of these in a normal chat, or open **Scheduled → New task**. Set times in your own time zone, for example 8:00 Dubai time.

The morning brief

WEEKDAYS · 08:00

```
Check my email and calendar from the last 24 hours. Give me a
5-line brief: today's meetings, anything urgent, emails waiting
on me for more than 2 days, and one thing I should not forget.
Draft replies for the urgent ones but do not send anything.
```

The invoice chaser

DAILY · 10:00

```
Find invoices that are overdue by 7 days or more. For each,
draft a short, polite reminder to the client in my tone, with
the invoice number and amount. Put all drafts in a list for me
to approve. Never send them yourself.
```

The Friday wrap-up

WEEKLY · FRI 16:00

```
Summarise my week: deals moved, payments received, open
follow-ups and next week's key meetings. End with the 3 tasks
that would make next week easier if I did them Monday.
```

05 PROMPT BANK

10 prompts that run a business

Use them with Duet, or with your own setup from chapter 04. Swap the brackets for your details.

CASH

List every client who owes me money, oldest first, with a one-line reminder for each.

INBOX

Which emails have I left unanswered for 3+ days? Rank them by how much they matter.

MEETINGS

Before each meeting tomorrow, give me 3 bullets on who I'm meeting and what we last discussed.

SALES

Find leads who went quiet after a quote and draft a friendly follow-up for each.

CONTRACTS

Draft a service agreement for [client] using my last contract as the template. Flag anything unusual.

RENEWALS

Track [trade licence / visa / insurance] renewal dates and warn me 30 days ahead.

TEAM

Prepare this month's payroll summary for my review. Do not submit anything.

REPORTS

Build a one-page dashboard of this month's revenue vs last month, with 3 takeaways.

CUSTOMERS

Summarise every complaint from the last 30 days and the fix that would stop the most of them.

FOCUS

Look at my calendar and tell me which recurring meetings I could cancel or shorten.

06 GROUND RULES

Hand off work, not control

An agent that works while you sleep is powerful. Set these rules on day one, and it stays that way.

- [ ] **Drafts, not sends.** Every message, payment and signature waits for your approval.
- [ ] **Start with read access.** Connect one tool at a time and widen it only once you trust the results.
- [ ] **Never share passwords or card numbers in chat.** Use proper connectors and sign-ins.
- [ ] **Watch your limits.** Background checks use your plan's usage, so start with a few scheduled tasks and add more later.
- [ ] **Review weekly.** Spend 10 minutes on Friday checking what it did and tightening instructions.
- [ ] **Keep client data careful.** Connect only the accounts the task truly needs.

> **Start with one task. Make it boringly reliable. Then add the next.**

WANT IT DONE FOR YOU?

Let's build your business agent.

AI Shortcut sets up custom AI agents for your business: morning briefs, invoice follow-ups, renewal trackers and dashboards, connected to the tools you already use.

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