
The PA Playbook.

How to build your AI-powered
personal operating system —
without writing code.

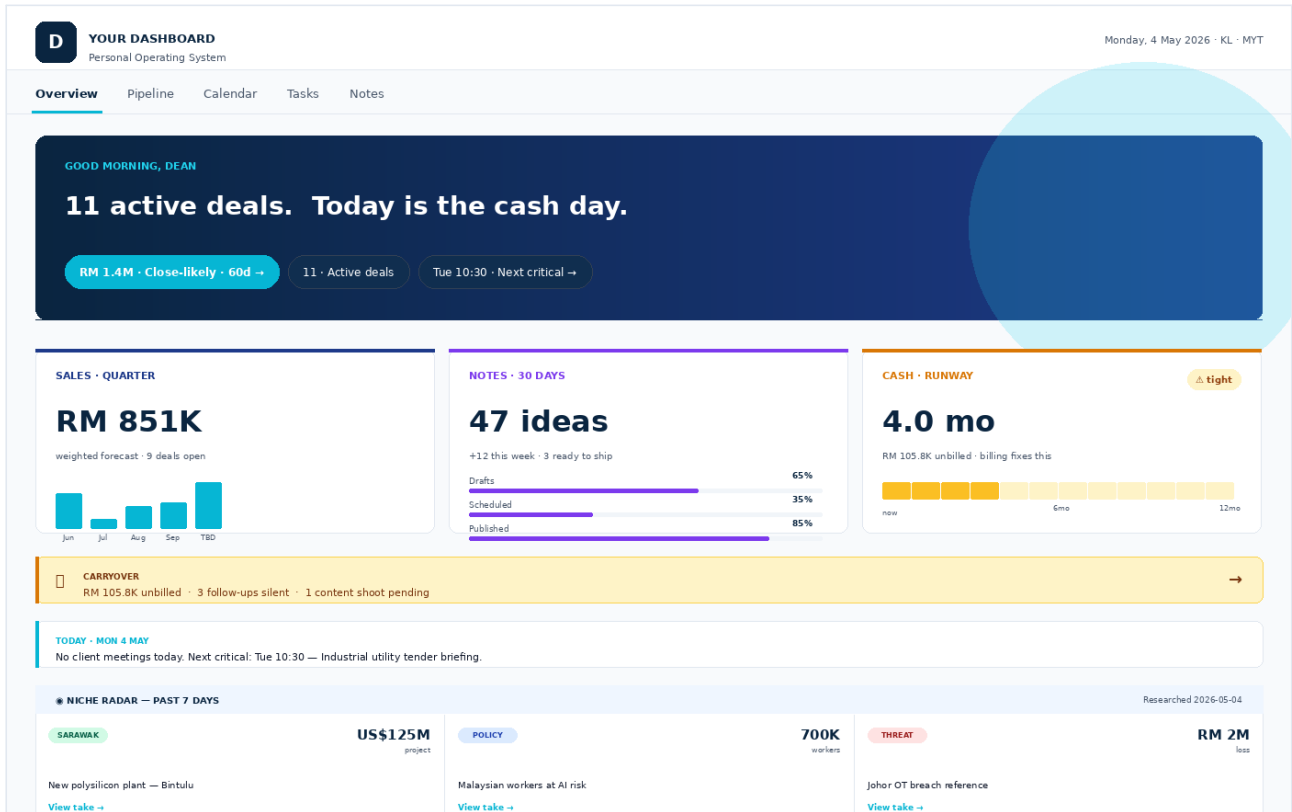
By Dean Lai

Founder, TGE Innovations

Visual edition. Less reading. More doing.

What you'll have

A private dashboard that runs your day. Looks something like this:



Generic mockup. Your tabs and data will be yours, not Dean's.

- Pulls from your tools**
 Calendar, email, news, accounting — flows in on its own.
- No double entry**
 Dashboard IS the source of truth. Edit once, see everywhere.
- No coding needed**
 You direct an AI. It writes, tests, deploys.

What you need: 4 things

Two tools. Two decisions. That's the whole stack.

<p>1 <small>TOOL</small> Claude Code</p> <p>AI that lives in your terminal. You talk to it. It writes code, tests it, deploys it. You direct.</p>	<p>2 <small>TOOL</small> Vercel</p> <p>Free hosting. Push your code, get a URL like yourname-pa.vercel.app. Done.</p>
<p>3 <small>DECISION</small> Three Questions</p> <p>Write down what you want answered every morning. Money, calendar, next move. Three lines.</p>	<p>4 <small>DECISION</small> Your Tools</p> <p>List the 5 apps you actually use daily. Some plug in. Some don't. That's OK.</p>

TGE
INNOVATIONS

Pick your tabs

Not everyone runs sales and content. Pick the 5 tabs that fit how *you* actually work.

Founder

Running a business solo
or with a small team

Pipeline	Calendar	Tasks	Cash	Content
----------	----------	-------	------	---------

Engineer / Tech

Employed or freelancing in
tech / engineering

Projects	Calendar	Tasks	Notes	Career
----------	----------	-------	-------	--------

Freelancer / Consultant

Multiple clients, hourly or
project work

Clients	Calendar	Invoices	Tasks	Portfolio
---------	----------	----------	-------	-----------

Manager / Lead

Running a team inside a
larger org

Team	Calendar	1:1s	Reports	Goals
------	----------	------	---------	-------

Student / Learner

Studying, certifying, or
upskilling for a transition

Courses	Calendar	Tasks	Reading	Goals
---------	----------	-------	---------	-------

■ **HINT** Don't pick all five. Pick three you'll actually open every day. Add the rest later only if you miss them.

The path: 5 phases

Each phase ends with a working system. You don't have to do all five.

1	Deploy the shell 1 weekend · 4–6 hrs	A live URL with your dashboard layout. Data is hardcoded.	
2	Add a real database 1–2 weekends · 4–6 hrs	You can edit deals, tasks, events directly in the UI. No more chat updates.	MOST PEOPLE STOP HERE
3	Calendar sync 1 weekend · 3–5 hrs	Google Calendar feeds the dashboard. Updates flow both ways.	
4	Email drafting 1 weekend · 2–3 hrs	Click "follow up with X" — a draft appears in Gmail with full context.	
5	Domain intel Varies · 3+ hrs	Weekly auto-refresh of news in your niche. AI scores and summaries.	

TGE
INNOVATIONS

Worksheet: your 3 morning questions

Before you build anything, answer these. *Architecture is downstream of clarity.*

Question 1 — Where does my output / income come from?

e.g. "Q3 pipeline, Q4 closes, recurring clients, content reach"

Question 2 — What's on my calendar right now?

e.g. "today's meetings, this week's critical sessions, next week's prep"

Question 3 — What's my next physical move?

e.g. "the one specific thing I should do next, not a generic to-do"

If you can't answer these in one sentence each, build the questions before you build the dashboard.

Try this in 5 minutes

Before you install anything, paste the prompt below into **claude.ai** or **chatgpt.com**. You'll get a working HTML file. Save it as `dashboard.html`, open in Chrome, see your prototype.

▼ COPY PROMPT — Paste this into claude.ai or chatgpt.com

Create a single-file HTML personal dashboard. No external dependencies. One .html file I can save and open in Chrome.

I am a [FOUNDER / ENGINEER / FREELANCER / MANAGER / STUDENT].
My 5 tabs: [pick from your persona list, e.g. Pipeline, Calendar, Tasks, Cash, Content].

Layout:

- Sticky header with my name + today's date
- Tab nav with active indicator
- Hero with deep-navy gradient + cyan accent + greeting
- 3 KPI cards below hero with realistic placeholder data
- Carryover ribbon (amber)
- Today summary line
- "Niche radar" section: 3 small news-style tiles

Theme:

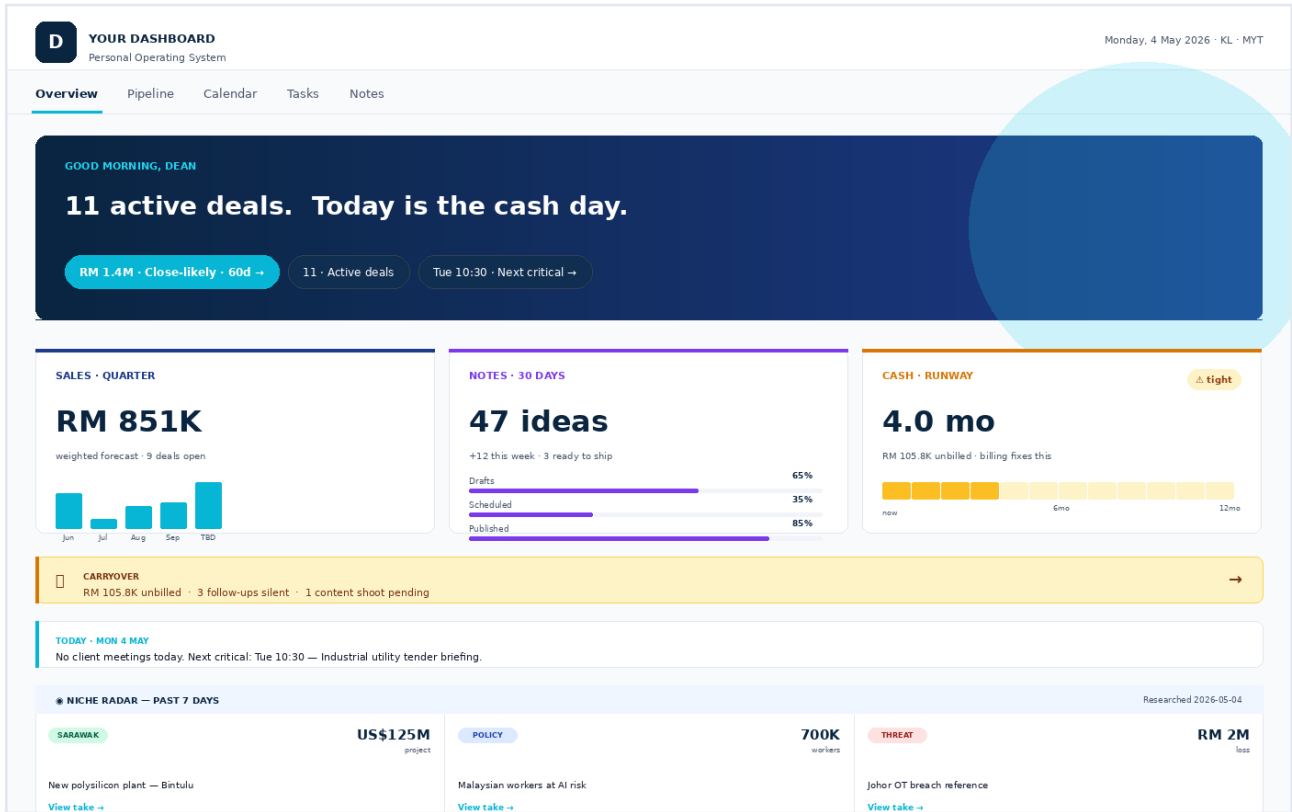
- Navy primary #0A2540, cyan accent #06B6D4
- Slate neutrals, white surfaces, 10px border radius
- Inter font, modern dashboard look (Linear/Vercel-style)

Include sample data, status pills, mini bar charts in CSS.
Output the complete HTML in one code block.

→ **NEXT PAGE** See exactly what the AI will build for you.

You'll get something like this

The AI will produce its own variation each time. The structure stays. The content adapts to your tabs.



Hero State-aware headline that changes based on your day. Action chips link to deeper views.

3 KPI cards Pick the three numbers that matter most to your week. Mini bars / progress bars / gauges.

Carryover ribbon What you didn't finish last week. One line. One click to act.

Today line Your one most important thing today. Auto-pulled from your calendar.

Niche radar Industry intel auto-refreshed weekly. AI scores relevance to your work.

Want a real one? Use these

The web prompt produces a static prototype. To get a live dashboard with real database + integrations, install Claude Code (next page checklist) and paste these one at a time.

▼ COPY Phase 1 — Scaffold (paste in Claude Code terminal)

```
Scaffold a Next.js 15 app with TypeScript, Tailwind CSS,  
and the App Router.
```

```
Theme it with deep navy primary (#0A2540) and electric  
cyan accent (#06B6D4). Engineering-feel typography.
```

```
Set up ESLint and Prettier. Initialize git and commit.
```

```
Five tabs based on my role: [your 5 tabs].  
Hardcode data for now. We'll wire the database next.
```

▼ COPY Phase 2 — Database

```
Add Supabase to this project.  
Create tables for each tab. Generate TypeScript types.  
Add Row Level Security. Replace hardcoded data with DB  
reads. Add edit drawers so I can update directly in the UI.
```

▼ COPY Phase 3 — Calendar sync

```
Add Google Calendar integration via OAuth.  
Build /api/calendar/sync that pulls events for the next  
14 days. Vercel cron every 30 min. When I edit an event  
in the dashboard, push back to Google Calendar.
```

What auto-syncs

Set these up once. They keep your dashboard truthful while you sleep.

Tool	What auto-syncs	Setup	Frequency
Google Calendar	Events both directions	30 min	Every 30 min
Gmail	Drafts, thread search	Same OAuth	On-demand
News / Intel	Niche headlines, scored & summarised	1 hr	Weekly
Cloud accounting	Quotations, invoices (if API tier)	2–4 hrs	Daily
Instagram Business	Followers, reach, post metrics	4–6 hrs	Daily
GitHub	Repo activity, commits	15 min	Real-time
Telegram bot	Quick captures from your phone	30 min	Real-time

■ What stays manual

Banks (no public API in MY). WhatsApp Business (heavy lift). Some accounting tiers (enterprise-only). Social captions (your voice, not the AI's).

The goal isn't auto-everything. It's one place to operate from. Some of that one place is keyboard input. That's OK.

What it costs



\$30–200

AI subscription / month

\$200 unlimited (Claude Max)

\$30–50 pay-as-you-go



FREE

Hosting + database

Vercel + Supabase free tiers

cover everything you need



6–8

Weekends to build

~30–40 focused hours

across evenings + Sundays

DO THE MATH

Saves you 2 hrs/week = pays for itself in 5 months.

Helps you close one extra deal = pays for itself the first day.

TGE
INNOVATIONS

Your first weekend checklist

Print this. Tick as you go.

DAY ZERO — INSTALL TOOLS (1.5 hrs)

- Install Homebrew**
Mac package manager. Run install command from brew.sh in Terminal.
- Install Node.js + Git**
`brew install node git`
- Install Claude Code**
`npm install -g @anthropic-ai/claude-code`
- Install VS Code**
`code.visualstudio.com`

ACCOUNTS — CREATE THESE (30 min)

- Anthropic Console** — `console.anthropic.com`
API key OR Claude Max (\$200/mo)
- GitHub** — `github.com` · Free. Where your code lives.
- Vercel** — `vercel.com` · Free. Deploys automatically.
- Supabase** — `supabase.com` · Free. Your database (Phase 2+).

FIRST BUILD — LET'S GO (4–6 hrs)

- Open Terminal. Type `claude`. Authenticate.**
- Make a project folder:** `mkdir my-pa && cd my-pa && git init`
- Paste Prompt 1** from the prompts page. Read what it builds.
- Iterate.** Ask follow-ups. Tweak the visual. Add your data shape.
- Push to GitHub. Connect to Vercel.** Get your live URL.
- Bookmark it.** You're live. Open every morning.

Build with AI. Tonight.

Two years ago, this took six months and a developer. Today, thirty hours and a chat window. Two years from now, table stakes.

The advantage isn't the AI. The advantage is being the one who actually built with it.

Most people will read this and not do anything. A few will paste the first prompt this weekend. The few become tomorrow's operators.

AI doesn't make you a builder. Building does.

The tools are ready. The window is open.
Two years from now, every operator does this.
Tonight, almost no one is.

Be tonight's exception.

Open Terminal. Type `claude`. Paste Prompt 1.

You're already moving.

Dean Lai

Founder, TGE Innovations
[@dean.tge](#) on Instagram

When you build something with this, send me a DM. I want to see what you make.