Mailbox and deadlines — 400 e-mails a week

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Document issued on 09/11/2026

214 draft replies ready, 64 deadlines extracted · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **Sorting is done every morning; sending stays with the secretariat** as long as no mandate has been signed on the recurring topics.

The sort of the 400 weekly e-mails

Nature	Volume	What the agent does	What stays with the secretariat
Six recurring topics	**112**	**Draft reply ready, sourced from your own documents**	**Sending**
File follow-up	**102**	**Attached to the file, with the document they refer to brought up**	Reading, without rereading the whole thread
Carrying a deadline	**64**	**Extracted, dated, placed in the deadline table with a three-day reminder**	The ruling

Nature	Volume	What the agent does	What stays with the secretariat
To be routed to a directorate	78	Forwarded with the subject noted	Nothing
Calling for the chief executive's ruling	**44**	**At the top of the morning page, not in the middle of the 400**	**The decision**

What that gave over the quarter

Measure	Before	After	Reading
Secretariat sorting time	**6 hours a week**	**1 hour**	**Sorting is not work, it is what stops work happening**
Deadlines missed	**14 per quarter**	**1**	**That one came from a document a third party had not sent — flagged twice**
First reply to a service user's e-mail	**11 days**	**2 days**	The draft reply waits for approval, not for writing

The six recurring topics

Topic	Per week	Source of the reply
Appointment requests	31	Calendars and open ranges
Document requests	24	**Document management system, register of resolutions**
Invitations and representation	19	The chief executive's diary
Service users' questions	**18**	**Directorate answers, routing to the competent department**

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Topic	Per week	Source of the reply
Supplier approaches	12	The body's standard reply
Mailing lists	8	Handled without a reply

What is proposed: that the six recurring topics go out directly after approval once and for all, **on the model of the circulation mandate: capped, dated, withdrawable with a single word. 112 e-mails a week, a reply within the hour instead of the day after next** — and the secretariat only reviews the other 288.

For the body to settle

Topics whose reply may go out without review: _____

Request a demo with your own documents

This document is a fictitious example. To see the agent work on your own documents, request a demo from its page.

https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-secretaire-de-direction

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