

YOUR FIRST WORK AGENT BRIEF

Start with a small task, a clear owner and a reviewable result.

Google's Gemini agent announcement describes an agent that plans work and uses connected business tools. An announcement does not establish access in your account; check your organisation's available tools and policies.

Design one useful workflow

1. Pick a repeatable task with a visible result: a weekly summary, a draft or an internal research note.
2. Write down the inputs, tool access, owner and finish condition. Begin with a sample dataset or test environment.
3. Keep a person at the checkpoint for sending, publishing, deleting or spending. Set these limits in permissions where the tools support them.
4. Run three examples, including missing information. Record what needed correction and whether the agent stopped at the right checkpoint.

Copy this brief

Prepare [deliverable] using [approved inputs]. Use only [tools]. You may [allowed actions]. Stop before [actions requiring review]. If information is missing, identify it. Return the deliverable, source links, changes made and anything still unresolved.

Measure the result

1. Compare reviewed output quality and time with your usual workflow.
2. Expand access only when the small workflow passes review consistently.

ORIGINAL RESOURCE

[Google's Gemini agent announcement](https://blog.google/innovation-and-ai/infrastructure-and-cloud/google-cloud/gemini-at-work/)

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An independent companion by Huzaifa Shoukat. Check the original project for current setup and availability. Prepared 12 October 2026.