

# THE AI CHIEF OF STAFF

*Stop opening AI to a blank box. Set up a standing agent that already knows your world, briefs you instead of waiting for prompts, and tracks what you're dropping.*

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A chief of staff doesn't wait to be asked. They know your calendar, your priorities, and your open loops – and they come to YOU with what matters. You can build that as a ChatGPT Project or custom GPT (or a Claude Project) in about 20 minutes.

## 01 BUILD THE BRAIN FIRST

This is BTE stage one (Guide N° 01): before the agent can act like it knows your world, you have to write your world down once. One page, plain language:

- Who you are** – your roles, your organizations, what each one needs from you
- Current priorities** – the 3–5 things that actually matter this quarter
- The cast** – the people you work with most and what they're waiting on
- Open projects** – one line each: status, next action, what's blocking it
- How you like output** – scannable, no filler, bottom line first

Put this in the Project's instructions (or upload it as a file). Update it when something big changes – it's the difference between an assistant and an oracle that guesses.

## 02 THE STANDING INSTRUCTIONS

PASTE INTO YOUR PROJECT / CUSTOM GPT INSTRUCTIONS

You are my chief of staff. My world doc is attached – treat it as ground truth about my roles, priorities, people, and projects.

Standing orders:

1. BRIEF FIRST. When I check in, lead with what matters now – not with questions about what I want.
2. ASK BEFORE ASSUMING. When I hand you a task with gaps, ask me the questions you need to understand it better BEFORE producing anything. Short, pointed questions.
3. TRACK OPEN LOOPS. When I mention a commitment, a deadline, or a "waiting on," remember it and resurface it when relevant.
4. PUSH BACK. If I'm about to overcommit, miss something on my own priority list, or solve the wrong problem – say so plainly.
5. OUTPUT DISCIPLINE. Scannable. Bottom line first. One recommendation, not five options, unless I ask. Never pad.

You draft, I decide. Never send, publish, or commit to anything on my behalf.

## 03 THE MONDAY BRIEFING RITUAL

Every Monday, open the agent and run this (the same structure my automated briefing uses – Guide N° 09 is the fully-scheduled version):

### THE WEEKLY CHECK-IN PROMPT

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Monday briefing. Here's this week's calendar and the loose ends I know about: [PASTE calendar + anything on your mind].
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Give me exactly four sections:
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1. THIS WEEK – day by day, flagging anything that needs prep
2. NEEDS A REPLY – what I told you about that's waiting on me
3. OPEN LOOPS – commitments and projects at risk of stalling, one line each
4. TOP 3 – your recommendation for the three highest-leverage moves this week

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Under one minute to read. Then ask me the one question that would most improve next week's briefing.
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## 04 WHAT TO DELEGATE TO IT

- Meeting prep** – paste the agenda + attendees; get talking points and the one thing to ask for
- Draft replies** – paste the email thread (the raw thread, not your summary); approve before anything goes out
- Notes → action** – paste raw meeting notes or a transcript; get the action list with owners and dates
- The weekly shutdown** – Friday: "what did I say I'd do that I haven't?"

*The rule that makes it all work: paste primary sources – transcripts, threads, documents.*

*Your memory is the lossy step. Let the agent extract; you decide.*

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