

About Me



This becomes your assistant's About me file. Fill in what you're happy to share. Skip anything private.

Name, and what to call me

What I do

Goals this year: work

1

2

3

Goals this year: life

1

2

3

My week (work hours, gym days, family time, fixed commitments)

People who matter

NAME	WHO THEY ARE	BIRTHDAY	ONE THING TO REMEMBER

Things I always forget or put off

How I like messages (short or detailed, bullets or prose, language)

Never (things it must not do or mention)

When you're done, type them into your Life Manager chat and say: "Turn this into a clean About me file." Then upload it to the Project.

About My Business



This becomes your Business Manager's knowledge file. Facts only: it will use exactly what you write here.

Business name and what we do, in one line

Where, and opening hours

Our customers: who they are and what they usually ask

Services and prices

SERVICE	PRICE	NOTES

Top questions and our answers

QUESTION	OUR ANSWER

Policies: bookings, cancellations, refunds, deposits

Tone of voice: 3 words, and words we never use

Languages we reply in

3 great past replies (paste them, or note where they are)

It must never

The ONE recurring job I want help with first

Type them into your Business Manager chat and say: "Turn this into a clean Business knowledge file." Upload it to the Project.

Design Your Assistant



Plan any assistant on one page. Fill it in before you paste the setup prompt and your answers will come out clearer.

Name

Role, in one line

Its ONE job (start with one)

It OWNS

It's MEASURED by

It must STOP AND ASK before

The 5 layers

1 Instructions: who it is and how it talks

2 Knowledge: files it should read

3 Memory: things it should learn and remember

4 Skills: routines it should do the same way every time

5 Connectors: apps it may use

Highest permission level for now

☐ 1 Read
 ☐ 2 Draft
 ☐ 3 Act after I say yes
 ☐ 4 Act alone (not yet)

In and out

Inputs: what I give it each time

Outputs: what a perfect result looks like

Never-do list

Review: when and how I check its work

Paste your answers into the master setup prompt (Prompt Library) and say: "Use my plan."

What should I automate?

List the jobs you repeat, life and business. Score each one, multiply, and the highest score is your first assistant.

How often: 1 = a few times a year · 2 = monthly · 3 = weekly · 4 = a few times a week · 5 = every day. How annoying: 1 = I don't mind · 3 = a chore · 5 = I hate it.

TASK I REPEAT	LIFE OR BUSINESS	HOW OFTEN (1-5)	HOW ANNOYING (1-5)	SCORE (×)

YOUR FIRST ASSISTANT (HIGHEST SCORE)

Take your top task to Worksheet 3 and design the assistant that does it. Score 15 or more? That's worth building this month.