What Could You Accomplish If AI Kept Working?

A practical guide to turning a repeated process into a safe, ongoing responsibility for ChatGPT Dot.



Define the job. Set the boundaries. Let the work continue.

How to use this member edition

The public Guide contains the complete method. This member edition adds portable implementation resources: printable worksheets, a filled Northstar example, an authority matrix, a controlled-test record, an exception worksheet, a maintenance record, and every implementation prompt in one sequence.

Product note

Interfaces and availability can change. Durable operating principles are separated from dated screenshots. Recheck the controls visible in your account before relying on a recurring responsibility.

Contents

• The complete practical Guide
• Printable Dot Responsibility Specification
• Completed Northstar responsibility example
• Authority and approval-boundary worksheet
• Controlled First Run record
• Exception and escalation worksheet
• Maintenance and review record
• Consolidated prompt pack
• Final implementation checklist
• Official references

A practical guide to turning a repeated process into a safe, ongoing responsibility for ChatGPT Dot.

Most AI work begins with a prompt.

You ask for something, review the answer, and decide what to do next. If another step is needed tomorrow or next week, you return and start the process again.

ChatGPT Dot introduces a different possibility: you can give AI a continuing responsibility.

Instead of waiting for every instruction, your Dot can keep track of defined work, begin at an agreed time, use approved sources, complete routine steps, and return when it has a result or needs your judgment.

That does not mean giving AI unrestricted control. A useful Dot responsibility has a clear purpose, a bounded workflow, the minimum access it needs, explicit authority, and evidence that proves the work was completed correctly.

This Guide will help you build one.

By the end, you will have:

- Chosen an appropriate ongoing responsibility.
- Identified the connections and working environment it requires.
- Defined what your Dot may do independently and what still requires you.
- Created a schedule or event-based starting condition.
- Tested the workflow with a controlled first run.
- Established completion, verification, exception, and escalation rules.
- Written a reusable specification for the responsibility.

> **PRODUCT AVAILABILITY**
> ChatGPT Dot availability, supported connections, permissions, messaging channels, and event monitoring can vary by plan, region, workspace policy, and product release. Check the official Dot documentation and the options visible in your account before designing a workflow around a particular feature.

From giving AI tasks to giving it responsibility

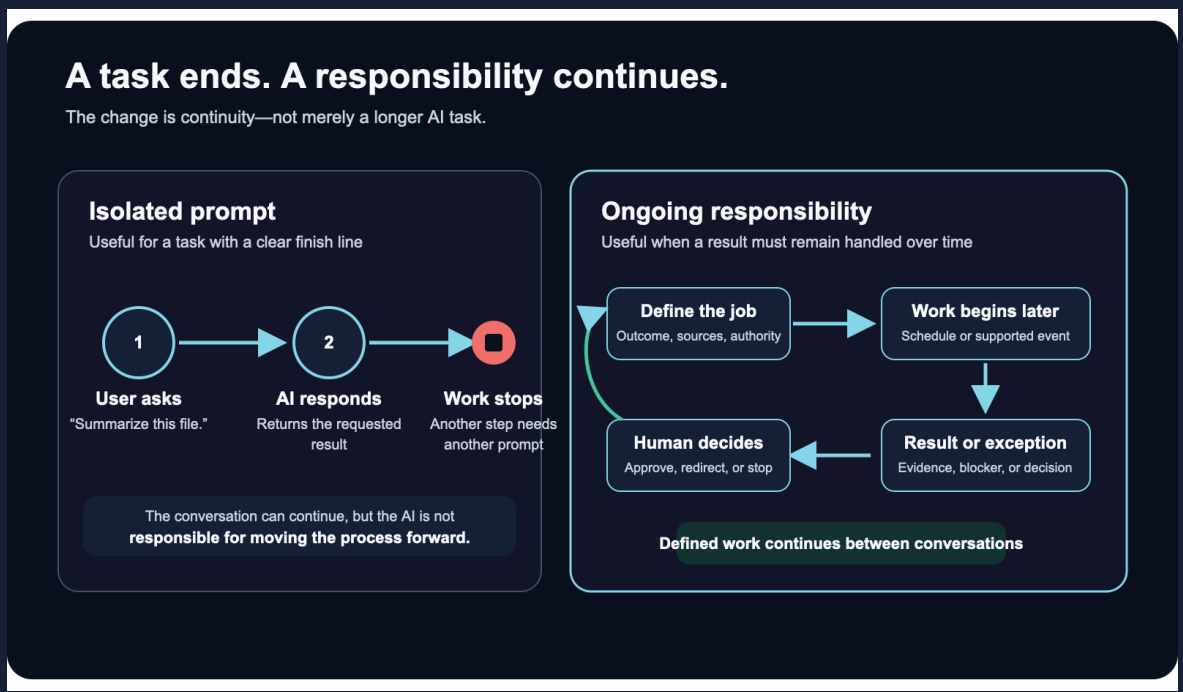
A task has a finish line: summarize this file, draft this message, or compare these products.

An ongoing responsibility has a state that must remain handled over time: keep a project readiness list current, prepare evidence before a recurring meeting, or collect and validate a report every Monday.

The difference is not merely duration.

A well-defined responsibility answers questions a normal prompt often leaves unresolved:

- What should remain true when the work is handled correctly?
- What tells the Dot that work should begin?
- Which sources may it use?
- Where should it place the result?
- Which actions may it take without asking?
- Which decisions must return to the user?
- What should happen when a source, login, computer, or result is unavailable?
- What evidence proves the work is complete?



Your Dot is most useful when the repeated work follows a recognizable process but still benefits from judgment when circumstances change.

It is not a reason to automate an unclear process. If you cannot explain how you normally know the work is correct, the Dot will not know either.

Prepare your Dot before assigning the work

Before writing the full responsibility, understand where the work will happen and what each connection actually allows.

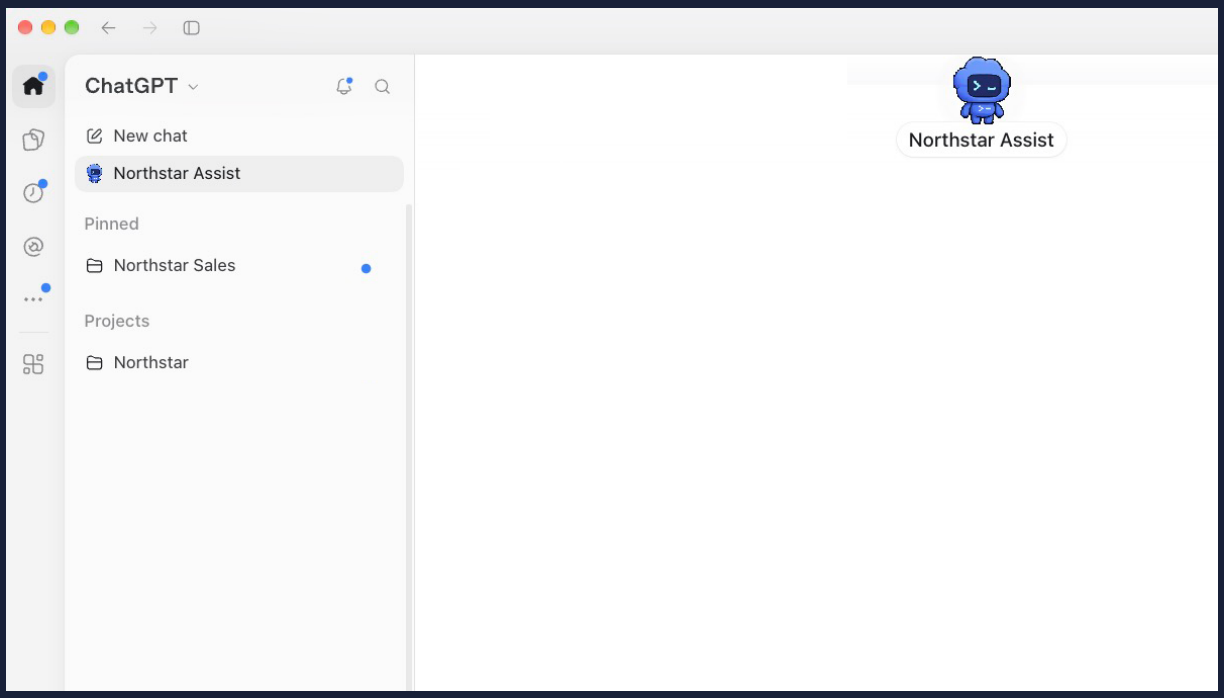
Start with the Dot you have

Open your Dot and confirm the basic options available in your account. Depending on your plan and workspace, you may be able to use it through ChatGPT, supported messaging channels, connected apps or plugins, its cloud computer, and one connected personal computer.

Do not assume that seeing a product in a menu means your Dot can perform every action inside it. Availability and permissions are separate questions.

CHECKPOINT

Before continuing, confirm that you can open your Dot and reach its profile, recent activity or Activity view, Scheduled work, Devices or Computers, and the settings used to review plugins, permissions, and custom rules. The exact navigation and labels may change; use the options available in your current interface.



Select your Dot from the ChatGPT sidebar to open its ongoing conversation and controls. Example interface; conversation content has been removed for privacy.

The interface examples use a fictional Dot named Northstar Assist and fictional Northstar information so the controls can be shown without exposing private work. The full Northstar scenario appears later in the Guide.

Choose how your Dot should contact you

Your Dot can send updates and questions in its ChatGPT conversation. Depending on the contact methods available to your account, you may also be able to reach the same Dot through Slack or Microsoft Teams and tell it which updates belong in each channel.

Texting through iMessage or RCS on Android is also available to some users as a limited beta. When texting is available, the Dot can send an approval link that opens the request in ChatGPT.

You can call your Dot inside ChatGPT to discuss work, clarify a decision, or request a progress update. At the time this Guide was verified, calls were initiated by the user; a voice call should not be described as a dependable channel for the Dot to initiate an urgent notification.

Choose the contact method as part of the responsibility. For example:

- Keep routine progress in ChatGPT.
- Bring decisions or blocked work to you in a Slack direct message.
- Use Teams when the responsibility belongs to work coordinated there.
- Send a text only for an exception that needs prompt attention, when texting is available.

Connecting a contact method does not connect your apps, inbox, or computer. Those connections must be established separately.

Prompt: CONTACT AND NOTIFICATION RULES

> Keep routine progress and final completion reports in ChatGPT. Contact me through [APPROVED CONTACT METHOD] only when the work is blocked, a completion condition fails, or you need a decision or approval from me. Do not repeat unchanged alerts. Confirm which contact methods are currently available and where you will send each type of update.

Decide whether the work belongs in the cloud or on your computer

Your Dot has its own cloud computer and browser. Work performed there can continue while your devices are off. Its browser sessions, files, and software are separate from those on your personal computer.

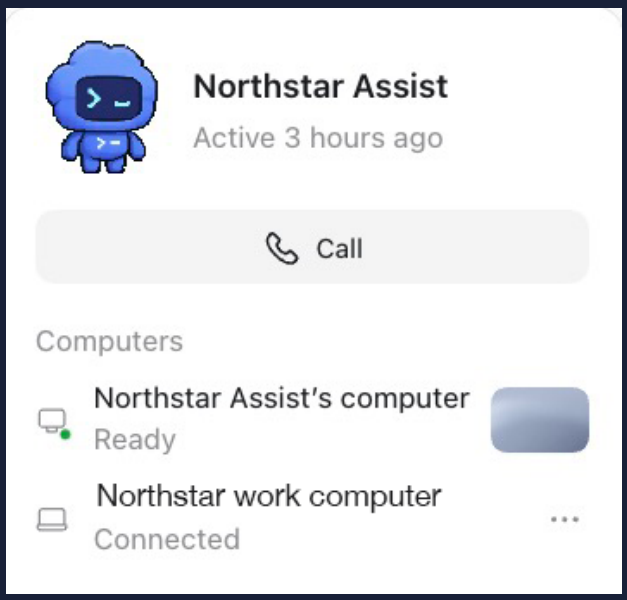
This is appropriate when the responsibility can be completed using:

- Connected cloud services.
- Files available in the Dot's environment.
- Websites that work in its cloud browser.
- Cloud Work or Codex environments already configured for the task.

Some responsibilities require your own computer because they depend on local files, installed applications, local code, or an authenticated session available only there.

When you connect a personal computer, it must remain online with the ChatGPT app open while the Dot uses it. Connecting a computer to Dot is separate from other ChatGPT, Work Sync, or Codex connections.





A Dot has its own cloud computer and can also use a connected computer when the workflow requires local access.

Use the cloud environment when it can complete the work safely. Use a connected computer only when the workflow genuinely needs local resources.

Connect only the sources the responsibility needs

A Dot may work with supported apps or plugins installed and enabled for your account. Each connection uses the account and permissions associated with it.

For example, an email connection may permit reading without sending. A cloud-drive connection may permit reading certain files without allowing deletion. A messaging channel may let you talk to your Dot without giving it access to your inbox, computer, or other services.

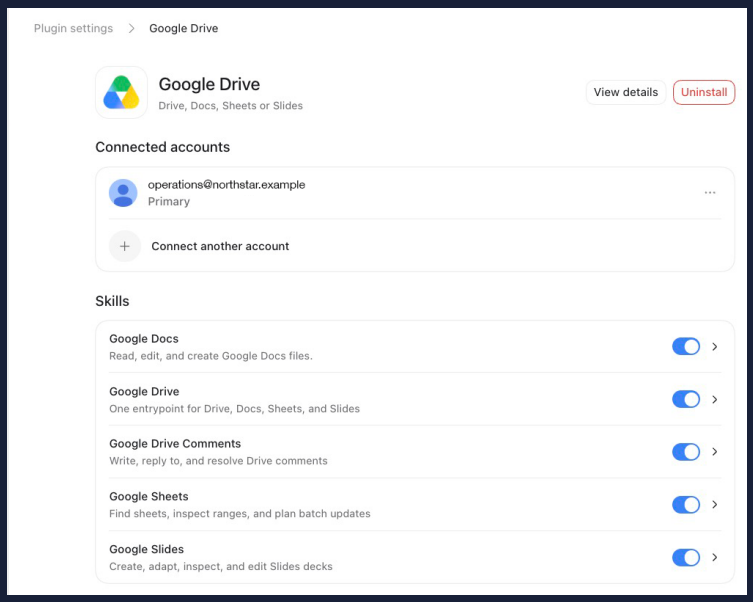
Treat each connection as a separate capability:

Connection	What it provides
Messaging channel	A place to talk to your Dot and receive updates.
App or plugin	Access to that service's information and actions within its permissions.
Dot cloud computer	A separate cloud environment for browser, file, research, and supported software work.
Connected personal computer	Access to approved local files, applications, and tasks while the computer is available.

If a website requires a login, the Dot may request a private sign-in or ask you to take over its cloud browser. Its browser does not inherit a login from your personal browser. Some websites may block cloud browsers or require additional verification.

Login, multifactor authentication, CAPTCHAs, password changes, and security confirmations remain human handoffs. Do not place credentials, verification codes, or secrets inside an operating prompt.

> **IMPORTANT DISTINCTION**
> Connecting a service makes a capability available. It does not give the Dot unlimited permission to use it, and it does not authorize every possible action inside the account.



A connected plugin can expose several distinct capabilities. Enable only the skills the responsibility actually requires.

Separate access, permission, and authority

These three ideas are easy to blur:

- Access means the Dot can reach a source, computer, app, or website.
- Permission means the product or connected service allows a particular action.
- Authority means you have instructed the Dot that it may take that action in this responsibility without asking again.

A Dot might have access to an email account and permission to send messages, while your responsibility authorizes it only to prepare drafts. All three conditions matter.

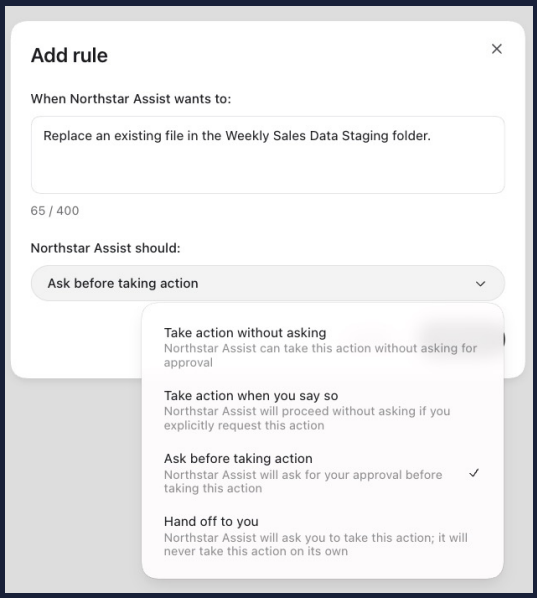


Use instructions first; add custom rules for recurring boundaries

The conversation should explain the responsibility and its working boundaries. Custom rules are useful when a particular approval boundary should apply repeatedly.

Current Dot controls can distinguish among actions it may take without asking, actions it may take when you explicitly request them, actions that always require approval, and actions it must hand off to you.

Custom rules do not grant access to a service or computer. They do not override built-in safety requirements, and the Dot can still make mistakes. Review the permissions of connected apps separately.



A custom rule defines how the Dot should handle a specific action. It does not grant access, change plugin permissions, or override built-in safeguards.

Examples of useful recurring boundaries include:

- Prepare customer replies, but ask before sending.
- Add files to the approved staging folder, but ask before replacing an existing file.
- Update the internal checklist, but hand off any deletion.
- Collect report data, but do not change campaign settings or financial controls.

APPROVAL BOUNDARY

Give the Dot autonomy over routine, reversible, verifiable work. Keep consequential, irreversible, financial, reputational, security-related, or ambiguous actions under human control.

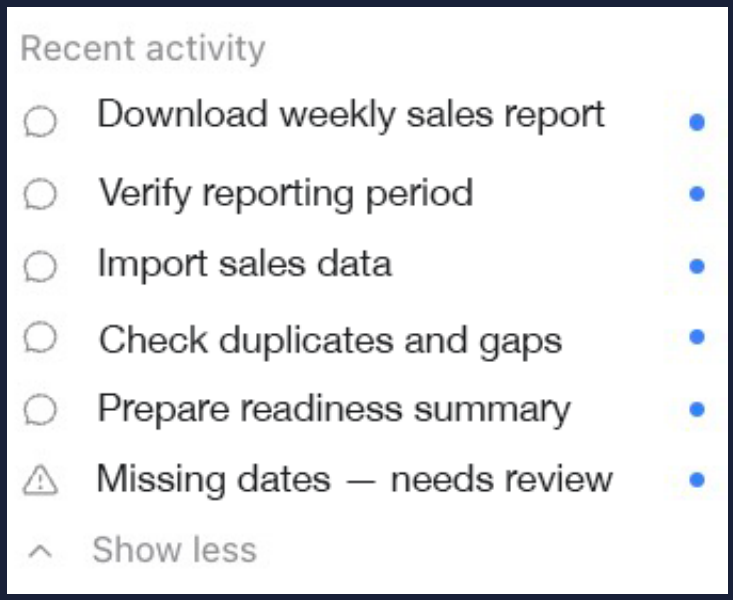
Know where to review and stop work

Open your Dot's profile and review Recent activity or Activity, depending on the interface available to you. Open an item when you need to inspect its progress, files, results, errors, or requests for input. Use Scheduled to review recurring work, including its instructions, timing, destination, and run history.

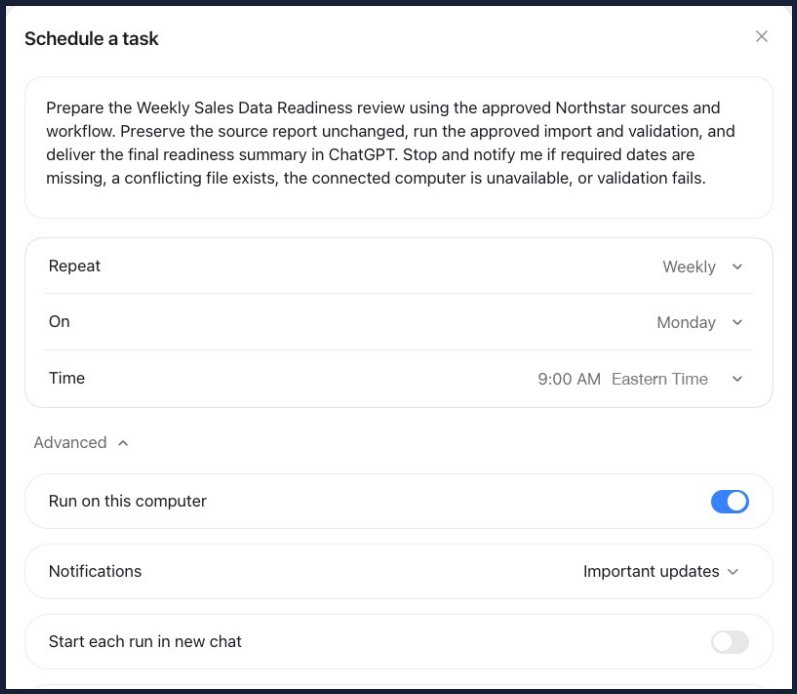
Pausing the Dot's main work, stopping a delegated task, and canceling a recurring schedule are separate actions. Stopping work does not undo actions already completed.

Before relying on a recurring responsibility, make sure you know how to:

- Inspect the active run.
- Respond to an approval or sign-in request.
- Stop a delegated task.
- Disable or delete the saved schedule.
- Revoke access to a personal computer or connected service.
- Review the result and its supporting evidence.



Recent activity makes the workflow inspectable and highlights exceptions that may need human attention.



A recurring responsibility should record its instructions, cadence, time zone, required computer, notification behavior, and conversation continuity.

Choose a responsibility worth delegating

Start with work you already repeat. Do not begin with the most complicated process in your life or business.

A strong first responsibility usually has these characteristics:

- It occurs repeatedly or must remain current.
- The normal workflow can be described.
- The required sources are identifiable.
- The result has a clear destination.
- Most steps are routine and low consequence.
- Important exceptions can be named.
- Completion can be verified.
- A failed run can stop safely without causing damage.

A weak first responsibility depends on unwritten judgment, broad access, unclear success, or irreversible action.

> **SUITABILITY TEST**
> Ask: “If this workflow stopped halfway through, would I know what had already happened, what remained incomplete, and how to resume safely?” If the answer is no, improve the process before automating it.

Possible starting points include:

- Preparing information before a recurring meeting.
- Monitoring a project for missing inputs or approaching deadlines.
- Keeping an approved document aligned as source information changes.
- Collecting and organizing a recurring report.
- Checking a defined source for meaningful changes.
- Following a multi-step preparation process and reporting when it becomes blocked.

Define the responsibility in seven parts

Before scheduling anything, create a written specification.

1. Responsibility

Describe the result that should remain handled over time-not merely the first action.

Weak: “Download the sales report.”

Stronger: “Prepare complete, validated weekly sales data for Monday's operating review.”

2. Workflow

List the normal sequence in the order it should occur. Include checks, not just actions.

3. Sources and destinations

Name the approved source account, report, folder, system, and output location. Avoid broad instructions such as “find whatever you need.”

4. Authority

State what the Dot may do independently, what requires approval, and what it must never do.

5. Exceptions

Identify missing information, expired access, conflicting results, duplicate files, failed imports, and other conditions that should stop or redirect the workflow.

6. Completion

Define the evidence required before the Dot may report success. “The task ran” is not enough.

7. Timing and cadence

Specify whether the responsibility begins once, repeats at fixed times, responds to a supported event, or operates during a defined window. Include the time zone and an end date when one is appropriate.

Prompt: RESPONSIBILITY DESIGN

> I am considering giving you this ongoing responsibility: prepare the information required for our weekly sales review. Do not schedule or perform the work yet. Help me define it in seven parts: responsibility, workflow, sources and destinations, authority, exceptions, completion, and timing. Ask only the questions that must be answered before the responsibility can operate safely. Identify any step that depends on a connection, permission, login, local computer, or human decision.

The purpose of this prompt is diagnosis. It asks the Dot to reveal what is still unclear before automation begins.

Build the responsibility: a weekly sales-readiness example

The example below follows Northstar Supply, a fictional online retailer that needs current sales data every Monday.

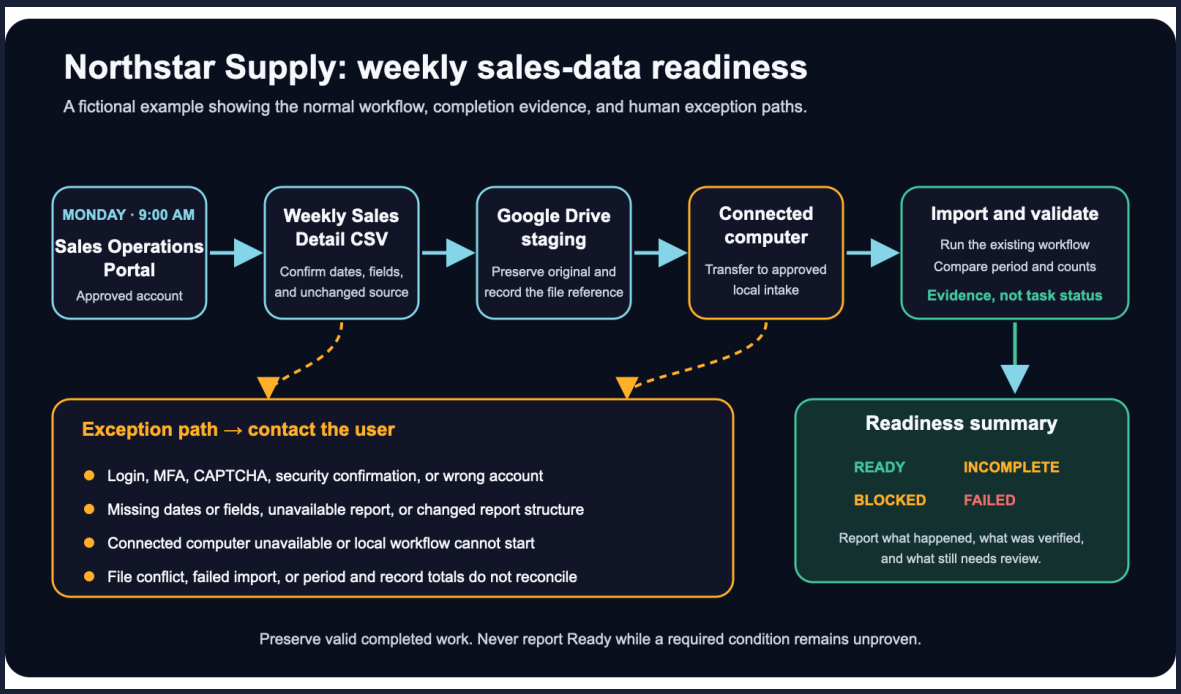
Northstar uses a fictional Sales Operations Portal at portal.northstar.example. The portal produces a Weekly Sales Detail CSV report. By the beginning of the weekly review, the original report must be preserved, its period and structure must be validated, its records must be imported into Northstar's approved internal reporting system, and a readiness summary must state whether the evidence is

complete.

The portal and company are fictional, but the operating pattern is real. The source could instead be Amazon Seller Central, Shopify, Etsy, WooCommerce, or an organization's private reporting system. The Guide concentrates on designing the Dot responsibility rather than teaching the interface of any one sales platform.

The example uses:

- The Northstar Sales Operations Portal.
- The Weekly Sales Detail CSV report.
- An approved Google Drive staging folder named Weekly Sales Data Staging.
- A connected personal computer.
- Northstar's existing local import and validation workflow.
- ChatGPT as the place for decisions and completion updates.



Step 1: State the outcome before describing the tools

Begin with the responsibility and the reason it exists.

Prompt: ESTABLISH THE RESPONSIBILITY

> I want you to help manage an ongoing responsibility called Weekly Sales Data Readiness for Northstar Supply. The purpose is to ensure that complete, validated sales data is ready before our Monday operating review. A successful run ends with the original Weekly Sales Detail report preserved, the required period confirmed, the data imported through Northstar's existing local workflow, the final validation passed, and a readiness summary delivered to me. Do not schedule this responsibility yet. First, restate the outcome in your own words and list the information you still need from me.

Review the Dot's restatement. Correct any interpretation that reduces the responsibility to “download a report” or assumes authority you did not give.

Step 2: Identify the exact working environment

Tell the Dot where each step must happen. Do not assume that a login or file available on your computer is also available in its cloud environment.

Prompt: MAP THE ENVIRONMENT

> Map this responsibility across the environments it requires. The Weekly Sales Detail report begins in Northstar's approved Sales Operations Portal account. Preserve the unchanged download in the Google Drive folder named Weekly Sales Data Staging. Northstar's import and validation workflow runs on my connected computer. Completion and exception updates should come to me in ChatGPT. Do not connect, sign in, download, schedule, or change anything yet. Tell me which parts can run in your cloud environment, which require my connected computer, and which require a human handoff.

The answer should expose environmental dependencies before you test the workflow.

Step 3: Confirm access without taking action

Connect only the app, website, folder, or computer the workflow needs. Review the account and product permissions yourself.

Then ask the Dot to perform a read-only qualification.

Prompt: QUALIFY ACCESS

> Check whether the required sources and destinations are available for this responsibility, but do not download, upload, replace, import, send, schedule, or modify anything. Confirm separately whether you can reach: Northstar's approved Sales Operations Portal account and the Weekly Sales Detail report area; the Weekly Sales Data Staging folder in Google Drive; my connected computer; and Northstar's established local import workflow. For each one, report Available, Needs my action, or Unavailable, and explain the smallest next step. Do not attempt repeated logins or request credentials in this conversation.

Do not treat access to one service as proof that every other source is available. Account selection, expired sessions, multifactor authentication, or local-computer availability may still block the run.

Step 4: Define the normal workflow

Once the environment is understood, provide the exact normal sequence.

Prompt: DEFINE THE NORMAL RUN

> For a normal Weekly Sales Data Readiness run, follow this sequence:
> 1. Confirm the reporting period required for the upcoming Monday review.
> 2. Open Northstar's approved Sales Operations Portal account and request the Weekly Sales Detail report for that exact period.
> 3. Download one unchanged source report.
> 4. Confirm that the report covers the expected first and last dates and contains the required fields.
> 5. Preserve the unchanged report in the approved Google Drive staging folder using the established naming convention.
> 6. When my connected computer is available, place the validated file in the approved local intake location.
> 7. Run the existing import and validation workflow without changing its code, configuration, or source data.
> 8. Compare the import result with the source report's expected period and record counts.
> 9. Report whether the data is Ready, Incomplete, Blocked, or Failed.
> Do not perform the workflow yet. Review these steps for ambiguity, duplication risk, missing verification, or an unsafe assumption. Ask me to resolve each issue before we test it.

This review is valuable because a process that sounds complete to a person may still omit a filename convention, expected field, duplicate rule, or authoritative date source.

Step 5: Establish authority and approval boundaries

Routine actions can proceed independently only when their scope is clear.

Prompt: DEFINE AUTHORITY

> Within this responsibility, you may independently read the approved source, download the specified report, create a new dated staging folder when required, preserve a new source file, run the existing approved import, and produce a readiness summary.
> Ask before replacing a nonidentical file, changing a source or destination, using a different account, altering the import workflow, or sending information anywhere outside the approved destinations.
> Hand off all login, multifactor authentication, CAPTCHA, password, security-confirmation, deletion, financial, account-setting, or permission changes to me.
> Never change sales-platform settings, prices, campaigns, products, users, integrations, or historical source files as part of this responsibility.
> Restate these boundaries as Allowed without asking, Ask first, Hand off to me, and Prohibited.
> Identify any boundary that should also become a custom rule.

Review the result before saving any custom rule. The broad responsibility belongs in the conversation; recurring action boundaries may justify rules.

Step 6: Define exceptions before the first run

Do not wait for a failure to decide how the Dot should respond.

Prompt: EXCEPTION RULES

> Stop the normal workflow and contact me if any of these occur: the approved account cannot be confirmed; a login or security step is required; the report is unavailable; the requested dates are incomplete; required fields are missing; a nonidentical file already uses the intended name; the connected computer is unavailable when local work is required; the import reports an error; record counts or dates do not reconcile; or any action would exceed the approved authority.
> Preserve completed, valid work. Do not report the responsibility as complete while a required step remains pending. In the exception message, tell me: the step that stopped, what completed safely, the evidence preserved, whether a retry appears safe, and the smallest action you need from me. Do not repeatedly attempt authentication or create duplicate work.

This makes the exception message operational. “Something went wrong” is not enough to resume safely.

Step 7: Define completion as evidence

A completed run is not the same as a successful result.

Prompt: COMPLETION CONDITIONS

> Mark Weekly Sales Data Readiness as Ready only when all of the following are true: the report came from the approved account; its period matches the required dates; the unchanged source file is preserved in the approved staging location; the local import completed through the established workflow; the imported period and record counts passed the final validation; and the readiness summary includes the source period, file reference, validation result, and any item I still need to review.
> If any condition is not proven, use Incomplete, Blocked, or Failed instead of Ready. Explain which condition remains unsatisfied. Do not infer success from a task status alone.

This is the point at which the responsibility becomes verifiable rather than merely repeatable.

Step 8: Run one controlled test

Do not begin with a permanent recurring schedule. Test the responsibility once using a bounded report period and remain available to review handoffs.

Prompt: CONTROLLED FIRST RUN

> Run one supervised test of Weekly Sales Data Readiness for the reporting period [START DATE] through [END DATE]. This is a test, not a recurring schedule. Follow the approved workflow and authority boundaries. Stop at every required approval or human handoff. Preserve the source report unchanged, avoid duplicate or conflicting files, and provide a final Ready, Incomplete, Blocked, or Failed summary with the evidence for that status. Do not create recurring work after the test.

During the test, inspect Recent activity or Activity and open any delegated task the Dot creates. Check the actual source file, destination, import result, and validation-not only the completion message.

> **VERIFICATION**
> A first run passes only when the result is correct, the evidence is inspectable, the exceptions behave safely, and the workflow can be repeated without relying on undocumented intervention.

Step 9: Correct the specification

The first run will often reveal a missing rule or hidden dependency. Update the responsibility itself rather than relying on a one-time correction that will be forgotten.

Prompt: REVIEW THE TEST

> Review the controlled test with me. Separate the findings into: specification problem, access or permission problem, source-data problem, workflow problem, verification problem, and temporary failure. For each issue, propose the smallest change to the responsibility specification. Do not broaden your authority or create a schedule until I approve the revised specification.

This keeps improvements deliberate. A temporary exception should not automatically become permanent authority.

Step 10: Create the recurring schedule

Only schedule the responsibility after the controlled run passes.

Fixed recurring work needs a saved schedule. Specify what should happen, the time and time zone, an end date when appropriate, what deserves a notification, and where results should be delivered.

Prompt: SCHEDULE THE RESPONSIBILITY

> Create a recurring schedule for the approved Weekly Sales Data Readiness responsibility. Begin every Monday at 9:00 AM Eastern Time (America/New_York). Use the reporting period defined in the approved specification for that week's review. Deliver the final readiness summary in ChatGPT. Notify me immediately only when a human handoff, consequential decision, changed blocker, or failed completion condition requires attention; keep routine progress in the task activity. Do not change the approved workflow or authority boundaries. Confirm the exact instructions, timing, time zone, destination, and schedule you saved.

If the creation form displays a local time zone without offering a separate time-zone selector, do not assume that naming another zone in the instructions changes the trigger. Do not save the schedule until you have accounted for the difference or used a scheduling surface that lets you confirm the intended zone. Then inspect the saved schedule-especially around daylight-saving changes-before relying on it.

Open Scheduled and compare the saved task with what you intended. A confirmation message is helpful, but the saved schedule is the item that will run.

If the source supports event monitoring, you may eventually replace or supplement a fixed schedule with a supported event. Ask the Dot to confirm which events it can actually follow. Connecting a source does not create an event-monitoring responsibility by itself.

Monitor the responsibility without supervising every step

Autonomy does not remove oversight. It changes oversight from constant instruction to purposeful review.

For early runs, review:

- Whether the correct source and account were used.
- Whether the reporting period was correct.
- Whether unchanged evidence was preserved.
- Whether the Dot stayed within its authority.
- Whether approval requests arrived at the right moments.
- Whether exceptions preserved completed work.
- Whether completion evidence matched the reported status.
- Whether notifications were useful rather than repetitive.

As confidence grows, routine review can become lighter. Consequential results should still be checked against their sources.

Improve the job, not only the prompt

When a run fails repeatedly, determine which part of the operating design needs attention:

- Responsibility: Is the outcome still useful and specific?
- Workflow: Has the normal process changed?
- Source: Is the report or account still authoritative?
- Access: Has a connection expired or moved?
- Authority: Is the Dot asking too often-or acting too broadly?
- Exception: Is a predictable problem missing a safe response?
- Completion: Does the evidence still prove the desired result?
- Timing: Does the schedule match when the source is actually available?

Do not solve every recurring problem by giving the Dot more authority. Sometimes the correct improvement is a clearer source, a more reliable validation, or a better handoff.

Pause, stop, or retire the responsibility deliberately

Pause the main Dot when you need to interrupt its current work. Stop a delegated task separately through Recent activity or Activity. Disable or delete future recurring work in Scheduled.

Before deleting a Dot or removing a connection, preserve any result or record you still need. Stopping work does not undo changes already made in a connected system.

Reusable Dot Responsibility Specification

Use this specification before asking a Dot to operate recurring work.

> **MEMBER IMPLEMENTATION RESOURCE**
> The member PDF includes an expanded printable version of this specification, a completed Northstar example, an authority matrix, a controlled-first-run record, exception and maintenance worksheets, a consolidated prompt pack, and the final implementation checklist.

Responsibility

Name:

Purpose:

Result that should remain handled:

Owner:

Trigger and timing

One-time date, recurring schedule, or supported event:

Time and time zone:

Operating window:

End date or review date:

Sources and destinations

Approved sources:

Approved accounts or properties:

Cloud destinations:

Local destinations:

Where updates should be delivered:

Working environments

Work that can remain in Dot's cloud environment:

Work requiring a connected personal computer:

Apps or plugins required:

Website sessions required:

Human authentication steps:

Normal workflow

-
-
-
-
-

Authority

May proceed without asking:

Must ask first:

Must hand off to the user:

Prohibited:

Custom rules required:

Exceptions

Missing or incomplete source:

Connection or computer unavailable:

Authentication required:

Duplicate or conflicting result:

Validation failure:

Unexpected decision:

Retry rule:

Escalation message requirements:

Completion

Required evidence:

Verification checks:

Completion statuses:

Final report contents:

Controlled first run

Bounded test period:

Human reviewer:

What must be inspected:

Conditions for approving recurrence:

Final implementation checklist

Before allowing the responsibility to recur, confirm:

- □ The desired outcome is clear.
- □ The workflow reflects the real process.
- □ Every approved source and destination is named.
- □ Cloud and local-computer work are separated correctly.
- □ Required apps, plugins, websites, and accounts were qualified.
- □ The Dot has only the access and permissions it needs.
- □ Independent actions are routine, reversible, and verifiable.
- □ Consequential actions require approval or handoff.
- □ Authentication and security steps remain with the user.
- □ Exceptions identify when to stop, retry, or escalate.
- □ Duplicate and conflicting results are handled safely.
- □ Completion requires evidence, not only a completed task status.
- □ One controlled run passed.
- □ The saved schedule matches the approved instructions and time zone.
- □ Recent activity or Activity, Scheduled work, and stop controls were reviewed.
- □ The responsibility has a date for future review.

The goal is not to remove yourself from the process completely.

It is to stop spending your attention on every routine step while keeping control of the decisions and consequences that still belong to you.

Member implementation resources

Use these pages to translate the method into one bounded, reviewable responsibility. Keep the first version narrow. Expand only after evidence shows the workflow is reliable and the authority boundaries are working as intended.

Printable Dot Responsibility Specification

Complete this before asking your Dot to operate recurring work. Use precise names for accounts, folders, files, schedules, and completion evidence.

Field	Your specification
Responsibility name	
Purpose	
Result that should remain handled	
Human owner	
Trigger or recurring schedule	
Time, time zone, and operating window	
End date or review date	

Sources, destinations, and environments

Field	Your specification
Approved sources and accounts	
Cloud destinations	
Local destinations	
Updates and exception channel	
Work that remains in Dot cloud	
Work requiring connected computer	
Apps, plugins, and website sessions	
Human authentication steps	

Authority and control

Field	Your specification
May proceed without asking	
Must ask first	
Must hand off to user	
Prohibited	
Custom rules required	

Exceptions and completion

Field	Your specification
Stop conditions	
Safe retry rule	
Escalation message requirements	
Required evidence	
Verification checks	
Completion statuses	
Final report contents	

Completed Northstar responsibility example

This fictional example shows the level of specificity expected. Adapt the structure, not the fictional account names.

Specification area	Northstar Supply example
Responsibility	Weekly Sales Data Readiness
Purpose	Prepare verified weekly sales data before the Monday review without requiring the owner to repeat routine collection and validation steps.
Trigger	Every Monday at 9:00 AM Eastern Time (America/New_York), after a controlled first run passes.
Approved sources	Northstar Sales Operations Portal; Weekly Sales Detail report; approved portal account.
Destinations	Unchanged source file in Google Drive / Weekly Sales Data Staging; validated file in the approved local intake location; final summary in ChatGPT.
Environments	Portal and Drive work may use Dot cloud. Existing import and validation workflow requires the connected Northstar work computer online with ChatGPT open.
May proceed	Read approved source; download specified report; create new dated staging folder; preserve a new source file; run existing approved import; produce readiness summary.
Ask first	Replace a nonidentical file; change source or destination; use another account; alter import workflow; send information elsewhere.
Hand off	Login, MFA, CAPTCHA, password, security confirmation, deletion, financial, account-setting, or permission changes.
Prohibited	Change platform settings, prices, campaigns, products, users, integrations, historical sources, code, or configuration.
Stop conditions	Wrong account; missing dates or fields; naming conflict; unavailable computer; import error; reconciliation failure; action beyond authority.
Completion	Ready only when approved source and date period are confirmed, unchanged evidence is preserved, import succeeds, dates and counts reconcile, and summary cites the evidence.
Statuses	Ready, Incomplete, Blocked, Failed.
Review date	Review after the first three recurring runs, then quarterly or after a material workflow change.

Authority and approval-boundary worksheet

Classify each action. Access and technical permission do not establish authority; authority comes from the approved responsibility and remains subject to built-in safeguards.

Action	Without asking	Ask first	Hand off	Prohibited	Why / evidence needed
Read approved source	☐	☐	☐	☐	
Create a new file or folder	☐	☐	☐	☐	
Replace an existing file	☐	☐	☐	☐	
Send a message externally	☐	☐	☐	☐	
Change settings or permissions	☐	☐	☐	☐	
Run an existing local workflow	☐	☐	☐	☐	
Change code or configuration	☐	☐	☐	☐	
Delete information	☐	☐	☐	☐	
Make a financial commitment	☐	☐	☐	☐	
Handle authentication or security confirmation	☐	☐	☐	☐	

Boundary test

Is the action routine, reversible, verifiable, and clearly inside the approved scope? If any answer is no, retain human control.

Controlled First Run record

Use one bounded test period. Stay available for required handoffs, and inspect the underlying evidence rather than relying only on the completion message.

Field	Your specification
Responsibility and test period	
Expected source and destination	
Expected completion evidence	
Human reviewer	
Approvals or handoffs encountered	
Actual files or records created	
Validation performed	
Reported status	
Exceptions observed	
Specification changes required	
Decision: approve recurrence, retest, or reject	

Exception and escalation worksheet

Define the response before the failure occurs. Preserve valid completed work and prevent duplicate or conflicting retries.

Exception	Stop?	Safe retry?	Evidence to preserve	Human action needed	Escalation channel
Source missing or incomplete					
Connection or computer unavailable					
Authentication required					
Duplicate or conflicting result					
Validation failure					
Unexpected consequential decision					
Changed account, folder, or workflow					

Required exception message

- ☐ Step that stopped
- ☐ What completed safely
- ☐ Evidence preserved
- ☐ Whether a retry appears safe
- ☐ Smallest action needed from the user

Maintenance and review record

Review the responsibility after early runs, after any material change, and on a regular cadence appropriate to its consequences.

Review date	Run / evidence sampled	What changed	Authority still appropriate?	Specification update	Owner / next review

Review questions

- ☐ Is the outcome still useful and specific?
- ☐ Are the sources and accounts still authoritative?
- ☐ Does the workflow match the real process?
- ☐ Are approval requests arriving at the right moments?
- ☐ Are exception messages useful and nonrepetitive?
- ☐ Does the evidence still prove completion?
- ☐ Does the schedule match source availability and time-zone behavior?

Consolidated prompt pack

Use these prompts in sequence. Replace bracketed placeholders and preserve the controlled-test-before-scheduling order.

1. CONTACT AND NOTIFICATION RULES

> Keep routine progress and final completion reports in ChatGPT. Contact me through [APPROVED CONTACT METHOD] only when the work is blocked, a completion condition fails, or you need a decision or approval from me. Do not repeat unchanged alerts. Confirm which contact methods are currently available and where you will send each type of update.

2. RESPONSIBILITY DESIGN

> I am considering giving you this ongoing responsibility: prepare the information required for our weekly sales review. Do not schedule or perform the work yet. Help me define it in seven parts: responsibility, workflow, sources and destinations, authority, exceptions, completion, and timing. Ask only the questions that must be answered before the responsibility can operate safely. Identify any step that depends on a connection, permission, login, local computer, or human decision.

3. ESTABLISH THE RESPONSIBILITY

> I want you to help manage an ongoing responsibility called Weekly Sales Data Readiness for Northstar Supply. The purpose is to ensure that complete, validated sales data is ready before our Monday operating review. A successful run ends with the original Weekly Sales Detail report preserved, the required period confirmed, the data imported through Northstar's existing local workflow, the final validation passed, and a readiness summary delivered to me. Do not schedule this responsibility yet. First, restate the outcome in your own words and list the information you still need from me.

4. MAP THE ENVIRONMENT

> Map this responsibility across the environments it requires. The Weekly Sales Detail report begins in Northstar's approved Sales Operations Portal account. Preserve the unchanged download in the Google Drive folder named Weekly Sales Data Staging. Northstar's import and validation workflow runs on my connected computer. Completion and exception updates should come to me in ChatGPT. Do not connect, sign in, download, schedule, or change anything yet. Tell me which parts can run in your cloud environment, which require my connected computer, and which require a human handoff.

5. QUALIFY ACCESS

> Check whether the required sources and destinations are available for this responsibility, but do not download, upload, replace, import, send, schedule, or modify anything. Confirm separately whether you can reach: Northstar's approved Sales Operations Portal account and the Weekly Sales Detail report area; the Weekly Sales Data Staging folder in Google Drive; my connected computer; and Northstar's established local import workflow. For each one, report Available, Needs my action, or Unavailable, and explain the smallest next step. Do not attempt repeated logins or request credentials in this conversation.

6. DEFINE THE NORMAL RUN

For a normal Weekly Sales Data Readiness run, follow this sequence:
1. Confirm the reporting period required for the upcoming Monday review.
2. Open Northstar's approved Sales Operations Portal account and request the Weekly Sales Detail report for that exact period.
3. Download one unchanged source report.
4. Confirm that the report covers the expected first and last dates and contains the required fields.
5. Preserve the unchanged report in the approved Google Drive staging folder using the established naming convention.
6. When my connected computer is available, place the validated file in the approved local intake location.
7. Run the existing import and validation workflow without changing its code, configuration, or source data.
8. Compare the import result with the source report's expected period and record counts.
9. Report whether the data is Ready, Incomplete, Blocked, or Failed.
Do not perform the workflow yet. Review these steps for ambiguity, duplication risk, missing verification, or an unsafe assumption. Ask me to resolve each issue before we test it.

7. DEFINE AUTHORITY

Within this responsibility, you may independently read the approved source, download the specified report, create a new dated staging folder when required, preserve a new source file, run the existing approved import, and produce a readiness summary.
Ask before replacing a nonidentical file, changing a source or destination, using a different account, altering the import workflow, or sending information anywhere outside the approved destinations.
Hand off all login, multifactor authentication, CAPTCHA, password, security-confirmation, deletion, financial, account-setting, or permission changes to me.
Never change sales-platform settings, prices, campaigns, products, users, integrations, or historical source files as part of this responsibility.
Restate these boundaries as Allowed without asking, Ask first, Hand off to me, and Prohibited.
Identify any boundary that should also become a custom rule.

8. EXCEPTION RULES

Stop the normal workflow and contact me if any of these occur: the approved account cannot be confirmed; a login or security step is required; the report is unavailable; the requested dates are incomplete; required fields are missing; a nonidentical file already uses the intended name; the connected computer is unavailable when local work is required; the import reports an error; record counts or dates do not reconcile; or any action would exceed the approved authority.
Preserve completed, valid work. Do not report the responsibility as complete while a required step remains pending. In the exception message, tell me: the step that stopped, what completed safely, the evidence preserved, whether a retry appears safe, and the smallest action you need from me. Do not repeatedly attempt authentication or create duplicate work.

9. COMPLETION CONDITIONS

Mark Weekly Sales Data Readiness as Ready only when all of the following are true: the report came from the approved account; its period matches the required dates; the unchanged source file is preserved in the approved staging location; the local import completed through the established workflow; the imported period and record counts passed the final validation; and the readiness summary includes the source period, file reference, validation result, and any item I still need to review.
If any condition is not proven, use Incomplete, Blocked, or Failed instead of Ready. Explain which condition remains unsatisfied. Do not infer success from a task status alone.

10. CONTROLLED FIRST RUN

Run one supervised test of Weekly Sales Data Readiness for the reporting period [START DATE] through [END DATE]. This is a test, not a recurring schedule. Follow the approved workflow and authority boundaries. Stop at every required approval or human handoff. Preserve the source report unchanged, avoid duplicate or conflicting files, and provide a final Ready, Incomplete, Blocked, or Failed summary with the evidence for that status. Do not create recurring work after the test.

11. REVIEW THE TEST

> Review the controlled test with me. Separate the findings into: specification problem, access or permission problem, source-data problem, workflow problem, verification problem, and temporary failure. For each issue, propose the smallest change to the responsibility specification. Do not broaden your authority or create a schedule until I approve the revised specification.

12. SCHEDULE THE RESPONSIBILITY

> Create a recurring schedule for the approved Weekly Sales Data Readiness responsibility. Begin every Monday at 9:00 AM Eastern Time (America/New_York). Use the reporting period defined in the approved specification for that week's review. Deliver the final readiness summary in ChatGPT. Notify me immediately only when a human handoff, consequential decision, changed blocker, or failed completion condition requires attention; keep routine progress in the task activity. Do not change the approved workflow or authority boundaries. Confirm the exact instructions, timing, time zone, destination, and schedule you saved.

Final implementation checklist

Do not allow the responsibility to recur until every relevant item is confirmed.

- ☐ The desired outcome is clear.
- ☐ The workflow reflects the real process.
- ☐ Every approved source and destination is named.
- ☐ Cloud and local-computer work are separated correctly.
- ☐ Required apps, plugins, websites, and accounts were qualified.
- ☐ The Dot has only the access and permissions it needs.
- ☐ Independent actions are routine, reversible, and verifiable.
- ☐ Consequential actions require approval or handoff.
- ☐ Authentication and security steps remain with the user.
- ☐ Exceptions identify when to stop, retry, or escalate.
- ☐ Duplicate and conflicting results are handled safely.
- ☐ Completion requires evidence, not only a completed task status.
- ☐ One controlled run passed.
- ☐ The saved schedule matches the approved instructions and time zone.
- ☐ Recent activity or Activity, Scheduled work, and stop controls were reviewed.
- ☐ The responsibility has a date for future review.

Official references

Product guidance checked October 31, 2026. Product availability, interface labels, and controls may change.

- Meet dots: https://learn.chatgpt.com/docs/dots
- Message your dot: https://learn.chatgpt.com/docs/dots/channels
- Tasks and memory: https://learn.chatgpt.com/docs/dots/tasks-and-memory
- Connect computers and apps: https://learn.chatgpt.com/docs/dots/computers-and-apps
- Control your dot: https://learn.chatgpt.com/docs/dots/controls
- Scheduled tasks: https://learn.chatgpt.com/docs/automations

Mastering AI

Mastering AI makes artificial intelligence understandable, practical, and useful for everyday people. This Guide teaches a method for designing bounded ongoing responsibilities. It does not replace your judgment, account security practices, or review of consequential actions.