

Memory + Context

A simple system for keeping your AI informed without filling every prompt with your life story.

GUIDES & RESOURCES

GUIDE · 2 PAGES

Better AI results are not only about better prompts. They depend on whether the right information is available, current and living in the right place.

The fast distinction

Memory	Information that may help across future conversations, such as your role, recurring preferences or people you work with regularly.
Instructions	Rules for how the AI should respond or act, such as leading with a recommendation, using a certain format or never inventing missing facts.
Project or workspace context	Files, decisions and changing information tied to one body of work. This is where the current brief, plan and source material belong.
The current conversation	Today's request, correction, deadline or one-time constraint. Repeat the newest critical information here when it matters.
Connectors or plugins	A path to current information in systems such as Drive, email, calendars or Slack. Access is not memory. It lets the AI retrieve information when the task calls for it.

Give each important fact one clear home

If memory says the budget is one number, the project file says another and an old chat has a third, the AI has to guess. Pick a source of truth and say which version wins.

For example: "Use the budget in the current project brief as the source of truth. Ignore earlier figures in this conversation."

The 60-second context check

- What information can the AI use for this task?
- Is the most important source current?
- Do any sources contradict each other?
- Is a key file, example or constraint missing?
- Have I clearly stated what a good result looks like?

You do not need this for every casual question. Use it when the answer affects a client, a decision, a number, a deadline or anything else where bad context creates real work.

A prompt to use before important work

COPY THIS PROMPT

Before you begin, tell me which sources and instructions you plan to use. Flag anything outdated, contradictory or missing. Ask me to resolve conflicts before producing the final answer.

For one-off or sensitive work

Use the temporary or private conversation option available in your platform when appropriate. That does not replace your organization's data policy, but it can keep one-time context from shaping future conversations.

WATCH THE WORKSHOP

Find the [Memory + Context recording](#) in the [AI Workshops playlist](#).

Want Forum3 to run this with your team? [Let's talk](#)