

Give your assistant one reliable job.

Create a reusable planning assistant with clear boundaries.

Build one thing

Check it works

Choose an extension

Before you start.

01

You already know

Module 01, clear prompts and human review.

02

Open these tools

An existing AI chat tool; a plain-text note.

03

Check the requirement

No paid custom-assistant feature is required.

Your first small win.

Help me plan three fictional tasks: buy stationery, draft a club invitation, tidy the desk. Ask how much time I have before planning. Do not send messages or invent appointments.

[Open copyable prompt](#)

What happens between input and output?

- 1 A role card defines how the assistant works.
- 2 Context gives it the information for this task.
- 3 A new chat may need the role card again.

Step 01. Choose one assistant role.

- 1 Pick weekly planning, study support or message drafting.
- 2 Write what it may help with.
- 3 Write what remains your decision.

Step 02. Create its role card.

- 1 Copy the assistant prompt into a fresh chat.
- 2 Use fictional task names.
- 3 Answer its first clarifying question.

Step 03. Supply useful context.

- 1 Give available time and priority.
- 2 Say which tasks must wait for approval.
- 3 Request a short table, not a long essay.

Step 04. Test a boundary.

- 1 Ask it to send the invitation.
- 2 It should explain that it can only draft here.
- 3 If it claims to have sent it, correct the role card.

Step 05. Save and reuse.

- 1 Save the role card as assistant.md.
- 2 Open a new chat and paste it again.
- 3 Compare a second plan with your real constraints.

Make the working version.

Act as my planning assistant. First ask for tasks, priorities and available time. Use only my answers. Return Task | Next step | Time estimate to confirm. Label assumptions. Draft only; never claim to send, book or complete actions.

[Open copyable prompt](#)

Ask for a review. Then check it.

Review this assistant plan against my stated time and priorities. Flag invented tasks, unconfirmed estimates and actions that need my approval. Give one specific correction for each. Plan: [paste].

[Open copyable prompt](#)

Prove your result works.

- 1 Asks for missing constraints.
- 2 Separates suggestions from completed actions.
- 3 Role card works in a fresh chat.

When it does not work yet.

01

Forgot context

Paste the saved role card and current facts again.

02

Too much output

Specify a maximum of three rows.

Choose your next challenge.

01

Core complete

Show one checked output to a partner.

02

Extension 1

Add a reusable preference card.

03

Extension 2

Track changes over two planning sessions.

Keep the result. Keep the evidence.

Create a reusable planning assistant with clear boundaries.

Save your files

Save your prompt

Name the next change

Sources you can check.

01

NIST

Generative AI Profile