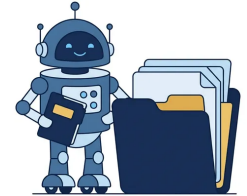


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The third time you type the same prompt, save it as something the whole shop can open.



Four parts, three names

- **Instructions.** What it does, how it behaves, what it must never do. Four lines: role, job and output shape, rules, closing summary.
- **Files.** The instruction, the template, last year's approved package. Gemini agents: 100 files; GPTs and projects: 40.
- **Model and tools.** Which model answers; which connectors or search it may use. Fewer is safer.
- **Same idea everywhere.** A Gemini agent, a ChatGPT custom GPT, a Grok skill.

Build, test, share

- 1 **Describe the task** as you would to a new clerk: inputs, output shape, rules.
- 2 **Read what was generated** and tighten it: name the format, forbid invented names and dates, mark gaps [CONFIRM].
- 3 **Test in the preview on a real document** you know well. Fix until it passes. Only then press Create.
- 4 **Share to named people.** Sharing a Gemini agent shares its files; a Grok project shares its files too. ChatGPT projects are yours alone.

What it cannot do

- **Reach your email or share drive.** It sees only what is attached or connected.
- **Verify its own output.** A reader still checks; tell users "read what it produces".
- **Remember last week.** Every chat starts from the instructions and files, nothing else.
- **Run safely without a person** unless the prompt is precise and the tools are narrow. Schedules exist now: Grok Automations, Gemini agent schedules.

TAKE AWAY

Instructions, files, model, tools. Test on a real file, Create, share to named people, and keep a reader between the helper and anything with consequences.

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