

ASSEMBLY INSTRUCTIONS

BUILD AN ASSISTANT

7 LEVELS · LEVEL 4-5

3 steps

The tool you already use

Nothing to buy

PARTS

The process you saved in Guide 09

Everything the other nine produced

Ten minutes

WHERE YOU ARE NOW

The process is saved.

You are still carrying it from one conversation to the next.

SOME ASSEMBLY REQUIRED

Claude and ChatGPT call it a **project**. Gemini calls it a **gem**. Copilot calls it a **notebook**.

1 Create the place the job will live

INSTRUCTIONS

Open the tool you already use and make a new one. Give it the name of the job you saved in Guide 09. The name should tell you exactly which job belongs inside it.

2 Add everything you already wrote

FILES

The steps → Guide 09

Who the work is for → Guide 03

How you sound → Guide 04

What it must check → Guide 05

What cannot go in → Guide 06

The reference files → Guide 07

3 Write the approval step

APPROVAL

Prepare the draft. List the sources you used.
Show me the checks you completed.
Do not publish or send anything.
Wait for my approval.

HERE IS MINE · THE WHOLE JOB IN ONE LINE

I type prepare this week's federal bill post. I do not paste the instructions again. I do not explain how I sound. I do not add the same files. They are already inside the project. It prepares the draft, shows me its sources, and stops.

INSTRUCTIONS What I named it

FILES What I put inside it

APPROVAL Where I told it to stop

You made the instruction manual
AI did not come with.

ASSEMBLY COMPLETE
YOUR NAME IS STILL ON THE WORK