

GUIDE / 2026

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# The Memory Fix

A complete guide to giving your AI  
persistent memory that compounds daily.

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Set up in 15 minutes · Built for OpenClaw · Built by an AI that uses it daily

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# 01

SECTION 01

## The Problem

Your AI remembers a little. But it doesn't learn.

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# You hired a genius. Who never takes notes.

OpenClaw already gives your AI some continuity. It reads your workspace files on startup, so it knows your name and basic setup. That's more than most AI tools offer.

But there's a gap between "knows your name" and "knows your work." Without a structured memory system, your AI can't track what you decided last Tuesday, where your projects stand, or what you talked about three days ago. It has a sticky note — not a brain.

The longer you use AI as a real assistant — managing projects, making decisions, coordinating work — the more that gap costs you.

## — The core issue

The problem isn't intelligence or even basic recall. It's structured memory. Your AI needs a system that captures, organizes, and compounds knowledge over time — automatically.

### Context Drip, Not Context Depth

Your AI knows the basics — your name, your timezone. But ask it what you decided about pricing last week, and it draws a blank. Surface-level recall isn't the same as understanding.

### The Re-Explain Tax

Every complex conversation starts with catching your AI up. Project context, recent decisions, who's involved. Even a few minutes per session adds up to dozens of hours a year.

### No Compound Effect

Without structured memory, day 90 with your AI feels the same as day 9. It never builds on past conversations, never learns your patterns, never deepens its understanding.

## The math is brutal.

Even a few minutes of context-setting per session adds up. If you spend 5 minutes catching your AI up twice a day, that's over 60 hours a year — time you could spend actually getting things done.

But the real cost isn't time. It's depth. Without structured memory, your AI never truly learns your projects, your preferences, your decision history. You're getting a fraction of what it could deliver.

60+

Hours per year spent on context-setting

90%

Of AI potential left unused without persistent memory

### \* What if your AI actually learned?

What if every conversation made your AI smarter — automatically capturing decisions, tracking projects, and building on yesterday's context? That's what this guide builds.

# 02

SECTION 02

## The System

PARA method adapted for AI memory.

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# The PARA Method for AI

This system is based on Tiago Forte's PARA method — a proven organizational framework — adapted specifically for AI assistants. PARA stands for:

## ► Projects

Active work with a defined outcome and deadline. Your AI checks these first every session.

## ○ Areas

Ongoing responsibilities with no end date — health, finances, client relationships.

## ◆ Resources

Reference knowledge organized by topic. Things your AI has learned over time.

## ▢ Archive

Completed projects and retired information. Keeps active files clean.

We add two more components:

## ↓ Inbox

A quick-capture buffer for things that don't have a home yet. Processed nightly.

## ≡ Daily Notes

Structured logs of each day's conversations and decisions.

## — The key insight

Your AI reads these files at the start of every session. That's it. That's the whole trick. Instead of starting from zero, it starts from a comprehensive, structured understanding of who you are, what you're working on, and what happened recently.

# The File Structure

```
workspace/
├── AGENTS.md          # Session startup instructions
├── MEMORY.md          # Index of the memory system
├── SOUL.md             # AI personality and behavior
├── USER.md             # Context about you
└── HEARTBEAT.md       # Proactive check-in config
memory/
├── PROJECTS.md        # Active projects with priorities
├── AREAS.md            # Ongoing responsibilities
├── RESOURCES.md       # Reference knowledge
├── ARCHIVE.md          # Completed/retired items
└── inbox.md            # Quick capture buffer
daily/
└── YYYY-MM-DD.md      # Daily structured notes
```

Each file has a specific purpose. Your AI reads the critical files on startup (AGENTS.md orchestrates this), captures new information during conversations, and a nightly automated review keeps everything organized and current.

The next section walks you through setting it all up in 15 minutes.

# 03

SECTION 03

## Quick Start

15 minutes to persistent memory.

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# Step 1: Create the Directory

1 MINUTE

Create the workspace folder structure. This is where all your AI's memory lives.

```
mkdir -p workspace/memory/daily
```

# Step 2: Drop In the Templates

2 MINUTES

Copy all the files from the included `templates/` folder into your workspace. This gives you pre-configured versions of every file in the system:

AGENTS.md Session boot sequence

MEMORY.md System index

SOUL.md AI personality

USER.md Your profile

HEARTBEAT.md Proactive checks

PROJECTS.md Project tracker

AREAS.md Responsibilities

RESOURCES.md Knowledge base

ARCHIVE.md Completed work

inbox.md Capture buffer

# Step 3: Customize SOUL.md

5 MINUTES

Open `SOUL.md` and make it yours. This defines your AI's personality, boundaries, and behavioral rules. At minimum, fill in:

- What tone you want (formal? casual? dry humor?)
- Key boundaries (what should the bot never do?)
- How it should handle uncertainty

## Step 4: Customize USER.md

3 MINUTES

Open `USER.md` and fill in the basics about yourself. Your AI reads this every session to understand who it's helping.

```
# USER.md – About Your Human
- Name: Alex Chen
- Timezone: America/New_York
- Role: Senior developer at Acme Corp
- Notes: Prefers concise answers. Hates jargon.
    Working on a SaaS migration project.
```

## Step 5: Add Your First Project

2 MINUTES

Open `memory/PROJECTS.md` and add one active project:

```
## P1: Launch Website Redesign
- Status: In Progress
- Deadline: March 15
- Next Action: Review designer's mockups
- Context: Switching from WordPress to Astro.
    Designer is Sarah.
```

# Step 6: Start Chatting

2 MINUTES

Open a new session with your AI. If `AGENTS.md` is configured correctly, it will automatically read its memory files and greet you with context.

✓ **Test it**

Ask your AI: "What am I working on?" — it should know. That's persistent memory working.

## That's it. You have persistent memory.

Everything that follows makes it better — automation, advanced features, and OpenClaw-specific setup. But the core system is running.

# 04

SECTION 04

## Deep Dive

File-by-file breakdown of every template.

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# AGENTS.md — The Boot Sequence

This is the most important file. It tells your AI what to do the moment it wakes up. Think of it as the BIOS of your AI's brain.

## What it contains:

- Instructions to read SOUL.md, USER.md, and PROJECTS.md on every session
- Rules for memory capture during conversations
- Security guidelines (what not to share in group chats)
- Behavioral directives (be proactive, write things down)

### — Key principle

Your bot should never ask "what are we working on?" It should already know.

## The startup checklist:

1. Read SOUL.md — who am I?
2. Read USER.md — who am I helping?
3. Read memory/PROJECTS.md — what's active?
4. Read today's + yesterday's daily notes — recent context
5. Proceed with full awareness

# MEMORY.md — The Index

The map of your AI's memory system. It explains the file structure, how capture works, how the nightly review works, and the priority system. Your AI reads this to understand how its memory works — not just what's in it.

# SOUL.md — Personality & Continuity

This is who your AI is. Not what it does — who it is. A well-crafted SOUL.md transforms a generic AI into something that feels like your assistant — consistent across sessions, with a recognizable personality.

## What to include:

- Core behavioral principles ("Be direct, not performative")
- Personality traits ("Have opinions. Disagree when warranted.")
- Boundaries ("Never send external messages without asking")
- Communication style ("Concise when needed, thorough when it matters")
- Continuity rules ("These files are your memory. Read them. Update them.")

# USER.md — Human Context

Everything your AI should know about you. This grows over time. Start with basics (name, timezone, role), then add communication preferences, important contacts, things that annoy you, and decision-making patterns.

\* **Pro tip**

The nightly review can suggest additions to USER.md based on what it learns from your conversations. Over time, it builds a rich profile automatically.

# PROJECTS.md — Active Work

The heartbeat of the system. Every active project lives here with:

## Priority Level

P1-P4 rating. Maximum 3 P1 projects at any time.

## Status

Not Started / In Progress / Blocked / Done

## Next Action

The single next step — GTD style.  
Keeps momentum.

## Context

Key details, decisions made, relevant people.

When a project is completed, it moves to ARCHIVE.md. This keeps PROJECTS.md lean and scannable.

# Daily Notes

Structured logs of each day, stored in `memory/daily/YYYY-MM-DD.md`. Created or updated by the nightly review.

```
# 2026-02-24

## Key Decisions
- Decided to launch at $29 price point
- Chose Stripe over Lemon Squeezy

## Action Items
- [ ] Review guide draft
- [x] Set up product directory

## Notes
- High energy, productive session
- Need to coordinate on product graphics
```

# 05

SECTION 05

## Automation

The nightly review and heartbeat system.

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# The Nightly Review

This is where the magic happens. Every night, an automated process reviews your day and maintains the entire memory system.

## What the nightly review does:

- 01     Reads transcripts**    Processes the full day's conversation history
- 

- 02     Writes daily note**    Creates a structured summary in memory/daily/
- 

- 03     Processes inbox**    Routes items to Projects, Areas, or Resources
- 

- 04     Updates projects**    Marks progress, adjusts next actions
- 

- 05     Archives completed**    Moves finished projects to ARCHIVE.md
- 

- 06     Flags for tomorrow**    Identifies items needing your attention
- 

### — Cost

The nightly review uses one AI session per day. With Claude Sonnet, roughly \$0.05–0.15/night depending on conversation volume.

# The Heartbeat System

Beyond the nightly review, the heartbeat system lets your AI be proactive. Instead of waiting for you to start a conversation, it periodically checks in and can:

- Check your email for urgent messages
- Review upcoming calendar events
- Monitor external services
- Do background organization of memory files
- Alert you about important changes

`HEARTBEAT.md` controls what the AI checks. The heartbeat fires every 30 minutes (configurable). If nothing to report, the AI stays silent. If something needs attention, it reaches out.

# 06

SECTION 06

## Advanced

Priorities, group chats, and scaling.

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# The Priority System

Not all projects are equal. The priority system prevents your AI from treating a "someday" idea the same as a "due tomorrow" crisis.

- **P1 — Urgent + Important** Blocking, time-sensitive. Max 3 at any time.

- **P2 — Important, not urgent** Strategic work. The stuff that moves the needle.

- **P3 — Nice to have** Do if time allows. Won't hurt to delay.

- **P4 — Someday / maybe** Ideas and aspirations. Review monthly.

## — Smart prioritization

Your AI should reference priorities when helping you decide what to work on. "You have two P1 items and you're asking about a P3 — want to address the P1s first?"

# Group Chat Safety

If your AI participates in group chats, it has access to your private memory but shouldn't share it.

## ▲ RULES FOR GROUP CHATS

- Never load RESOURCES.md or PROJECTS.md in shared contexts
- Don't reference private conversations in group settings
- Don't volunteer personal details others haven't heard from you directly
- Be a participant, not a proxy — the bot isn't your voice

# 07

SECTION 07

## OpenClaw Setup

Native integration and configuration.

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# OpenClaw

NATIVE SUPPORT

This system was built on OpenClaw and works natively. OpenClaw provides everything the memory system needs out of the box:

## Workspace File Access

Your AI reads and writes memory files directly. No external storage or sync needed.

## Cron Jobs

Schedule the nightly review and heartbeat polls with built-in cron. No external scheduler.

## Multi-Channel

Telegram, Discord, Slack, Signal — all reading the same memory. One brain, many surfaces.

## Sub-Agents

The nightly review runs as an isolated session. No interference with your main conversation.

### ✓ Setup

Drop the template files into your OpenClaw workspace directory. Configure the cron job per the included cron-config.md. Done.

# Cron Configuration

The nightly review needs a single cron job. Add it via the OpenClaw CLI or config:

```
Schedule: cron "0 23 * * *" (Europe/Oslo)
Session: isolated
Payload: agentTurn
Task: "Run the nightly memory review.
      Read today's transcript, update
      daily note, process inbox, update
      projects."
```

The heartbeat is configured through OpenClaw's built-in heartbeat system — just edit `HEARTBEAT.md` to control what gets checked and when.

# 08

SECTION 08

## Troubleshooting

Common issues and how to fix them.

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## My bot doesn't read memory files on startup

Check AGENTS.md. The session startup instructions must explicitly tell the bot to read the files. OpenClaw auto-injects workspace context files — make sure AGENTS.md is in your workspace root.

## The nightly review isn't running

Check your cron configuration (see cron-config.md). Common issues: wrong timezone setting, cron service not running, or the review prompt doesn't have file access.

## Memory files are getting too long

Archive aggressively. Completed projects → ARCHIVE.md. Old daily notes can be summarized. RESOURCES.md can be split into sub-files if it exceeds ~500 lines.

## The bot captures too much / too little

Adjust the capture instructions in AGENTS.md. Too much noise? Add: "Only capture decisions, action items, and important facts." Too little? "When in doubt, capture it. The nightly review will sort it."

## My bot's personality resets

Make sure SOUL.md is being read every session. If personality feels inconsistent, make SOUL.md more specific. Vague instructions produce generic behavior. Specific ones produce consistent character.

# What Happens Next

**Day 1** — Your AI reads its memory and feels slightly more aware. It knows your name, your projects, your preferences.

**Week 1** — Nightly reviews start compounding. Your AI says things like “Yesterday you mentioned revisiting the pricing — want to do that now?”

**Month 1** — Your AI knows your work deeply. It tracks history, remembers decisions, understands your patterns. Less explaining, more doing.

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Your AI doesn't have to have amnesia.  
Now it doesn't.