If I Decide to Write Seriously, Here's How I Could Work with ChatGPT

A personal roadmap for building a collaborative, repeatable writing system

1. Define the Project Scope

- Establish the type of writing (e.g., essays, a book, documentation, creative writing).

- Define outputs: Will you need .docx files, transcripts, PDFs, charts, or web-ready drafts?

2. Set Up Working Agreements

- Decide on formatting conventions (e.g., numbered lists, headings, indent styles).

- Clarify expectations for voice, tone, citation style, etc.

- Agree on how documents will be named and versioned (e.g., Draft_01_0424T17.docx).

3. Create Reusable Prompt Sets

- Build a library of modular instructions for consistent direction (e.g., "Revise this clause for legal clarity").

- Store these prompts for re-use in structured sessions.

- Use a consistent intro prompt to re-establish context in new chats.

4. Establish Checkpointing and Archiving

- Save milestones using version control.

- Maintain a side archive of ChatGPT transcripts for traceability.

- Use memory or model context to preserve ongoing goals and rules.

5. Know ChatGPT's Limits

- Past chat content is not remembered unless saved to memory.

- Formatting details can be lost unless specified.

- Outputs improve with clear, specific, repeatable instructions.

6. Decide on a Collaboration Space

- Choose between text-only workflows, document uploads, or Canvas for live drafting.

- Use structured formats for comments, side-by-side edits, and feedback.

Bonus: Behind the Curtain - How ChatGPT Thinks, Remembers, and Works with You

- Chat History: The sidebar list of past chats. Stored on OpenAI servers for your reference.

- Memory: Long-term facts about you that help personalize responses. You can view or delete memory in Settings > Personalization > Memory.

- Model Set Context: A private workspace for your preferences and workflows.

- Instance-Based Interaction: Each chat creates a temporary, agent-like version of me tailored to your session.

- Learning and Data: I don’t learn in real-time. Updates happen offline during training cycles.

- Knowledge Access: I was trained on a diverse dataset (up to 2023), not on private user data.