Session Closure Checklist for Long Chats with ChatGPT

Quick steps to capture important work before ending a session

1. Review Key Outputs

- Skim through the chat to identify major deliverables (documents, files, summaries).

- Make sure all important documents have been downloaded (.docx, .pdf, etc.).

2. Save Any Critical Instructions or Prompts

- Copy reusable prompts, workflows, or outlines you might want for future sessions.

- Consider saving them into a separate "Prompt Library" document.

3. Capture Outstanding To-Dos or Questions

- Note any ideas, tasks, or next steps you want to follow up on in future work.

- Example: "Next time, finish editing Section 3," or "Research better formatting templates."

4. Check for Memory Updates (Optional)

- If you've made important decisions about preferences or workflow changes, explicitly ask:

- "Please save [this preference] to memory."

- If not saved to memory, plan to reintroduce them manually next time.

5. Download or Copy the Chat (if Needed)

- If you want a permanent record, download or manually copy-paste important parts of the chat.

- Chat History will save it unless disabled, but manual backup gives extra control.

6. Set a Reminder for Continuity

- Leave yourself a simple note for your next session, such as:

- "Start with writing roadmap."

- "Continue legal document comparison."

Optional Tip

Create a simple "Chat Session Notes" doc where you keep 2-3 sentence summaries of important past sessions. Over time, this builds an easy-to-skim archive of your collaboration progress.