

PERSONAL ASSISTANT PAIRING

Pair Your Chief of Staff with a ChatGPT Dot

How to connect OpenAI’s always-on assistant to your Chief of Staff, your task board and your rules.

Companion guide · Edition 3 · November 2026 · Pairs with Build Your AI Chief of Staff

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Dot supporting Claude, dot supporting ChatGPT, or dot as the Chief of Staff.

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What a dot is

OpenAI’s always-on assistant inside ChatGPT. It keeps working when you are offline.

	As reported
Made by	OpenAI. Launched September 29, 2026. [R1]
Who can use it	ChatGPT Pro and Business Premium. Enterprise and Education as an opt-in beta. Not Free, Go or Plus at the time of reporting. Regional rollout varies. [R2]
Where you talk to it	Its own chat in ChatGPT on web, desktop and mobile, by text or voice. Slack direct messages and channel tags. Microsoft Teams and text messages rolling out. [R2]
How it works	Its own cloud computer with a browser. Uses your ChatGPT apps and plugins with their existing permissions. Can use a connected computer for local files. [O1, R2]
Approvals	Asks before major actions such as sending messages, updating documents or using a payment card. You can set your own rules. [R2] For Chief of Staff work, do not add a payment card, and keep ask-first on for send, pay, book and sharing changes.
Limits	One dot per user today. Usage of your first dot is included with eligible plans. [R2]

Checked November 8, 2026. Plans, eligibility and features change often; confirm them in your own account before you buy or connect anything.

Why pair it with a Chief of Staff

A dot is strong at the moment: capture on your phone, quick asks, follow-up, and a second opinion. A Chief of Staff in a Project is strong at depth: the brief, decisions and deliverables. Together they cover the day, as long as they share one task board.

Choose your pattern

Decide who leads before you connect anything.

Pattern	Who leads	Use it when
A Dot supports a Claude Chief of Staff	Claude Project	You do deep work in Claude and want ChatGPT's always-on capture and a second reviewer from a different model.
B Dot supports a ChatGPT Chief of Staff	ChatGPT Project	You live in ChatGPT. Keep deep work and the weekly reset in the Project; the dot handles the day.
C Dot is the Chief of Staff	The dot	You want one assistant. Give the dot the charter, brief and task board, and let it run the daily brief.

Pattern A tips

The two assistants cannot talk to each other. They meet on the task board and in the shared folder. The dot's different model is an asset: ask it to review Claude's decks, figures and contact lists before they go out.

Pattern B tips

A dot does not automatically read your Project's files, and ChatGPT scheduled tasks cannot read files uploaded to a Project. [O2] Keep the charter, brief and board in a connected source such as Google Drive, Notion or monday.com so the dot, the Project and any schedule read the same thing.

Pattern C tips

Use the main guide's charter and daily brief prompts in the dot. Pages 13 to 19 still apply: the dot needs a real task board, not a list in its chat.

Avoid two morning briefs

If your Project already sends a daily brief, set the dot to exceptions only. It messages you when something changes and sends no second digest.

Set it up

Use the account you mean to keep. Access depends on plan, rollout and your administrator.

1. **Open your dot**
   In ChatGPT, find Dot in the sidebar, or follow the prompt to start one. Name it and choose how it looks. [O1, R2]
2. **Connect only the apps it needs**
   Apps already connected to ChatGPT carry over. Start with your task tool, the shared folder, your calendar and one inbox. A connection gives capability, not permission to act.
3. **Set autonomy and ask-first rules**
   Write the actions it must always ask about: send, publish, book, pay, change calendars, CRM or sharing. One approval covers one message, not a whole thread. Add quiet hours. Do not add a payment card.
4. **Add Slack if you use it**
   Optional. Connect from the dot's profile so you can capture from a direct message.
5. **Add a computer only if needed**
   Local files need a connected computer that is on and online. Test cloud work and local work separately.
6. **Check data settings**
   Reported: on personal plans, training on your data is on by default. Turn off "Improve the model for everyone" if you do not want that. Business and Education plans differ. [R2]
7. **Give it the operating agreement**
   Paste the pairing prompt on the next page. Ask it to read back the charter, brief and board it can reach.

Connect it to your operating system

One task board, one shared folder, one set of rules.

Rules the dot follows

- Read the charter and operating brief before each brief or task.
- New captures go on the task board with the next PA- ID and Status New, a source, and a date only if one was given.
- The prefix records who created a row; the Owner field decides who edits it. Never edit a row you do not own. Add a review row instead.
- The lead triages New rows from any writer: status, owner, project and priority.
- Every file goes in the shared folder and is linked on the board. Nothing lives only in a chat.
- Drafting is not sending. Ask before sending, publishing, booking, paying or changing calendars, CRM or sharing.
- Keep health, money and family details out of shared records.

COPY THIS PAIRING PROMPT INTO YOUR DOT

You are my ChatGPT dot. [Choose one. Patterns A and B: My Chief of Staff in a Claude or ChatGPT Project leads; you support it. Pattern C: You are my Chief of Staff and you lead; use the charter and daily brief prompts from the main guide.]

Read the charter at [link] and the operating brief at [link] before each brief or task. My task board is [Notion, monday.com or sheet link].

When I mention a task, promise, follow-up or deadline, add a row with the next PA- (pattern C: T-) ID and Status New. Add the project if clear, the source, and a date only if I gave one. Never edit a row you do not own; add a review row instead.

When the lead sets a task to Review and links a file, check it. Return what is right, what is wrong and the fix, in under 200 words.

Save every file you make to [shared folder] and link it on the board. Drafting is not sending: ask me before sending, publishing, booking, paying or changing calendars, CRM or sharing. Keep health, money and family details out of shared records. Tell me right away if you cannot read or write the board.

Confirm now: can you read the charter, read the board, and add a test row? Quote the last row you can see.

Prove it works

Five checks before you rely on it.

Pass all of these

- It quotes the same last board row as your Chief of Staff.
- It adds a test row with a PA- ID and Status New, and the lead sees it in the next brief.
- One real item travels from its capture to Done with an evidence link.
- It reviews one deliverable from your Chief of Staff and returns what is right, what is wrong and the fix.
- Asked to send something, it stops and asks you first.

Symptom	Fix
It cannot see the board	Connect the task tool in ChatGPT apps or plugins, then start a new dot conversation and ask again.
Two morning digests	Choose one brief. Set the dot to exceptions only.
It edited a row it does not own	Repeat the writer rule in its settings. Restore the row from version history.
It sent something after one earlier approval	Tighten the ask-first rule: approval covers one message, not a thread.
It flags noise and misses the important email	Name your priority senders and topics. Treat its urgency calls as suggestions, not a filter.
A file lives only in the dot chat	Ask it to save to the shared folder and link it on the board.

Sources

- [O1] OpenAI: Getting started with your dot
- [O2] OpenAI: Scheduled tasks in ChatGPT
- [R1] TechCrunch, September 29, 2026
- [R2] Zapier: What are ChatGPT dots? October 2026
- Main guide: https://www.hawksmoor.ai/chief-of-staff
- Skills starter kit: https://drive.google.com/drive/folders/1TAQfSrs6GphjCNPJ1h1KP3dw3qXA9wAC