

PERSONAL ASSISTANT PAIRING

Pair Your Chief of Staff with Claude Duet

How to connect Anthropic’s always-on agent 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

INSIDE

What Duet is
Eligibility, how it works and what carries over from Claude, as of November 2026.

Three patterns
Duet supporting a Claude Project, supporting ChatGPT, or leading on its own.

Setup and pairing prompt
Step-by-step setup and the prompt that connects it to your board.

Proof it works
Six checks, including one brief, and fixes for common problems.

What Claude Duet is

Anthropic’s always-on agent. It briefs you each morning and works in the background.

	As published or reported
Made by	Anthropic. Research preview announced October 2026. [R1]
Who can use it	Pro, Max and Ultra plans in the US, through a waitlist. Team and Enterprise plans are not included yet. [C1]
Where you talk to it	Its own iOS and Android apps, and in the browser at claude.ai. One continuous thread, by text or voice. [C1, R2]
How it works	Runs on its own cloud computer with your connected apps. Sends morning briefs, checks your apps every few hours, takes on larger tasks and returns finished work as a doc, sheet or deck. [C1, R2]
What carries over	Memory, skills and apps from your Claude account. [C1]
Approvals	Asks before sensitive actions such as sending messages or paying. Will not trade securities or move money between accounts. [C1, R1]
Usage	Shares your plan’s usage limits. Background checks count, and larger tasks use more. [C1]
Known limits	May misread a thread or misjudge urgency, and can miss something that arrives between check-ins. Not designed for errands such as booking tickets. [C1, R1]

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

Choose your pattern

Duet and a Claude Project share an account. Decide what each one does.

Pattern	Who leads	Use it when
A Duet supports a Claude Chief of Staff	Claude Project	You already run a Chief of Staff Project. Duet becomes the always-on layer for the morning brief, check-ins and capture.
B Duet supports a ChatGPT Chief of Staff	ChatGPT Project	You lead from ChatGPT and want Claude as the always-on assistant and second reviewer.
C Duet is the Chief of Staff	Duet	You want one assistant. Give Duet the charter, brief and task board and let it run the day.

Pattern A: split the work cleanly

Same account does not mean same context. Skills, memory and apps carry over; do not assume Project instructions and Project files do. Put the charter, brief and board in a connected source both can read.

A clean split for pattern A

- **Duet:** morning brief, check-ins every few hours, capture, quick asks, reviewing deliverables.
- **Project:** deep work, decks and documents, decision briefs, the weekly reset.
- **Turn off the Project's own morning brief** once Duet's brief has arrived three weekdays in a row, so you get a single brief.

Pattern B tips

Claude and ChatGPT meet on the task board and in the shared folder. Use the different model as a reviewer for important work.

Watch your usage

Background checks draw on the same limits as your other Claude work. Set the topics and frequency you need, and avoid duplicate scheduled checks in the Project.

Set it up

Use the Claude account you mean to keep for this work.

1. **Join the waitlist**
   At claude.com/product/claude-duet, with an eligible plan. A plan upgrade does not guarantee an invitation date. [C1]
2. **Open Duet and sign in**
   Use the iOS or Android app, or claude.ai in a browser, with the same Claude account. [C1]
3. **Review what carried over**
   Check which skills, apps and memory it can see. Remove connections it does not need. Some connectors see only one account; check each inbox it should cover. [R2]
4. **Connect the task tool and shared folder**
   Notion, monday.com or Google Drive. Test that it can add a row, not only read.
5. **Set check-in topics and frequency**
   Tell it what counts as urgent for you, who your priority people are and when to stay quiet.
6. **Give it the operating agreement**
   Paste the pairing prompt on the next page. Ask it to read back the charter, brief and board.

If your organization uses Team or Enterprise

Duet is not available on those plans yet. Do not move company data into a personal account to use it. [C1]

Connect it to your operating system

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

Rules Duet 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 DUET

You are my always-on assistant in Claude Duet. [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.

[Patterns A and C only] Each weekday morning, send my brief from the task board. Open with anything captured since yesterday. Then give at most three outcomes with a ten-minute first move, decisions I owe and replies I owe, in under 350 words. [Pattern B: send no morning brief.] Between check-ins, message me only when something changes. When the lead sets a task to Review and links a file, check it and return what is right, what is wrong and the fix.

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

Six 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.
- You receive exactly one morning brief, three weekdays in a row.

Symptom	Fix
Two morning briefs	Pause the Project's scheduled brief, or set Duet to exceptions only. One brief.
It cannot see a second inbox	Some connectors cover one account. Connect the other through a supported route, or tell it which inbox it covers.
Usage runs out mid-week	Reduce check-in frequency and topics. Move heavy work to scheduled Project tasks.
It misjudged what was urgent	Name priority people and topics. Treat its urgency calls as suggestions.
It doesn't follow the Project's rules	Project instructions may not carry over. Point it to the charter in a shared source.
A finished doc lives only in Duet	Ask it to save to the shared folder and link it on the board.

Sources

- [C1] Anthropic: Claude Duet product page
- [C2] Anthropic: Schedule recurring tasks in Claude
- [R1] TechCrunch, October 22, 2026
- [R2] Zapier: What is Claude Duet? November 2026
- Main guide: https://www.hawksmoor.ai/chief-of-staff
- Skills starter kit: https://drive.google.com/drive/folders/1TAQfSrs6GphjCNPJ1h1KP3dw3qXA9wAC