

PERSONAL ASSISTANT PAIRING

Pair Your Chief of Staff with Grok Bot

How to fit SpaceXAI's persistent bots into your Chief of Staff system without creating a second boss.

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

INSIDE

What Grok Bot is
Access, how bots work, routines and teams of bots, as of November 2026.

Three patterns
Bots as specialists, a bot as personal assistant, or Grok's Chief of Staff bot leading.

Setup and pairing prompt
One bot, one job, least access, and the prompt that connects it to your board.

Proof it works
Checks for every bot and fixes for common problems.

What Grok Bot is

Persistent bots, one per job, that work across your apps from their own computers.

	As reported
Made by	SpaceXAI, formerly xAI, with Cursor. Early beta since August 11, 2026. [R1, G1]
Who can use it	SuperGrok Heavy, Cursor Ultra and Cursor Teams Premium subscribers, with a waitlist for others. Reported pricing starts at $120 per seat per month for teams. Enterprise plans expected. [R1, R2]
Where you talk to it	macOS, Windows, Linux and iOS apps. Android was listed as coming. [R1]
How it works	Each bot has one job and its own cloud computer. Bots sign in to tools and operate their interfaces; plugins such as Gmail, Google Drive, Calendar, Slack and Notion are also available. [R1, R3]
Routines	Schedules (hourly, daily, monthly) and event triggers such as a new Slack message. You can teach a task by recording yourself doing it; sign in first and never show passwords, codes, client or financial data while recording. [R3]
Teams of bots	Bots in a group thread can message each other and pass work along. A Chief of Staff bot can coordinate specialist bots. [R1, R3]
Watch for	You cannot choose or pin the model. Reported: isolation is per user, so treat any login one bot holds as available to all your bots. Usage includes a weekly allowance, then token billing. [R1, R2]

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

Grok Bot can run its own Chief of Staff. Decide who coordinates, once.

Pattern	Who leads	Use it when
A Grok bots as specialists	Your Claude or ChatGPT Chief of Staff	You already have a Chief of Staff and want bots for narrow jobs: outbound research, expenses, account health, CRM updates.
B Grok Bot as personal assistant	Your Claude or ChatGPT Chief of Staff	You want one always-on bot for capture, follow-up and review alongside your Chief of Staff.
C Grok Chief of Staff bot leads	Grok's Chief of Staff bot	You want the whole team inside Grok Bot. Your Claude or ChatGPT Project becomes a deep-work specialist.

> One coordinator only. Do not run a Grok Chief of Staff bot and a Claude or ChatGPT Chief of Staff as two leads. That is how people end up asking which one they told.

Specialist bots need narrow jobs

One bot, one job, its own ID prefix on the board (GB1- for the first bot, GB2- for the next) and a Status row in the review log after every routine. Add one bot per week, after the last one has run cleanly.

Logins are real access

Bots that sign in to your apps hold real sessions on their computers. Give each bot the least access its job needs. Avoid banking, payroll and admin consoles. Prefer a plugin with scoped permissions when one exists.

Set it up

Start with one bot and one job.

1. **Get access**
   Through SuperGrok Heavy, Cursor Ultra or Cursor Teams Premium, or the waitlist. Check current plans and limits before buying. [G1, R1]
2. **Create one bot for one job**
   Name it for its role. Start with the personal assistant role or one narrow specialist.
3. **Connect the task tool and shared folder first**
   Use the Notion or Drive plugin if available. Test that it can add a row.
4. **Connect only the tools that job needs**
   Prefer plugins. If the bot must sign in to an app, use the lowest-privilege account you can.
5. **Set approvals and quiet hours**
   Tell it which actions always need your yes: send, publish, book, pay, change calendars, CRM or sharing.
6. **Add one routine**
   A schedule or trigger, with a Status row added to the review log after each run. Model choice is not available, so set a spend cap and watch the weekly allowance. Teach by recording only after the written version works.
7. **Give it the operating agreement**
   Paste the pairing prompt on the next page. Ask it to read back the charter, brief and board.

Connect it to your operating system

Bots meet your Chief of Staff on the task board and in the review log.

Rules every bot follows

- Read the charter and operating brief before each brief or task.
- New captures go on the task board with the next [this bot's prefix: T- if you lead, PA- if you are my personal assistant, GB1- or GB2- for specialists] 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 EACH BOT

You are my [role] bot in Grok Bot. [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 [this bot's prefix: T- if you lead, PA- if you are my personal assistant, GB1- or GB2- for specialists] 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.

Your one job is [job]. Stay inside it. After each routine run, add a row to the review log with Type Status: ran, sources read, output, and what you could not do. Unless you are the lead, do not coordinate other bots or reassign work. When a task is set to Review with a file link, 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

Five checks before you rely on it, then one more per bot.

Pass all of these

- It quotes the same last board row as your Chief of Staff.
- It adds a test row with its own prefix 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.
- Each routine adds a Status row to the review log after every run, and the weekly reset reads it.

Symptom	Fix
Two coordinators	Pick one lead. Remove coordination duties from the other.
Bots duplicate each other	One job per bot, its own prefix, and no edits to rows it does not own.
A routine runs but nobody sees it	Require a Status row in the review log after each run.
A taught routine breaks after an app update	Re-record it, then compare its output against the last good run.
Cost climbs	Pause routines that produce nothing accepted. Lower frequency. Check the weekly allowance.
It used a login it should not have	Revoke that session, change the password and narrow access. Record it in the charter.

Sources

- [G1] SpaceXAI: Grok Bot
- [R1] VentureBeat, August 11, 2026
- [R2] Constellation Research, August 12, 2026
- [R3] MindStudio: What is Grokbot? August 2026
- Main guide: https://www.hawksmoor.ai/chief-of-staff
- Skills starter kit: https://drive.google.com/drive/folders/1TAQfSrs6GphjCNPJ1h1KP3dw3qXA9wAC