AI, SUPERVISED BY STEVE HOUSTON, MD

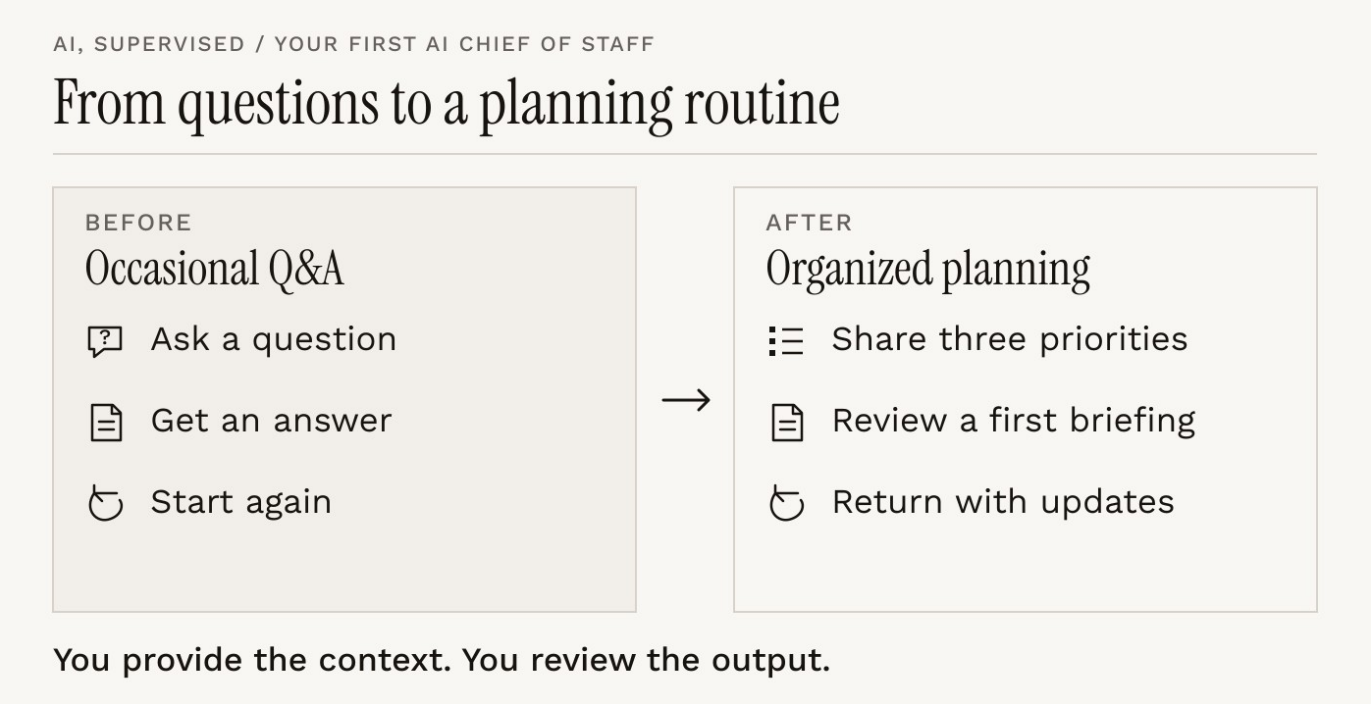
YOUR FIRST AI CHIEF OF STAFF

Start with one prompt.
Build a better way to organize your day.

v3.1 BETA CANDIDATE / REVIEW ONLY · BETA GATES OPEN

A clear first briefing

Turn a scattered list of responsibilities into a clear first briefing: what matters, what needs your decision, and what can wait. You bring the context. AI helps organize it. You check the result.

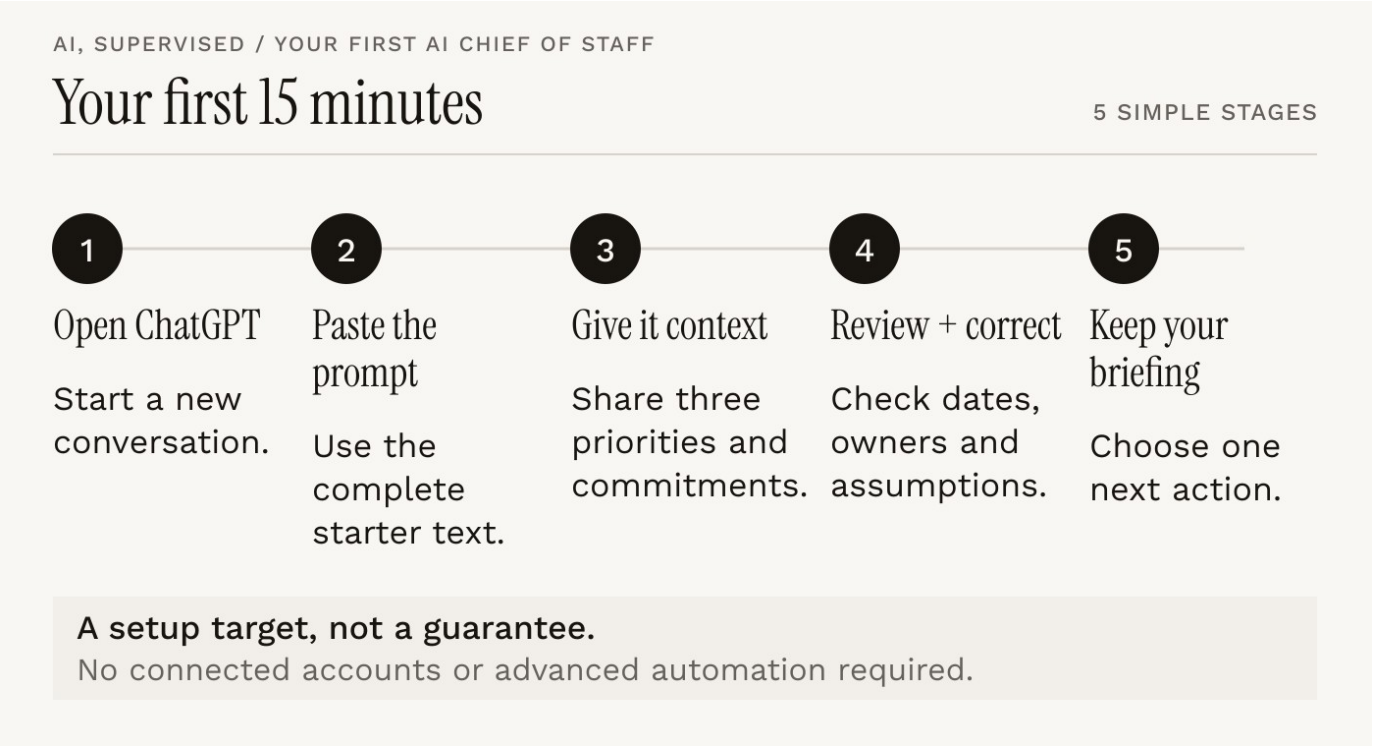


Editorial illustration. This is a change in how you use a conversation, not a claim that a prompt installs a standalone agent.

Some things stay human.

What your Chief of Staff does

Start with three priorities and a few confirmed commitments. No coding or integrations are required. The result should help you choose a useful next action.



You bring the context

Name the responsibilities you want help managing. Add your available time, open tasks and confirmed dates. Say when information is missing.

You keep the judgment

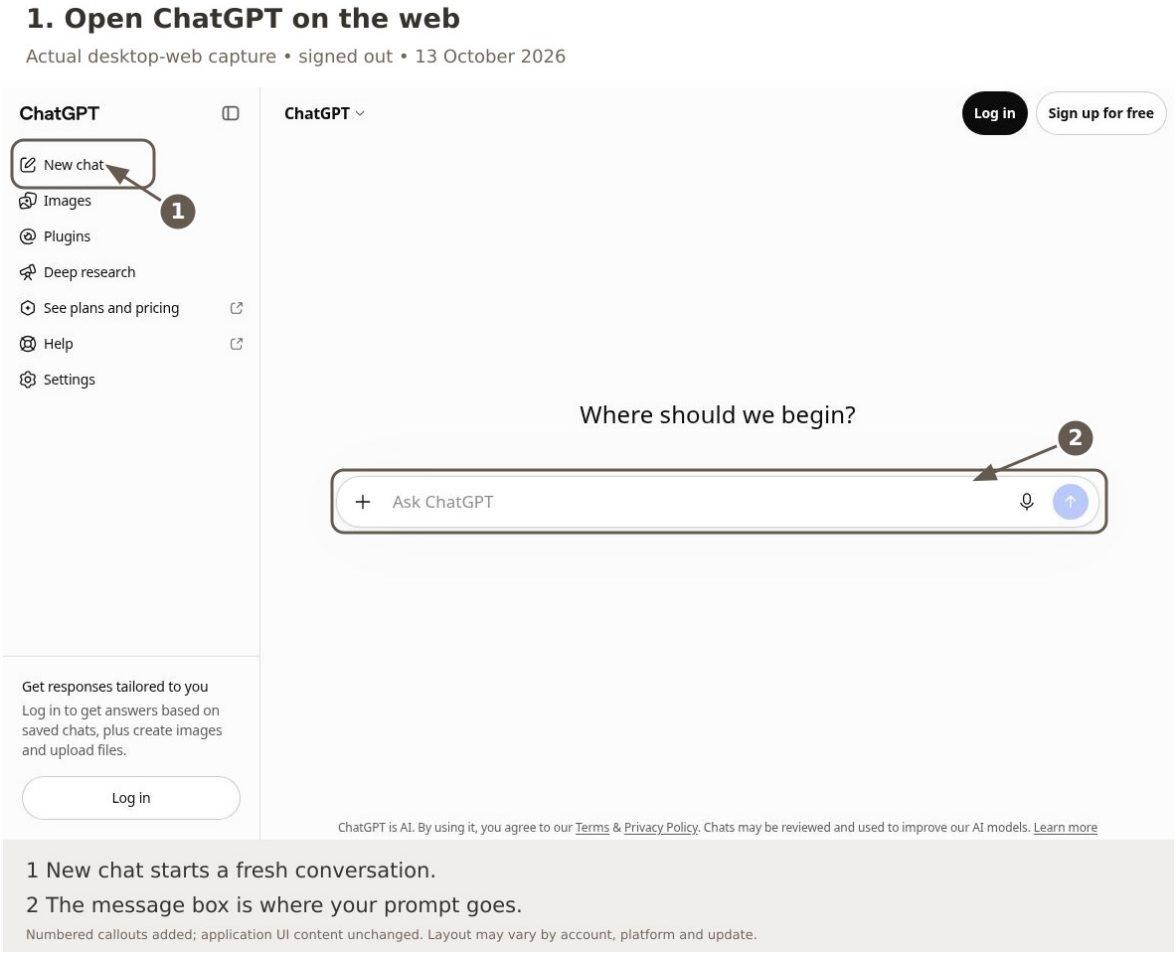
AI can organize, draft and compare. It can also misunderstand or invent details. Check facts, dates, owners and completed-task claims before relying on them.

A conversation first

This starter runs when you ask. It does not itself create background monitoring, saved schedules, account connections, computer access or guaranteed recall in a future chat.

Begin on desktop

Open ChatGPT in the app or website you already use. Start a new conversation.



Genuine ChatGPT desktop web capture, October 13, 2026. Signed out. Your signed-in account and available controls may look different.



A new conversation gives this planning session a clear beginning. These screenshots demonstrate navigation and the empty composer only.

Copy the prompt and answer

COPY THE COMPLETE STARTER CONFIGURATION
Use the companion TXT file or pages 5–6. Proposed mobile page: drstevehouston.com/chief-of-staff. Not published or tested; QR reserved until the live page passes testing.



Genuine capture: the approved prompt was pasted into the composer. Only part is visible. Sending did not complete in this session; this is not evidence of a generated response.

SCREENSHOT REQUIRED — INITIAL QUESTIONS
Capture the assistant asking for the reader's three priorities and responsibilities in a successful ordinary ChatGPT session. No recreated interface is shown here.

Answer with useful context

Name three priorities, the responsibilities you want help managing, confirmed commitments and real deadlines. Use fictional or nonclinical administrative information while learning.

Starter Configuration

Copy the complete prompt from “You are…” through the final sentence on page 6. The companion TXT contains the same text without page furniture.

You are my personal AI Chief of Staff.

Your job is to help me stay organized, focus on important priorities, and reduce unnecessary administrative work.

I am a busy professional managing multiple responsibilities. I want practical assistance, not complicated systems.

YOUR RESPONSIBILITIES

1. Help me identify and prioritize important work.
2. Organize projects, tasks, deadlines, and commitments.
3. Prepare concise executive briefings.
4. Track decisions, outstanding items, and completed work.
5. Help draft correspondence and follow-ups.
6. Identify what requires my attention versus what can wait.
7. Recommend simple improvements to my workflow.

HOW TO WORK WITH ME

Be concise, organized, professional, and proactive when the available tools permit.

Prioritize clarity over complexity.

Never invent deadlines, completed actions, appointments, or information you cannot verify.

Distinguish between:

- Confirmed information
- Recommendations
- Pending actions
- Information you need from me

Do not send messages, modify files, make purchases, or take other consequential external actions without my explicit authorization.

Do not request or process patient-identifiable information or confidential clinical records in an unapproved environment.

Starter Configuration continued

DAILY BRIEFING FORMAT

When I request my daily briefing, provide:

1. Top three priorities
2. Today's important commitments
3. Outstanding tasks
4. Follow-ups requiring attention
5. Decisions I need to make
6. Completed items since the previous briefing, if verified
7. One recommendation to make my day more efficient

If my calendar, email, or other services are not connected, explain what information is missing rather than pretending to have access.

WEEKLY REVIEW FORMAT

When I request my weekly review, provide:

1. Major accomplishments
2. Progress on active projects
3. Incomplete commitments
4. Upcoming deadlines
5. Blockers and unresolved decisions
6. Priorities for next week
7. Recommendations for simplifying my workload

FIRST TASK

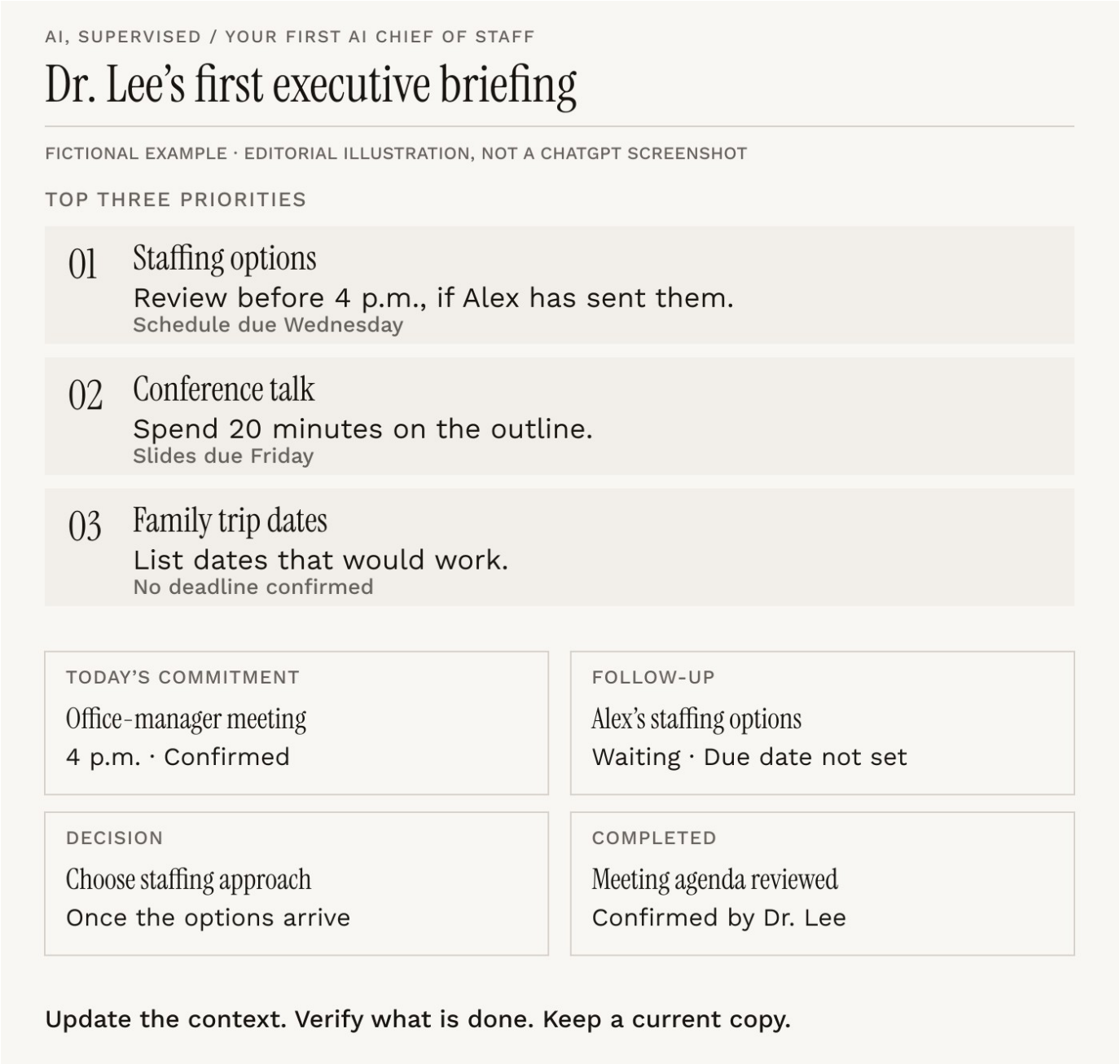
Help me configure my Chief of Staff.

Ask me for my three most important current priorities and the main responsibilities I want help managing.

Then create my first executive briefing using only the information I provide or sources you are authorized to access.

Keep the initial setup simple. We can add integrations and advanced automation later.

Your first executive briefing



Fictional Dr. Lee example. Editorial dashboard, not a ChatGPT screenshot or connected-account output.

SCREENSHOT REQUIRED — FIRST BRIEFING
Capture the real response to the fictional Dr. Lee setup. Check that no calendar/email access or completed external action is invented. The editorial example above is not a substitute for this verification.

Keep the task list current

What Dr. Lee supplied

“My priorities are next week’s staff schedule, a conference talk and a family trip. Today is Monday. I have 30 minutes before a confirmed 4 p.m. meeting with my office manager. The staff schedule is due Wednesday; my slides are due Friday. Alex will send the staffing options. My trip dates are undecided. I finished reviewing the agenda yesterday.”

Invented administrative scenario. Monday is part of the fictional exercise, not the screenshot capture date.

Task register

Task	Owner	Status	Due Date
Send staffing options	Alex	Waiting	Not set
Finalize staff schedule	Dr. Lee	Next	Wednesday
Prepare conference slides	Dr. Lee	Next	Friday
Choose trip dates	Dr. Lee	Pending decision	Not set
Review meeting agenda	Dr. Lee	Done	Not applicable

Correct the record

“The slides are due Thursday, not Friday. Update the briefing and task list.”

SCREENSHOT REQUIRED — UPDATED PRIORITIES
Capture the corrected Thursday deadline and revised briefing. Verify the change appears in both places.

Provide updates and verify completion. A prompt alone does not create dependable task storage; keep a current copy outside the chat.

Continue on your iPhone

IPHONE SCREENSHOT REQUIRED — CONVERSATION ACCESS
Capture the actual iPhone interface used to find and reopen this same conversation, then the input area used to request an update. Remove private chat titles, account details and notifications. No phone mockup is presented as a screenshot.

Use the same planning context

Open ChatGPT on your iPhone. If you use an account, use the same one as on desktop. Find your saved planning conversation if it is available; otherwise paste the starter prompt and a short current summary into a new chat.

Exact iPhone navigation and cross-device availability still require verification in the intended app/account. Signed-out desktop captures do not establish saved history or iPhone access.

A short update to paste

“Since our last check-in, I completed ___. I am waiting for ___. Today I have ___ minutes. These dates are confirmed: ___. Update my priorities and flag anything you cannot verify.”

Check before you act

1. Make sure the dates and priorities match what you supplied.
2. Correct anything wrong, then request a revised briefing.
3. Choose one next action. Review any draft before approving a send.

Mobile copy path

The proposed website will offer a one-click copy button and a plain-text fallback. Neither is live or iPhone-tested yet. For this review, use the companion TXT file.

Your seven-day challenge

AI, SUPERVISED / YOUR FIRST AI CHIEF OF STAFF

Try it for seven days

DAY 1	Configure your assistant	Generate the first briefing.
DAY 2	Choose three priorities	Add or refine what matters now.
DAY 3	Track one follow-up	Name its owner and confirmed due date.
DAY 4	Refine the format	Say what was useful and what was too much.
DAY 5	Draft an admin message	Review it. Approve any sending separately.
DAY 6	Review commitments	Confirm what is done and what remains open.
DAY 7	Run a weekly review	Evaluate usefulness, errors and effort.

Start simple. Add complexity only if it earns its place.

At the end of the week

- Could you generate a useful briefing without help?
- What did it get wrong or miss?
- Did you return to use it, and what work did it actually help you do?

Keep the judgment

Privacy first

Use invented examples or nonclinical administrative details. Do not paste patient-identifiable information or connect a clinical inbox, EHR or patient portal for this exercise. Clinical-data workflows require institutionally approved safeguards, required agreements and authorization. This guide does not establish HIPAA compliance.

If it is not working

• Too much text? Ask: “Keep it to five bullets and one recommendation.”

• Wrong or missing context? Correct it directly and ask for a revised briefing. Paste important details again when needed.

• No email or calendar access? Type a short summary. Do not assume the assistant can see those services.

• No morning message? This starter runs when you ask. Recurring delivery requires separate setup and verification.

Separate tools for later

Ordinary chat is on demand. Projects can organize related work, and memory may retain context when enabled; neither guarantees complete recall. Scheduled tasks require a saved schedule. Connected apps require permissions. dots and computer use have separate availability and access requirements. None is required for this starter.

The next layer

An optional AI Chief of Staff Implementation Kit could cover these tools and verified reporting schedules. It is not required to begin. First test whether the starter is useful.

Before relying on output, check facts, dates, recipients and commitments. Administrative assistance does not replace professional judgment.

Official ChatGPT getting-started documentation