PART 4 OF 5 / BRAIN

Build your AI brain

A small collection of plain files to help carry useful context between compatible AI tools.

YOUR FILES REMAIN THE SOURCE

Keep your profile, examples, templates and task handoffs together.

A tool can only use files you upload or explicitly make available through supported access. A local folder is not automatically visible to every AI.

Before switching tools, update the handoff and share only the files needed for the next task.

UMER NAWAZ

01 / ONE FOLDER

Five folders for reusable context

Folder	What goes in
00 About me	Your role, goals and writing preferences. Keep private identifiers out.
01 Examples	Sanitised emails, posts and speeches you are happy for the tool to read.
02 Work	One subfolder per recurring job, with selected non-confidential references.
03 Templates	Your standard formats and reviewed methods.
04 Handoffs	A short note after a task: what was done, what remains and which files to use next.

Never put passwords, ID numbers, bank details or client confidential files in this collection.

Use a supported upload or deliberately grant access to the smallest necessary folder. Review the selected files before sharing.

02 / LEARN YOUR STYLE

A style guide from your own examples

Use only the five sample emails I have uploaded or explicitly made available in "01 Examples/emails". I have removed names, client details and sensitive figures. If you cannot access them, tell me which files you need.

Identify my writing style: sentence length, tone, openings, closings and recurring word choices. Support each rule with a short quote from an example. Do not invent a rule you cannot support.

Write a one-page style guide. If you have permission and file-writing support, save it as "how-i-write.md" in "00 About me". Otherwise return the text for me to save. Do not overwrite an existing file without asking.

Then rewrite the draft below in that style. Preserve its facts and figures and flag anything that looks wrong.
[paste your draft]

REVIEW: Check every rule against the emails. Remove unsupported rules. Update the handoff before you continue in another tool.

REFERENCES / CHECKED 25 OCTOBER 2026

Claude Cowork
ChatGPT projects
Gemini Gems and the November 2026 transition