UN FINANCE INTELLIGENCE

PART 3 OF 5 / TOKENS

Set up a project for recurring work

Keep the instructions and reference material for one job together.

LESS REPEATED EXPLANATION

Saved instructions let you reuse a setup without pasting the same background into every request.

The tool may still retrieve or process context again. Token use and any cost savings depend on the tool, model and task.

Measure usage where your product reports it. A project is not a promise of lower cost.

UMER NAWAZ

01 / ONE PROJECT PER JOB

A clear workspace for a recurring task

01 Create a project or Gem

Claude: Projects > New project. ChatGPT: New project in the sidebar, then the more options menu > Project settings. Gemini: Gems > New Gem. Google says personal-account Gems start transitioning to skills in November 2026.

02 Add selected context

Upload three to five relevant examples, within your plan limits. Remove names, client details and sensitive figures first. Include only material you are allowed to share.

03 Add instructions

Use the template on the next page. A suitable skill can provide a reusable method where supported. It does not guarantee that files are read only once.

Compare a few similar tasks before and after setup. Review accuracy and effort as well as reported usage.

02 / PROJECT INSTRUCTIONS

A template for your project

Project: [name, e.g. Weekly planning]
Purpose: help me produce [output] for [audience].

How to work:
1. Use only the files in this project and what I paste in the chat. Tell me if you cannot access a required file.
2. Ask at most three questions before starting, only when the answer changes the output.
3. Give me the structure first. Build after I approve it.
4. Match the relevant examples in the project. Do not assume every file applies to every task.

Standards: [length, format and required content].
Evidence: cite which file or source supports each figure. If evidence is missing, say so. Do not guess facts or ask for passwords or client confidential data.

REVIEW: Check the cited source and whether it supports the answer. If the tool cannot access a file, supply a permitted excerpt or upload the file through a supported route.

REFERENCES / CHECKED 25 OCTOBER 2026

Claude personalisation
ChatGPT projects
Gemini Gems and the November 2026 transition