No. 137

AI MASTERY SERIES · THE METHOD

Your AI Remembers

Your assistant now remembers what you tell it: learn to see, feed, correct and erase what it keeps about you.

Ten prompts ready to copy to take back control of your AI's memory, so it works for you without ever knowing too much.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

Since 2026, the major assistants (ChatGPT, Claude, Gemini) can remember you from one conversation to the next: your job, your projects, the way you work. Set up well, this memory saves time and spares you from re-explaining everything. Set up badly, it keeps things that are wrong or too personal. Three cues before you dive in.

1. **Memory is a summary, not an exact record.**
   The AI notes its own version of what you say, and it can be wrong or go stale. Reread what it keeps now and then, and correct it.

2. **You are in charge, in the settings.**
   Each assistant has a Memory page: turn it on or off, see the list, erase a line. Deleting a conversation does not delete what it learned.

3. **What you share may be used elsewhere.**
   Depending on the setting, your chats may train the model. Never trust the memory with a password, a card number or a secret.

Good reflex: once a month, open your assistant's Memory page, read what it knows about you, and clear out the rest.

THE METHOD

The Method

Five moves, ten prompts ready to copy. See what the AI knows about you, give it the useful context once, check and correct it, set your limits, then draw tailored answers from it. Each prompt is typed straight to the assistant, and the settings keep the final say.

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THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · DISCOVER

The Stock-Take

PROMPT TO COPY

```
Role: you are the assistant that keeps a memory about me.
Context: I want to know exactly what you have kept from our chats.
Task: list everything you think you know about me, inventing nothing.
Format: a list by theme (job, projects, preferences), and star anything you are unsure of.
```

WHAT YOU GET

You see at a glance what the AI knows about you. The official list stays in the Memory page of the settings, where you can erase it all.

PROMPT 02 · DISCOVER

The How-To

PROMPT TO COPY

```
Role: you are a clear guide to your own settings.
Context: I am new to [ChatGPT, Claude or Gemini] and I do not know how to manage your memory.
Task: explain where to turn on, see, correct and erase your memory.
Format: numbered steps, in plain words, with the exact name of the menu to open.
```

WHAT YOU GET

A beginner-level how-to for your own assistant. Check the menu names in the app, as they change often.

PROMPT 03 · FEED

The Personal Card

PROMPT TO COPY

```
Role: you are the assistant who will work with me over time.
Context: here is what is stable about me and will save you asking again: [job, city, projects, tools].
Task: remember these for our next conversations.
Format: confirm in a list what you saved, and say what you did not keep.
```

WHAT YOU GET

The AI stops starting from scratch each time. Give only what stays true for months, not today's mood.

PROMPT 04 · FEED

The Preferences Set

PROMPT TO COPY

```
Role: you are the assistant who must answer my way.
Context: I always want the same [language, tone, length,
format] in your answers.
Task: remember these preferences and apply them by default,
unless I say otherwise.
Format: recap my preferences, one line each, so I can
check.
```

WHAT YOU GET

Every answer arrives already in the right format. You set once what you kept repeating in each message.

PROMPT 05 · CHECK

The Regular Review

PROMPT TO COPY

```
Role: you are the assistant who helps me tidy your memory.
Context: I want to check what you keep and spot what is
wrong or out of date.
Task: go through what you know about me and flag what
should be updated or removed.
Format: three clear columns: keep, correct, forget.
```

WHAT YOU GET

A quick sort instead of a memory that clogs up. The permanent delete is then done in the Memory page.

PROMPT 06 · CHECK

The Clean Fix

PROMPT TO COPY

```
Role: you are the assistant who fixes a fact without arguing.
Context: you kept something wrong: [what you believe, the right version].
Task: replace the old fact with the new one from now on.
Format: confirm the fix in one line, and say if it changes other things you kept.
```

WHAT YOU GET

No more misunderstanding coming back every conversation. If the memory still holds the error, erase the line in the settings.

PROMPT 07 · PROTECT

The Red Line

PROMPT TO COPY

```
Role: you are the assistant who respects my privacy.
Context: some things must never enter your memory: [health,
money, passwords, loved ones].
Task: keep none of these, even if I mention them in
passing.
Format: confirm the rule, and suggest how to tell you about
these without you keeping them.
```

WHAT YOU GET

A clear barrier around the sensitive. For a one-off question, use a temporary chat that writes nothing to memory.

PROMPT 08 · PROTECT

The Targeted Forget

PROMPT TO COPY

```
Role: you are the assistant who forgets on request.
Context: I no longer want you to keep [the exact item to forget].
Task: remove this item from what you keep about me.
Format: confirm what you forgot, and remind me where to check the line is really gone.
```

WHAT YOU GET

You take back control point by point. The real delete is confirmed in the Memory page, as forgetting via the chat is not always final.

PROMPT 09 · LEVERAGE

The Tailored Answer

PROMPT TO COPY

```
Role: you are the assistant who already knows me.
Context: use what you know about me for [today's request].
Task: fit your answer to my job, my projects and my
preferences, without me repeating them.
Format: the tailored answer, and one line on what you used
from your memory.
```

WHAT YOU GET

The full payoff of memory: an answer that lands right the first time. You also see what it drew on.

PROMPT 10 · LEVERAGE

The Clean Slate

PROMPT TO COPY

```
Role: you are the assistant who can start fresh.
Context: what you know about me no longer applies to [this
new subject, this life change].
Task: set those memories aside and treat my request as if
you just met me.
Format: a neutral answer, without my old settings, and tell
me how to erase for good if needed.
```

WHAT YOU GET

A fresh look when your situation changes. For a full cut-off, open a temporary chat or clear the memory in the settings.

No. 137

YOUR TURN

A Clean Memory

You now know how to steer your AI's memory: see what it keeps, give it the right context once and for all, correct what is wrong, set your red lines, and draw tailored answers from it.

An AI that remembers you is more useful, as long as you stay the one who decides what it keeps.

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