



Your Second Brain

Scattered notes turn into a memory you can question in plain words.

10 prompts to make ChatGPT, Claude or Le Chat your second memory: it captures, files, recalls and turns your ideas into action.

Free for the SYSTINFO community



GOOD TO KNOW

A memory, not a vault.

We jot things everywhere: notebooks, phones, chats, page corners. Then we find nothing. AI can tidy that mess and hand it back on request. Since 2026, tools like Notion or Mem do it on their own, but a plain assistant is enough to start. Three things to keep in mind before you dive in.

- **It files, you stay the source**

AI organizes and summarizes what you give it. The quality of the memory depends on what you capture: jot first, it sorts after.

- **Nothing is recalled if nothing is noted**

AI does not invent your memories. Get in the habit of emptying your head into one place, or it will have nothing to return to you.

- **Your notes can be sensitive**

A digital notebook sometimes holds private data. Avoid pasting passwords, codes or anything you would not want to see leak out.

The habit: capture in one place, let AI file, double-check what matters.



THE METHOD

Ten prompts, five steps.

Building a second memory needs no complicated software. These 10 prompts turn AI into a backup brain: it captures, files and recalls, you keep the thread. Adapt the words in brackets to your own notes.

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

01 **Capture effortlessly**

· 2 prompts

02 **Organize and file**

· 2 prompts

03 **Recall and question**

· 2 prompts

04 **Turn into action**

· 2 prompts

05 **Maintain, go further**

· 2 prompts



Empty Your Head

PROMPT TO COPY

Role: you are an assistant who brings order to scattered ideas.

Context: here is everything on my mind, unsorted [paste your raw notes].

Task: sort this mess into clear themes without losing anything.

Format: titled sections, each idea on one line, and at the end a short list of things not to forget.

What you get

A lighter mind in one minute. What was looping in your head becomes a clean list, ready to file.



The Meeting Note

PROMPT TO COPY

Role: you are a careful note-taker.

Context: here are my rough notes from a meeting or a class [paste].

Task: turn them into a clean, faithful record.

Format: a five-line summary, the decisions made, then the tasks with who does what. Flag with an asterisk anything still to confirm.

What you get

Scribbles turned into a clear record. You file a readable note you will still understand six months from now.



The Big Tidy-Up

PROMPT TO COPY

Role: you are a methodical archivist.

Context: here is a pile of notes gathered on many topics [paste].

Task: sort them into logical categories and suggest a label for each.

Format: a filing by folders, each note linked to its folder, and two or three reusable labels for later.

What you get

A filing system you did not have to invent. Your notes find a home, and you keep a scheme that is simple to maintain.



The Summary Sheet

PROMPT TO COPY

Role: you are a teacher who condenses the essentials.

Context: here are several notes on one topic [paste], I want a single sheet.

Task: merge them into one summary with no repeats or contradictions.

Format: a one-page sheet, headings, key points, and one closing sentence to remember.

What you get

Ten scattered notes become one sheet. You reread the heart of a topic at a glance, without reopening everything.



Ask Your Notes

PROMPT TO COPY

Role: you are my searchable memory.

Context: here is the whole of my notes [paste], and my question is [your question].

Task: answer only from these notes, inventing nothing.

Format: a short answer, the exact note it comes from, and say 'not in the notes' if the answer is missing.

What you get

Notes that finally answer back. You question your memory in plain words instead of scrolling through pages.



The Thread Between Ideas

PROMPT TO COPY

Role: you are a connector of ideas.

Context: here are my notes on [theme or project]
[paste].

Task: spot the links, the repeats and the ideas that
complete each other.

Format: a simple map of the three main threads that
recur, and one action the links suggest.

What you get

Connections you no longer saw. AI ties together notes you
wrote weeks apart and brings out a fresh idea.



The Task Sort

PROMPT TO COPY

Role: you are an action organizer.

Context: here are my notes from the week, mixing ideas, wishes and to-dos [paste].

Task: pull out only the real tasks and rank them by priority.

Format: a checklist, most to least urgent, with a suggested due date for each task.

What you get

An action list born from your notes. What slept in a notebook becomes a clear plan for today and tomorrow.



The Ready Draft

PROMPT TO COPY

Role: you are a writer who starts from my ideas.

Context: here are my notes on [topic], I want to draw [an email, a post, a text] from them.

Task: write a first draft faithful to my notes and my intent.

Format: a short text, ready to review, in a [plain, professional] tone. Flag in brackets what I still need to clarify.

What you get

Your notes turned into usable text. You no longer face a blank page: you edit a draft already fed by your own ideas.



The Friday Review

PROMPT TO COPY

Role: you are my weekly review assistant.

Context: here are my notes and tasks from the week [paste].

Task: give me a clear read of what matters and what is lagging.

Format: three wins, three items pending, and the three priorities to carry into next week.

What you get

A ten-minute check-in that resets everything. You close the week with a clear head and know where to start on Monday.



The Memory Guardrail

PROMPT TO COPY

Role: you are a careful reviewer.

Context: you have filed and summarized my notes.

Task: revisit your work, flag anything you may have distorted or invented, and state your limits.

Format: the list of points for me to check, plus a

reminder: keep no sensitive data, the memory stays under my control.

What you get

The final habit that protects you. AI can summarize things wrong: you reread, and you strip anything too private from the digital notebook.



THANK YOU · GOOD RECALL



One sentence, a big thank you.

These cards are offered to you, free of ads. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to thank us on one of our channels. A public word, even a short one, encourages us to keep supporting you, one tip at a time.

Scan to join us and to thank us



WhatsApp



Mattermost



LinkedIn



Facebook