

# How to Create Your First Dot

Set it up. Pick a goal. Give yourself one less thing to keep checking.

## So basically, what's a Dot?

Think of it like a new AI teammate. On day one it doesn't know much about how you work. A few weeks in, it's picked up context from your conversations, the apps you connect, and the tasks it's already handled. It starts connecting those pieces and figuring out what matters to you.

**That's the big shift.** Context doesn't reset every time you start something new. It carries forward and builds. So a customer request could end up shaping a project. A decision you made last week could inform today's draft. An update in one app could flag something that needs your attention somewhere else.

Your Dot also has its own computer and browser, so it can follow through on what it's learned and keep working after you've closed the app. You give it access, goals, and house rules. It keeps track of the ongoing stuff, works out the next steps, and brings you the decisions that need your judgment.

### Before you start:

Dots are rolling out on ChatGPT Pro (from \$100/month) and Business Premium in eligible regions, and on Enterprise once an admin turns them on. **Not there yet?** Every goal still works as a one-time prompt in regular ChatGPT.

## Setting up your Dot in five steps

- 1 CREATE YOUR DOT** On your computer, open the ChatGPT desktop app and click on your Dot. It'll be in the top-left corner, underneath **Chat**.
- 2 MAKE IT YOURS** Your Dot starts with a default name and look. You can change both after setup.
- 3 CONNECT THE CONTEXT IT NEEDS** Add apps like email, calendar, and files through **Plugins**. Or skip this for now and connect them later. Connecting your own computer is optional too, and it's separate from connecting apps. Make sure to connect only the apps you need.
- 4 GIVE IT A RESPONSIBILITY** Tell it what to keep track of, share the sources that matter, and say which decisions need your input. Your Dot comes with built-in rules for when to act on its own and when to check with you first, and you can add Custom Rules to allow, require approval for, or block specific actions. You don't have to get this perfect up front.
- 5 CHECK ITS WORK** In the desktop app, open your Dot's profile and select **Activity**. Open any task to see its progress, files, results, and anything it needs your input on.

# Five goals to give your Dot

## 01 Find Marketplace Deals Within Your Budget

**Provide:** item, marketplace, location and budget. Get new matching listings without repeats.

### TRY THIS GOAL

Why a Dot: checks daily and skips repeats

Find [item] on [marketplace] near [location] for no more than [budget]. Check now, then daily at 9 AM [time zone] for two weeks. Report new matches here with links, prices and condition. Skip repeats and stay quiet when nothing new matches. Confirm the schedule and flag blocked access. Don't contact sellers or buy anything.

## 02 Find Jobs That Match Your Resume

**Provide:** your resume (drag it into the chat), target role, and location. Get relevant openings and tailored application materials.

### TRY THIS GOAL

Why a Dot: searches many sites and preps each application

Using my attached resume, search [Job Board 1], [Job Board 2], [Job Board 3], and relevant employer career pages for roles that match my experience, skills, and interests. I'm looking for a salary between [salary range] and prefer to work [remote / in-person / hybrid]. Prepare a tailored resume, cover letter when required, and any requested supporting materials, using accurate information without inventing qualifications or achievements. Check that every document and application response addresses the role and satisfies the employer's requirements for content, format, filename, and submission location. Bring me each application for review. Don't submit anything or contact employers without my approval.

## 03 Meeting Prep on Autopilot

**Connects to:** calendar, email, docs. Walks you into every call already briefed.

### TRY THIS GOAL

Why a Dot: watches your calendar for you

The day before any external meeting on my calendar, prepare a one-page brief. Include who's attending, our recent email history, open questions, and what I should walk away with. Flag anything you couldn't find.

## 04 Keep Your Materials Current

**Provide:** your SOPs, training docs or client materials, and the tools they cover. Get draft fixes when something goes out of date.

### TRY THIS GOAL

Why a Dot: links tool updates to your docs

Keep my [SOPs / training docs / client materials] in [folder] current. They cover [tools]. When a change to one of those tools affects a document, list the outdated sections and draft revised wording with a source link. Check Mondays at 9 AM [time zone] for eight weeks and confirm the schedule. Don't edit the originals.

## 05 Find Places to Stay and Track Their Prices

**Provide:** destination, dates, guests and total budget. First compare stays, then choose which to track.

### TRY THIS GOAL

Why a Dot: waits for your pick, then keeps watching

First, find three stays in [destination] for [dates] and [guests], within [total budget]. Compare links, visible total prices, fees, availability and cancellation terms. Flag unknowns or blocked access. Ask which listings I want to track. After I choose, check those daily at 9 AM [time zone] until [stop date]; confirm the schedule and report only changes or access problems here. Don't book or contact hosts.

**Start with one goal.** Correct the first result before relying on it. Ask your Dot to show or cancel its recurring tasks whenever needed.

### Your Dot is working. Now make it great.

Knowing what to hand off next, and fixing a goal that isn't quite right, is where most people get stuck. Inside the AI Advantage Club, you'll get practical guides and a community figuring out tools like Dots right alongside you.

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