CAPABILITY 04 / 20 MINUTES

Package your working method

Reusable instructions, maintained knowledge and a clear output.

Choose a recurring preparation task. Separate the stable method from the data that changes with every case. Use this to define a GPT, skill or plugin supported by your working environment.

1 **Choose a recognisable job**

State when to invoke the assistant and when not to. Preparing a quote brief is a useful scope; taking over every sales activity is too broad for a first version.

2 **Separate method from case data**

Shared templates, checklists and good examples belong in the knowledge pack. Current requirements and dates are separate inputs. Give every maintained source a version and an owner.

3 **Try three kinds of input**

Use a complete case, an incomplete case and a contradictory case. Record the output you expect. Identifying a gap and asking a focused question can be the correct result.

ILLUSTRATIVE EXAMPLE

The quote-brief assistant

Illustrative example. A sales coordinator extracts the same six fields from each enquiry. This case includes the requirement and quantity, but no delivery location or requested date.

Standing instruction: prepare a brief from the supplied case data and mark missing fields. Output: requirement, quantity, location, requested date, open question and source passage. In this case, location and requested date are “missing”. Next action: prepare two focused questions. The assistant does not invent a price or a committed delivery date.

YOUR OWN TASK

Make your next move.

Choose one real situation. Fill in the four fields, then check your decision.

1 Name and trigger

What single task is this for? Write a concrete starting request and one situation where it should not be used.

2 Standing method

In what order should it work, which sources may it use, and how should it handle gaps?

3 Knowledge and case data

What belongs in the shared knowledge pack, who updates it, and what must be provided separately for each case?

4 Output and trial

Which fields are required? What should happen with complete, incomplete and contradictory inputs?

YOU ARE READY WHEN…

- [ ] The knowledge pack and current case data are kept separate.
- [ ] Sources have a version and a responsible owner.
- [ ] Each of the three trial cases has an expected result defined in advance.

SAVE A WORKING EXAMPLE

Keep the instruction, a good input and its checked output together. Give the pack a version and record what changed since the previous trial.