BOTCOOKBOOK

7 DAYS

FIRST WEEK

with Grok Bot

A guided plan for beginners. One job a day, the prompt to paste, and a stop before anything is sent.

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2. Inbox from a Paste
3. One Meeting Hold
4. Save the Task You Just Did
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What is in this guide

Read it in order the first time. After that, use the day you need. Page numbers match the footer.

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Each day has a goal, the steps, the prompts, a sample, what usually goes wrong, and a checkpoint. The checklist and the quick reference are also their own files in the download.

DAY 1

One Job for Day One

Goal

Create one Bot and finish one job from text you type. No app connection. Nothing sent.

Expected outcome

One finished draft in the chat, or one sentence that names the missing fact. The sitting ends there.

Steps

1. Create a Bot named One Job for Day One. The setup chapter has the install and the sign-in. Open Edit Profile and paste the description. The bots page says the description holds the rules, and the message holds today's task.
2. Send the one-job prompt as the first message. Paste only the job.
3. If the answer starts a second job or invents a fact, send the revise prompt.
4. Send the stop prompt. Leave the chat when the checkpoint is true.

Prompts

COPY THIS **Description**

Edit Profile, description

```
Finish one task the person names, then stop. Ask for a missing fact once. If they do not have it, name the gap and wait. Do not connect apps, send messages, change a calendar, buy, post, delete, or start a second job.
```

COPY THIS **The one job**

First message

```
You are my day-one helper. If I have not named one job, ask which single job I want to finish in this sitting. Help me finish only that job. If you need a fact, ask once. If info is missing, say what is missing, give the draft with a blank, and stop. Do not connect apps, send messages, change a calendar, buy anything, post anything, or start a second job. Then wait.
```

Grok Bot The one job

Real Grok Bot response, tested 2026-10-21

The job for this sitting: reply to Sam about Thursday.

I can't finish it yet. Two facts are missing:
1. Your answer: yes or no.
2. The time. You said you don't have it.

I'm stopping here. Tell me yes or no and the time, and I'll write the reply. Nothing has been sent.

COPY THIS

Fix the shape

Send only if the first answer drifts

```
The last answer was the wrong shape. Return only the finished result, or the one missing fact, and one sentence on tomorrow. Delete any second job. Do not send, schedule, or connect anything.
```

COPY THIS

Stop

Last message of the sitting

```
Stop. Do not start another task. If the job is unfinished, name the single missing fact and wait.
```

Sample

SAMPLE

Missing fact, then stop

YOU PASTE

Reply to Sam about Thursday. I owe a yes or a no, and a time. I do not have the time yet.

A CAREFUL ANSWER

```
Job: reply to Sam about Thursday.
Missing: the yes or no, and the time. You said you do not have the time yet.
I did not draft the reply. I did not start a second job.
Tomorrow you could paste the time and draft the reply. Stopping here.
```

Sample, written for this guide. Not a Grok Bot response.

WHAT USUALLY GOES WRONG

- It offers five projects. Send the one-job prompt again, then the stop prompt.
- It fills in a time you did not give. Delete that line. A blank is an allowed result.
- It asks to connect an app. Say no. Today is text you type.
- An email draft shows a Send control. The message docs say a draft can show Send. Choose Discard unless that exact message is what you meant to send.

☐ CHECKPOINT

You can point at one finished draft, or at the one missing fact. You did not start a second job.