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Your AI Power-Up Guide

5 features daily AI users usually miss.

You use AI every day. But if you're re-explaining who you are in every chat, you're doing work the AI could do for you. These five features fix that, and each one takes about five minutes to try.

1 Memory It remembers you between chats

Your AI can keep details about you, your business and how you like to work, so you stop starting from scratch.

> **Quick win:** type "Remember that I run [business], my customers are [who], and I prefer a [tone] tone." Then ask, "What do you remember about me?" You can view, edit or delete what it saves at any time.

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2 Custom instructions Your standing rules

Instructions that apply to every new chat, like a brief you only write once.

> **Quick win:** in your settings, look for Personalization or Profile and add: "Be direct and use plain language. Ask me clarifying questions before long tasks. Use Canadian spelling."

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3 Workspaces A home for each big job

A space with its own instructions and files, so the AI stays focused on one client, project or part of your business.

> **Quick win:** create one for your business. Upload your services list and three pieces of your own writing, then ask it to draft a social post.

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4 File uploads Show it the real thing

Instead of describing a document, give it the document.

> **Quick win:** upload your last meeting notes and ask, "Turn this into five action items, with who does what by when." Remove private client details first.

5 Voice Talk instead of type

Speaking is faster than typing, and it's great for getting ideas out of your head.

> **Quick win:** on your next walk, open the app's voice mode, talk through everything on your mind, then ask for a tidy to-do list.

Where to find them

	ChatGPT	Claude	Gemini	Copilot
Memory	Memory	Memory	Personal context	Memory
Workspaces	Projects	Projects	Gems	Notebooks

Names change often, and some features depend on your plan. Can't find one? Ask your AI: "Do you have a memory feature, and how do I turn it on?"

Put them together and AI starts working like a trained assistant.

That's what our hands-on training is all about: setting up your AI to work the way you do, then building your first simple agents.