

Return to a project. Keep the right context.

A practical free sample for people who use AI, but keep having to explain their work again.

YOUR FIRST WORKFLOW

A project changed while you were away.

An older note says 12 October. A reviewed decision moves the launch to 19 October. Supplier approval is still pending.

What is current? Why did it change? What is still open?

The GetSecondBrain approach

Give AI a small, maintained record of your work: original sources, reviewed decisions and a checkpoint. Ask it to show the evidence before you act.

Keep the source

Save what the decision came from.

Review the change

Keep the old plan as history.

Save the next step

Make returning to work easier.

All people and project records in this pack are fictional. This is a worked example, not a connected AI product or the paid Starter kit.

Three notes. One clear current plan.

Allow about 15 minutes for this exercise. No special app is required to read the files.

1. Unzip and open START-HERE.md

Markdown (.md) is plain text. Use a text editor, or a Markdown app you already have. Keep the folder structure intact.

2. Compare the three original notes

File	What it establishes
sources/plan-01.md	12 October was the old plan. It is superseded.
sources/decision-07.md	The reviewed replacement says 19 October, after the handover rehearsal. Mira is the sample owner.
sources/handover-08.md	Supplier approval is pending. No final approval record is attached.

3. Check DECISIONS.md

Follow its links back to the originals. The newer date is current because an accepted decision explicitly replaces the old plan, not simply because the file is newer.

4. Try an AI tool, optionally

Start a new chat. Attach the three fictional source notes plus INSTRUCTIONS.md, or paste their text with filenames as headings. Use the prompts on page 3. File support varies by tool; no subscription or integration is included.

The habit that matters

Check the cited passage yourself. A confident answer is not evidence. These instructions guide the model; they do not guarantee compliance.

Better context. Questions you can test.

Copy one prompt at a time. Compare the answer with the expected result before trusting it.

PROMPT 1 / RESUME

Using only the attached sample files, tell me the current launch date, the reviewed decision, the owner and the next unresolved item. Cite the filename and supporting passage for each. Separate current facts from history.

Expected: 19 October 2026; handover rehearsal first; Mira; supplier approval pending. The old 12 October plan must be labeled superseded.

PROMPT 2 / DO NOT GUESS

Has the supplier approved the launch? How much revenue has the project made? If the files do not establish an answer, say what is missing. Do not infer approval from the launch date.

Expected: No final supplier approval record is attached. Revenue is not established by these files.

PROMPT 3 / SAVE A CHECKPOINT

Draft a project checkpoint: goal, current decision with source, completed work explicitly evidenced, unresolved questions and one next action. Mark it draft for my review. Do not invent completed work.

Check: The next action can be to obtain/review the approval record. It must not claim the supplier has already approved.

If the answer fails, record the failure in CHECKS.md and correct the source or instructions. Re-test. Three successful answers are not a general accuracy or security certification.

Start with one project. Keep it usable.

Use templates/project-checkpoint.md for a personal project or one business-owner workflow. Expand only after it works.

Choose one repeated problem

Personal: returning to a course, research project or creative brief. Business: finding the latest scope, decision and next step for one client project.

Replace the example carefully

Make a fresh folder with two or three non-sensitive notes you own and are allowed to use. Give each a title, source ID, date, draft/accepted status and original location. Review its meaning yourself.

Record a change explicitly

Use templates/decision.md. Keep it draft until reviewed. An accepted replacement names the prior source in Supersedes. Preserve the old record as history instead of silently rewriting it.

Close the session with a checkpoint

Record the current decision and its source, what actually finished, what remains open and one next action. Reopen the folder tomorrow and see whether you can resume without reconstructing everything.

A suggested five-minute weekly review

Check one current decision against its source. Record changes and unanswered questions. Test one missing-information question. Save a new checkpoint.

Want help applying it to your work?

The assisted setup starts with your actual workflow, agreed sources and test questions. It adds configuration, review and handover beyond this free example.

[Discuss your workflow on WhatsApp](#) / [Book a conversation](#)

Review your AI provider's processing terms before uploading real material. The pack configures no permissions, integrations, backup or cross-device sync. Starting a new AI chat requires supplying the context again unless your chosen tool supports and has tested persistence.