

Your AI Forgot Yesterday. Here Is the Fix.

Why Copilot, ChatGPT and Claude greet you like a stranger every morning, and the two files that change that.

A member of our group put it perfectly. He uses a paid AI assistant every day. It works beautifully while he is building something. And every morning it has no idea what the two of them did the day before. His company will not let it connect to anything, so it cannot go and look.

If that sounds familiar, you are not doing anything wrong. The machine is working exactly as it was designed.

Why it forgets

An AI can only work with what is in front of it right now. Every new chat starts with an empty desk. Whatever you built yesterday is not on that desk unless somebody puts it back.

Some assistants now have a "memory" setting that saves a few facts about you. Turn it on if you can. But it will remember that you run a nonprofit. It will not remember the eleven decisions you made about the donor letter on Tuesday.

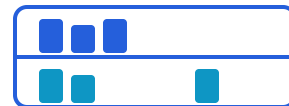
A new chat



An empty room.

It has to guess who you are, every time.

A project with your files



The shelves are already stocked.

Every chat starts from your material.

The Copilot story

Microsoft put Mustafa Suleyman, a co-founder of DeepMind, in charge of Copilot in 2024. In 2025 he gave it a memory feature and promised it would

"remember all the big facts about your life."

MUSTAFA SULEYMAN, MICROSOFT AI, 2025

THE COMPANION AND THE WAVE

Here is the twist. In 2023, before he joined Microsoft, Suleyman co-wrote a book called *The Coming Wave*. Its big idea is **the containment problem**: powerful AI must be kept inside boundaries people choose.

Your employer did exactly that. Your work Copilot is contained. It cannot reach your files or your workspace. So you have a helper built to remember, living behind walls that will not let it reach. That is why it feels eager and forgetful at the same time.

You do not need to break the walls.

Write the memory yourself, and **hand it over as files**.

Step one: work inside a project

Every major assistant now has a space that keeps files and instructions across chats. Claude and ChatGPT call it a **Project**. Microsoft Copilot calls it a **Notebook**. Work there, not in loose chats. It works even when your AI is locked down: you are not connecting anything, just uploading files.

Step two: stock the shelves with two files

business-dna.json

Who you are. (Harbor Light is a made-up example.) Facts, programs, audiences, the words you use, and your rules. In Earthgrid, the **Adjuvant Architect Macro** builds it from your own pages and notes.

```
{
  "name": "Harbor Light Center",
  "programs": [{
    "name": "Evening ESL",
    "schedule": "Tue and Thu, 6 to 8 pm",
    "cost": "Free" }],
  "we_never_say": ["clients",
    "underserved"],
  "rules": ["Never invent a number"]
}
```

voice.md

How you sound. Your writing rules, words you love and never use, one sample that sounds like you and one that does not.

```
# Voice
## Rules
- Short sentences. Talk to "you".
## Never use
leverage, synergy, empower
## Sounds like me
"We kept the lights on
another winter."
```

Step three: paste this in the instructions box

Before answering, read business-dna.json and voice.md.
If a fact is not in business-dna.json, ask me. Do not guess.
When I say "handoff," write today's handoff note.

PUTTING IT TO WORK

The daily routine

This takes about two minutes a day, and it is the part that actually fixes the forgetting.

- 1 Start in the project.** Type: "Read the latest handoff and pick up at the next step."
- 2 Name things when you ask.** Say "write it in my voice.md," never "the file I gave you earlier."
- 3 Fix the file, not the chat.** If it uses a word you hate, add that word to voice.md. A correction typed in a chat dies with the chat.
- 4 End with "handoff."** It writes a short note. Save it into the project with the date in the name.
- 5 Refresh monthly.** Update both files in Earthgrid. Keep a copy on your own computer too.

A HANDOFF NOTE LOOKS LIKE THIS

Built: donor letter, draft 3.

Decided: lead with the ESL story.

Open: board has not confirmed the match.

Next: finish paragraph 4.

WHAT YOU GET

Your AI still does not remember yesterday. It does not need to. You wrote yesterday down, and now it is on the desk.

After a month, you have a dated record of every decision.

- **Corrected it twice?** It belongs in a file.
- **Check your settings.** Look for Memory or Personalization. If your company turned them off, it is fair to ask.
- **Mind the shelves.** Only upload what your company is comfortable having in that tool.
- **The files are yours.** Change AI tools next year and you are up to speed on day one.

THE ONE SENTENCE TO REMEMBER

**Your AI does not need a better memory.
It needs your memory, written down.**