

Hand it over. Stay in charge.

Give an agent a brief, decide how far it may go, and check what comes back before it counts.

YOUR BRIEF

For your first real task

TASK

1 GOAL

What it is to achieve, why, and by when.

2 DONE LOOKS LIKE

The finished thing: format, length, where it lands.

3 CONTEXT

The files, links and examples to use, and which to trust.

4 MAY TOUCH, MUST NOT

What it may read, use and change, and what is off limits.

5 LIMITS

Time, steps, pages or spend: when to stop anyway.

6 STOP AND ASK

The moments it must come back to you first.

LEVEL

☐ 1 Read ☐ 2 Draft ☐ 3 Ask first ☐ 4 Alone

I WILL CHECK

☐ The job ☐ The facts ☐ The steps
☐ The changes ☐ The sign-off

FOUR LEVELS

- 1 **Read.** It looks and reports. It changes nothing.
- 2 **Draft.** It drafts. Only you send or share.
- 3 **Ask first.** It acts, and asks before each send, pay, delete or change.
- 4 **Alone.** It acts inside fixed limits. You review after.

Up one level after five clean runs. Down at once after a surprise.

THREE QUESTIONS

- 1 **Can it be undone easily?** If not: level 3 at most, and you approve each step.
- 2 **Does it leave the team?** A customer, a supplier, the public, money. If so: level 3 at most, and a person presses send.
- 3 **Does it read outside content?** Web pages, outside email, files others sent. If so: it must not also send, pay or delete without asking.

Set each agent's level: the lowest level that does the job, never above what the three questions allow.

TWO RULES

"Ask first" is set in the tool, not typed in the brief.

Outside words, no power: an agent that reads the web, outside email or files others sent may not also send, pay or delete without asking.

FIVE CHECKS

- 1 **The job.** Did it do what the brief asked?
- 2 **The facts.** Is every name, number, date and quote real?
- 3 **The steps.** How did it get there?
- 4 **The changes.** What is different now?
- 5 **The sign-off.** Would you put your name to it?

IF IT DOES SOMETHING ODD

Stop the task. Look where it acted. Disconnect what it used.
Tell [name]. Nobody is blamed for reporting.

OUR FIRST LEVEL 1 TASK

The task

Its owner

Its check

Clean runs

☐ ☐ ☐ ☐ ☐

In your tool, start to end

Where each part of this session lives in Claude, ChatGPT and Gemini, as of Oct 2026. Can't see something? It's usually your plan, your country or an admin setting.

SAMSON MATHEW'S RECOMMENDATION **Claude first, ChatGPT second, Gemini third.**

The tool your organisation approves comes first, for company data.

TO	CLAUDE	CHATGPT	GEMINI
Ask a quick question	Type in any conversation.	Chat: the toggle at the top of the desktop app.	Type in the Gemini app.
Hand over a task	The same conversation. Describe the result, attach files, and on the desktop app choose the folders it may use.	Switch to Work. Add files, then describe the outcome and how you will judge it.	Personal account on Pro or Ultra: click Task. At work: Ask Gemini in Gmail or Docs.
Pick the model	Click the model name next to send. Sonnet 5.5 every day, Opus 5.5 for a task, Fable 5.1 for the hardest.	Chat: GPT-6, then the Thinking slider. Work: Default, or GPT-6.1 Sol. Astra for the hardest.	Click the model at the bottom of the chat box. Flash every day, Pro for careful work, Argon for the hardest.
Make it ask first	On by default. Set connector tools to Needs approval, and choose Allow once.	Approve important actions as it works. Set each app to Always ask.	Tasks confirm some actions and sign-ins. Write actions always need your yes.
Connect an app	Customize, Connectors, Discover. Then + and Connectors in the chat.	Settings, Plugins, Install plugin, Connect. Then @ in the chat.	Customize, then connect the app. Then mention it with @.
Keep a job's files together	A project: its own chats, files and instructions.	New project in the sidebar, then choose Chat or Work inside it.	A notebook, shared with Gemini Notebook (formerly NotebookLM).
Save a repeat job as a skill	Customize, Skills: write or upload a SKILL.md.	Type @skill-creator and describe the task.	Customize, Skills, Create (personal accounts, for now).
Run it on a schedule	Scheduled tasks, such as a report every Monday.	Scheduled Tasks, also when a new email or Slack message arrives.	Tell the task when it should run.
Build software (most people won't)	Claude Code, in the Code area of the app.	Codex, a separate view.	Antigravity, in the Gemini Mac app.

PLAIN WORDS

Model: the brain you pick. Start with the default; move up only when the answer misses something that matters.

Skill: a saved how-to. One SKILL.md file works in all three.

Agent: the AI doing a task for you in steps.

Connector: a signed-in link to another app. It reaches only what your account can reach.

Project: a folder of files and instructions for one piece of work.

MCP: the shared standard those links use, like a USB-C port for AI.

TWO HABITS IN EVERY TOOL

Type passwords yourself into the website, never into the chat. Before you send anything it made, check the names, numbers and dates against your sources.