

Build Your AOS

Your Attuned Operating System

A living document that travels with you — and tells any AI how to work as you.

There's no wrong way to do this. Write your answers, or speak them into a voice-to-text tool — whatever lets you be most honest. Don't aim for perfect. Aim for true. When you're done, you'll have your AOS. The platform is just the container — you are the substance.

1. Your Work

Start here — the work you're here to do, not your job title. This frames everything else.

What is your work actually about?

In a sentence or two. Not the role — the point of it.

2. Your Values

Each value written as a behavioral instruction — what an AI must do, and must not do, on your behalf. Not "I value honesty," but what honesty requires.

Value	Behavior — to do	Behavior — NOT to do
e.g. Honesty	Speak the truth kindly, even when hard.	Never soften a fact into something false.

3. Your Voice

How you sound when you sound like yourself. A real example teaches better than adjectives.

Three words for how you sound

e.g. warm, direct, unhurried

Your work, in one sentence

How you'd describe it to one person.

Words, jargon, or tones that aren't you

What you never say.

What people say about how you communicate

The thing you hear back.

A real sentence or two in your own voice

Paste something you actually wrote.

4. How You Work

The operating preferences a new assistant would need in week one. Answer quickly — first instinct is usually right.

Your defaults

Summary-first or context-first? Ask when unclear, or make a reasonable call? How much editorializing?

What you do that most people in your field don't

The move that's distinctly yours.

What a new assistant would need to know in week one

The non-obvious things.

What it looks and feels like when the work is going really well

So the AI knows what it's aiming for.

5. What You're Not

Your edges. Knowing them is a form of integrity — the AI needs them as clearly as your strengths.

Work that isn't for you — even if you could technically do it

What you won't do, even if asked

The non-negotiables.

What it looks like when you're doing work you shouldn't be

The early signs you've drifted.

6. What's Emerging

Give yourself permission to name what's uncertain. It belongs in the document.

What you're working toward

The biggest question you're living inside — not solving

What you're curious about right now

Your AI Criteria Canvas

Five buckets that define what good AI work means for you. Fill the personal lens; add the organizational lens if you work on a team. This canvas lives with your AOS — update them together.

Alignment & Drift

Name three behaviors that show AI is aligned — then what early drift looks like for you.

Service Quality

What you'll delegate fully — then your quality bar, specific enough to hand to someone new.

Trust & Integrity

Your disclosure stance — and what AI should do when it doesn't know something.

Capacity Liberation

What you'd do more of if AI handled the work it could — and what must always stay yours.

Learning & Refinement

The five questions you'll ask yourself every 90 days.

Your AI Context Statement

The synthesis. One first-person paragraph that pulls everything above into the frame any AI runs from — the thing you paste at the very top of Claude, ChatGPT, or Gemini. Use the skeleton below, then make it sound like you on a normal day.

I am [name]. My work is [what it's actually about].

Values, in action. I value [top 3]. So when you act for me you always [behavior each value requires] and never [what each rules out].

Voice. I sound [three words]. My work in one line is [sentence]. People say I [y]. I don't use [words/tones that aren't me].

How I work. My defaults: [the feel of it]. The thing only I do is [distinct edge]. Going well looks like [x].

What I'm not. I don't [non-negotiables]. When I drift, the signs are [x].

What's emerging. Right now I'm [building]. I'm curious about [x]. The open question I'm living inside — not solving — is [the not-yet-known].

Write yours here:

Attune · This document lives with you. Update it as you change.