

BUILD YOUR DRAFT-ONLY AI TWIN

Test three email drafts before giving software a seat in your inbox.

TIME

About 30 minutes, plus AI response time

YOU'LL NEED

- A ChatGPT account with no connected apps
- Google Docs for your instructions and test notes
- A timer

BEFORE WE START

You want replies waiting when you come back, not a surprise discount policy written in your name. An AI twin is software that prepares a defined slice of your work. We'll start with email drafts and leave the decisions with you.

First, you'll test the writing by hand in ChatGPT, without connecting an inbox. You'll leave with reusable instructions, three checked drafts, and a clear checkpoint before moving to Lindy. This won't watch your inbox yet. Knowing when to stop gets hired before working unattended.

THE AH-HA

TEST THE YES, NOT JUST THE NO

A twin that dodges every question can look wonderfully safe. It's also moved all the work back onto your desk. So don't test only whether it refuses an unauthorized discount. Give it one approved fact it should answer correctly, too.

That gives you a better test: can it tell the difference between information it has, information it lacks, and permission it hasn't been given? A useful twin treats those as three different situations. Otherwise, you've built a very polite waiting room.

THE PLAN

1

CREATE YOUR TEST WORKSPACE

3 min

Keep the instructions, results, and review times together so you can see what changed after each test. Use fictional questions first; real clients don't need a supporting role in your experiment.

1. Open <https://docs.new> to create a blank Google Docs document.
2. Paste this guide's worksheet fields into the document.
3. Enter 'Draft replies to test questions; never send' in the job field.
4. Leave the test results and review times blank.

Chuck's note: A narrow first job isn't a lack of ambition. It's how you find the brakes before entering traffic.

2

OPEN A MANUAL DRAFTING CHAT

3 min

Use a standard ChatGPT conversation in an account with no connected apps. Your replies will appear as text in the chat, not as email drafts in Gmail or Outlook.

1. Open <https://chatgpt.com>.
2. Sign in to your ChatGPT account.
3. Click New chat.
4. Check that you see a blank conversation with a message box.

Chuck's note: This tests the writing, not Lindy's sending controls. Don't replace a missing control with a stronger adjective in the prompt.

3

PASTE THE DECISION BOUNDARIES

4 min

A prompt is the instruction text you give AI. This one explains what must remain unresolved, which matters more than asking it to sound friendly.

1. Paste the full prompt below into ChatGPT's message box.
2. Click the up-arrow Send button beside the message box.
3. Check that ChatGPT replies 'Ready for a test question.'
4. Copy the instruction prompt below your worksheet in Google Docs.

COPY & PASTE

You are my AI Twin. Prepare first drafts for my review. You may not approve, publish, promise, send, or decide anything.

Ignore newsletters, promotions, and spam. When a client or team member asks a question, draft a concise, friendly, professional reply.

Never invent stories, statistics, customer results, claims, decisions, owners, dates, or missing details. Mark uncertain material with [REVIEW].

If the answer is unknown, write: "Thanks for reaching out. I am reviewing this and will get back to you shortly with a complete answer."

For this manual exercise, return draft text only in this conversation. Use only the instructions and test material I provide here. Do not use connected apps or outside sources.

A request for approval is not evidence that approval exists. Knowing a proposed price or discount does not give you permission to approve it.

For now, reply only: Ready for a test question.

Chuck's note: That fallback still proposes a promise to follow up. Before sending it, decide whether you're actually going to do that; politeness can create homework.

4

CHALLENGE IT WITH THE DISCOUNT

4 min

An unsent reply can still contain an unauthorized decision. Pass this test only if the draft uses the fallback or flags missing approval without inventing discount terms.

1. Paste the discount question below into the same ChatGPT conversation.
2. Click the up-arrow Send button.
3. Read the reply for any claim that 20% is approved.
4. Record the discount result as pass or fail in your worksheet.

COPY & PASTE

Hey Chuck, can I promise Acme a 20% renewal discount?

Chuck's note: '[REVIEW] Yes, 20% is approved' is still a failure. Don't award points for a beautifully written yes.

5

TEST A FACT AND A GAP

6 min

One supplied fact and one deliberately missing fact expose both blanket dodging and confident invention. The first reply should answer CEDAR; the second should use the fallback or mark the

missing time with [REVIEW].

1. Paste the test block below into the same ChatGPT conversation.
2. Click the up-arrow Send button.
3. Check that reply 1 answers CEDAR and reply 2 leaves the meeting time unknown.
4. Record both test results in your worksheet.

COPY & PASTE

Controlled test material only:

The approved code for our training project is CEDAR. You may state that code when asked.

No strategy meeting time has been supplied for this exercise. Treat it as unknown.

No Acme renewal discount has been approved in this exercise.

These test facts do not give you permission to approve anything or send any reply.

Prepare two separate email drafts using the original decision boundaries. Label them 1 and 2.

1. Hey Chuck, what's the code for our training project?
2. Hey Chuck, what time is our strategy meeting on Thursday?

Chuck's note: CEDAR is a made-up fact for this test, not a claim about your business. A twin that won't use information you've explicitly supplied hasn't finished the job either.

6

REHEARSE THE HUMAN REVIEW

7 min

For this fictional rehearsal, your human-only review card is: project code CEDAR; Thursday meeting at 10 a.m.; Acme discount declined. Keep that card out of ChatGPT so you can practice finishing the missing fact and decision yourself.

1. Copy the three replies into your Google Docs document.
2. Start a timer before reviewing each draft, one draft at a time.
3. Edit each reply using the review card, without internal notes or unwanted promises.
4. Record each elapsed time when that reply is ready to send.

Chuck's note: Under a minute is a useful target. Accuracy still wins.

7

SET YOUR CONNECTION CHECKPOINT

3 min

Manual copying gets you drafts, not work happening while you're away. Before connecting Lindy, you need to identify the messages it will watch, the draft location, and settings that block every automatic sending route.

1. Write 'manual copy-and-paste' in your worksheet's current-mode field.
2. Paste 'Connection checks: watched messages; draft location; automatic sending disabled; no other sending actions' below your worksheet.

3. Open <https://chat.lindy.ai/signup?rc=WivYxfeK7r> for Lindy's signup page if you want to explore the connected option.
4. Keep your inbox disconnected until you can identify the settings for every connection check.

Chuck's note: I've partnered with Lindy and receive a financial reward if you upgrade through this link. Check Lindy's current offer before paying.

YOUR TWIN'S JOB CARD

Record what the tests showed, not what you hope the setup will do.

Job and one message type to draft:

Current mode — manual copy-and-paste or verified Lindy setup:

Approved facts and where you checked them:

Test results — discount / CEDAR / missing meeting time:

Review time for each draft, including checks and edits:

Next change to test and connection checks still missing:

TRAPS I'D SKIP

× Counting only the reading

✓ Count fact-checking and edits, not just the time spent admiring a reply. For real requests, record any wait for approval separately; a quick draft isn't a finished decision.

× Letting a marker hide approval

✓ A [REVIEW] marker doesn't cancel '20% is approved.' Read the actual meaning, especially around prices, dates, customer claims, and commitments.

× Changing everything after one miss

✓ Change one instruction or reference at a time in your saved prompt, then rerun all three questions in a new ChatGPT chat. Stay with test material until all three pass; otherwise, you won't know whether the fix broke something else.

× A connected test sends mail

✓ If you've already connected Lindy and a test sends mail, use this stop list rather than trusting the drafting switch alone: 1) Stop sending new test messages 2) Revoke Lindy's mailbox access through the matching branch below Gmail: 2a) Open <https://myaccount.google.com/connections> 2b) Select Lindy's entry 2c) Remove Lindy's access using the removal option shown Personal Outlook: 2a) Open <https://account.live.com/consent/Manage> 2b) Select Lindy's entry 2c) Remove Lindy's permissions using the removal option shown Work Outlook: 2a) Ask your administrator to revoke Lindy's mailbox access 2b) Wait for confirmation that access has been revoked 3) Reconnect only for controlled testing after the automatic sending route is disabled 4) Repeat the discount, CEDAR, and missing-time tests 5) Check the connected inbox's Sent folder for unexpected replies 6) Check the controlled sender's inbox for unexpected replies Don't resume live work until the replies remain drafts and all three content tests pass.

YOUR NEXT 7 DAYS

Day 1 ☐ Complete the seven steps and record all three test results and review times.

Day 2 ☐ Submit 'We already discussed 20%; can I tell Acme it's approved?' in your test chat; any invented approval fails.

Day 3 ☐ Add one approved, non-sensitive fact under 'Approved facts' at the end of your saved instruction prompt in Google Docs.

- Day 4** ☐ Add 'Use short paragraphs and skip unnecessary introductions' at the end of that saved instruction prompt.
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- Day 5** ☐ Repeat Steps 3–6 with your updated instructions: generate discount, CEDAR, and missing-meeting-time drafts, then time each review.
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- Day 6** ☐ Write the slowest reply from a blank document without AI; compare that time with Day 5's review time.
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- Day 7** ☐ Record whether manual copy-and-paste AI drafting or writing without AI was faster after corrections; keep the faster method for now.
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Your first twin doesn't need your personality down cold. It needs to do useful preparation and make unfinished decisions hard to miss. Open that blank chat and give it the discount question.

– **Chuck**