

Standard Operating Procedure: ChatGPT Memory Management

Purpose

Maintain efficient conversations by managing ChatGPT's memory capacity effectively.

Pre-Memory Clear Process

1. Open ChatGPT.

2. Enter Prompt:

Provide a comprehensive summary of everything you remember about me and our interactions, organized by category. Format it clearly for easy pasting later.

Memory Export Steps

1. Copy the summary.

2. Create a text file:

- Name: ChatGPT_Memory[Date]
- Save Location: Dedicated folder.

Memory Clear Process

1. Access Settings:

- Open Settings > Personalization > Memory > Manage.

2. Clear Memory:

- Select Clear all memories.
- Confirm deletion.

Memory Restoration Process

1. Start a new chat.

2. Paste the backup summary.

3. Use Prompt:

Write all this information into your memory without changing anything. Confirm once stored.

4. Verify Memory Restoration:

- Ask ChatGPT to recall key details.
- Confirm accuracy.

Maintenance Schedule

Frequency: Monthly.

- Monitor memory usage.
- Clear memory at 80% capacity.
- Create fresh backups after major conversations.

Quality Control

1. Verify memory accuracy.
2. Test knowledge retention.
3. Update backup files.
4. Document issues.

Emergency Procedure: Memory Loss

1. Retrieve the latest backup file.
2. Follow Memory Restoration Process.
3. Test memory accuracy.
4. Document the incident.