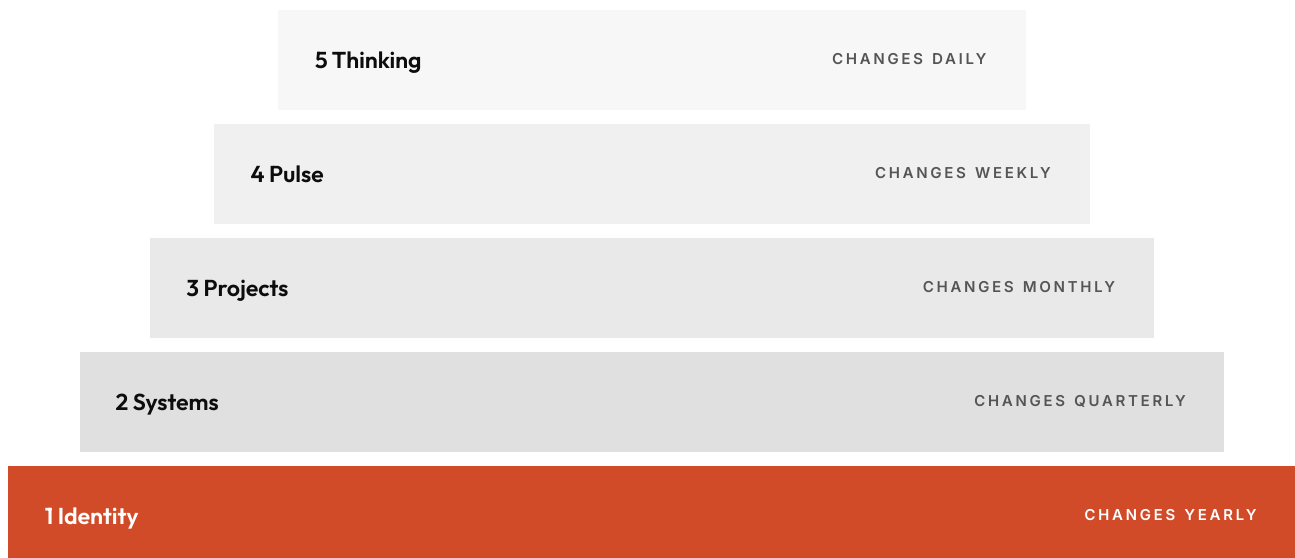


The Human Stack Starter Guide

Five folders and three starter documents. About twenty minutes of setup, so every AI you use knows who you are before you say a word.



What you're building

A folder on your computer called [Your Name] Vault. Inside it, five subfolders. Three of them get a starter document each. The other two stay empty until you have something to put in them. That is the entire setup.

[Your Name] Vault

- ├ 1 Identity
- ├ 2 Systems
- ├ 3 Projects
- ├ 4 Pulse
- └ 5 Thinking

1 Identity	Who you are. Your ME.md lives here.	CHANGES YEARLY
2 Systems	How you work. Your INDEX lives here.	CHANGES QUARTERLY
3 Projects	Active work. Starts empty.	CHANGES MONTHLY
4 Pulse	The current state of play. Your NOW lives here.	CHANGES WEEKLY
5 Thinking	Daily notes and ideas. Starts empty.	CHANGES DAILY

The five layers are organized by how often they change. Identity moves yearly, Thinking moves daily, and everything else sits in between. **Build from the bottom up.**

Leave the other folders empty

Projects and Thinking stay empty on day one. They are seats reserved for work that grows over time. Populating every folder before you start is how systems die in week two.

Your ME.md

The master document about you. Without it, every AI you talk to is guessing. With it, every AI knows who you are before you say a word. Answer the eight questions below. Be specific. "I'm a coach" is useless. "I'm a leadership coach for founders of companies between 10 and 50 people" is useful.

01 **Who are you?** Name, role, what you actually do.

02 **What is your core thesis?** The one big idea your work is built on.

03 **What are your core values?** Three to five.

04 **How would you describe your voice in five words?**

05 **What words do you never use?**

06 **What frameworks or methodologies define how you work?**

07 **What kind of output do you never want from an AI?**

08 **What are two or three short examples of your actual writing voice?**

Your INDEX

The routing table. It tells you (and any AI) what to load for what kind of work. Three categories is plenty to start: the kinds of work that take up most of your week. For each category, write what to load and what rules apply.

Starter shape for a solo creator: Writing / Strategy and planning / Client work. For a business owner: Sales / Marketing / Operations.

CATEGORY 01

CATEGORY NAME

WHAT TO LOAD

WHAT RULES APPLY

CATEGORY 02

CATEGORY NAME

WHAT TO LOAD

WHAT RULES APPLY

CATEGORY 03

CATEGORY NAME

WHAT TO LOAD

WHAT RULES APPLY

Your NOW

The simplest document and the one with the highest weekly value. What is alive in you right now. Fill in each section below, then keep it current: five minutes every week, Sunday night or Monday morning.

Priority order Your top three, in order.

1

2

3

Active this week What you are working on right now.

Recent decisions Decisions made, so you stop re-making them.

Blocked What is stuck, and what it is waiting on.

Energy One honest line on where your head is.

Give it to your AI

Same three documents on every platform. Only the loading mechanism changes.

Claude	Create a Project, then drag in ME, INDEX, and NOW.
ChatGPT	Create a Project and upload the three, or open your Vault folder in ChatGPT Work on the desktop (like Cowork).
Gemini	Create a Gem and paste the three documents into its instructions.
Anything else	Paste the three documents at the top of a new chat.

Prove it works

Open a new chat and paste this prompt:

Based on what you know about me, what should I focus on this week and why?

If the answer names your actual priorities and shows the AI understands how you work, your stack is loaded. If it comes back generic, your ME.md is too vague: add specifics.

Your setup checklist

- ☐ Five folders made
- ☐ INDEX written
- ☐ Loaded into your AI
- ☐ ME.md written
- ☐ NOW written
- ☐ Test prompt run

WHERE THIS GOES NEXT

The Human Stack is the foundation. These two programs teach what gets built on top of it.

FOR COACHES

Put AI to work inside your coaching practice. I teach it live with Coaching.com.

coaching.com/ai →

FOR BUSINESS OWNERS

The Humane Business Accelerator: human-first AI for the business you already run.

humanebusiness.ai/accelerator →

Want to go deeper with the stack itself first? The full 30-minute manual is free at colinscotland.com/set-up-your-human-stack.