AI Memory Hygiene for Authors

Stop Your Chatbot "Forgetting" Mid-Project

AI chat tools are brilliant at helping with plotting, drafting, and book marketing - right up until they "forget" your rules, flatten your voice, or contradict your own series bible.

This checklist gives you a simple "memory hygiene" routine so your AI stays sharp, on-voice, and on-brief.

1. Before You Start a New Project

☐ Define the project goal in one sentence

☐ Write a short description of your ideal reader

☐ Grab a sample of your own writing (1-3 paragraphs) that shows your voice

☐ List your key constraints (genre rules, content boundaries, platforms, budget, deadlines)

☐ Highlight any canon the AI must respect (series bible points, world rules, recurring characters)

2. Create a Strong Opening Brief

☐ "Here's the project goal and what success looks like."

☐ "Here's my ideal reader and what they want from this book/business."

☐ "Here's a short sample of my writing - please match this style."

☐ "Here are the rules and constraints you must follow."

☐ "Here are the key facts about my world/series/brand you must not break."

3. Healthy Chat Habits

☐ One clear purpose per chat (plotting OR emails, not everything at once)

☐ When you change topic, start a new chat instead of continuing the old one

☐ If replies start to feel generic, repetitive, or contradictory, pause and reset

☐ Aim to reset around every 15-20 meaningful messages

4. How to Reset a Messy Chat

Before ending a long conversation, ask the AI:

☐ "Summarise this project in under 400 words: goal, key decisions, constraints, voice notes."

☐ "List the rules and non-negotiables we've agreed so far."

Then, in a new chat:

☐ Paste that summary as your opening message

☐ Add any corrections or clarifications if needed

☐ Continue the work from there with a clean slate

5. External Memory (Your Source of Truth)

☐ Keep your series bible in a document or Notion, not buried in chat history

☐ Keep separate documents for "Author Brand Voice" and "Offers & Funnels"

☐ For each new chat, paste only the relevant excerpt instead of the whole document

☐ Update your bibles and voice docs when you make big decisions with AI

6. Quick Memory Checks

Drop these questions into longer conversations to catch problems early:

☐ "What genre and sub-genre are we working in, and what rules are we following?"

☐ "Describe my ideal reader in three bullet points."

☐ "List the top five constraints you are currently obeying on this project."

☐ "What have we already decided that you must not contradict?"

Want help putting this into practice? Join AI for Authors Circle for live support, templates, and real-world examples of authors using AI without losing their voice.
https://aiforauthorscircle.com