

# Manage your AI's context *like a pro.*

*The habits that keep your AI fast, sharp, and under budget, so you stop hitting limits halfway through. Pin it near your desk.*

## DO

- ✓ Give it the smallest useful context, then stop.
- ✓ Paste the one paragraph that matters, not the whole file.
- ✓ Start a fresh chat when a thread gets long or wanders.
- ✓ Save reusable background once (custom instructions or a Project).
- ✓ Show it an example of what a good answer looks like.
- ✓ Put the most important instruction near the top.
- ✓ Swap sensitive details for placeholders, like [Client].
- ✓ Summarize a long thread, then continue from the summary.

## DON'T

- ✗ Dump entire documents "just in case."
- ✗ Run one mega-thread for days on end.
- ✗ Assume a bigger context window means a better answer.
- ✗ Bury the key instruction at the very bottom.
- ✗ Re-paste the same background on every message.
- ✗ Paste raw client, financial, or health and legal data.
- ✗ Ask it to count letters; it sees tokens, not letters.
- ✗ Confuse more context with more clarity.

**Why this works:** your AI shares one desk for your prompt, your files, and the whole chat. Keep it clear and it stays smart. Full breakdown at [smallbusinessaicoach.com/blog/what-are-tokens](https://smallbusinessaicoach.com/blog/what-are-tokens). Want it set up with you? The **30-Day AI Accelerator** cohort starts June 9. [smallbusinessaicoach.com/accelerator](https://smallbusinessaicoach.com/accelerator)