

Digital DNA QuickStart Guide (v1.5)

Goal: Get from zero to a working Digital DNA (DDNA) in **30–60 minutes**.

Digital DNA is a **portable context file** that helps AI systems understand you quickly without: - turning into a fake friend, - locking your memory inside a single platform, - or forcing you to repeat your life story in every new chat.

You stay the decision-maker. The AI stays a tool.

1. The Three Tiers at a Glance

We use three tiers, each with a clear role and emoji:

- 🧬 **Tier I – Core**
Your compact working profile.
Always loaded at the start of serious AI sessions.
- 📁 **Tier II – Modules**
Topic-specific context packs (Work, Family, Health, Projects, etc.).
Loaded only when needed for that topic.
- 🗄️ **Tier III – Memory Vault**
Your personal knowledge base and archive (decisions, logs, notes).
Never auto-loaded into AI. You reference and copy-paste manually.

Analogy:

- 🧬 Tier I = your **cover sheet**
 - 📁 Tier II = **folders** you pull out when relevant
 - 🗄️ Tier III = your **basement archive**
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2. Where and How to Store Your DDNA

Create a simple folder structure that works on any device or cloud service.

Recommended structure:

```
Digital DNA/  
├─ Digital DNA - Tier I - Core v1.0  
├─ Digital DNA - Tier II - Modules v1.0  
└─ Digital DNA - Tier III - Memory Vault v1.0
```

You can store this folder: - in iCloud, Google Drive, Dropbox, OneDrive, etc., or - on an encrypted USB stick or local drive.

Versioning: - When you make meaningful changes, bump the version: - v1.0 → v1.1 (small edits) - v1.x → v2.0 (bigger restructuring) - Keep old versions if you want to see your evolution.

The key idea: **three separate files, one folder, under your control.**

3. Security & Privacy – Read This Before You Start

Digital DNA can contain **personal and sensitive information**. Treat it like any other private document.

What is generally safe to include: - Roles, responsibilities, and life context - How you think and learn - Master Constraint (what matters most) - Communication preferences - High-level health/mental health patterns (no detailed case files)

What to handle with extra care (△): - Specific conflicts or sensitive relationship history - Detailed health, trauma, or therapy notes - Financial struggles or debt situations

What to NEVER put in DDNA (X): - Passwords, PIN codes, recovery phrases - Full bank / credit card numbers or tax IDs - Confidential legal documents or NDAs - Anything that would be catastrophic if leaked

Storage tips: - Prefer storage with **encryption** and **two-factor authentication**. - Use roles instead of full names where possible (e.g. “my manager”, “my spouse”). - If you’re concerned, keep Tier III (Memory Vault) **local only** and use cloud only for Tier I/II.

Remember: **you control both the content and the storage location.**

4. Two Ways to Set Up Your DDNA

You can build DDNA in two main ways. Pick the one that feels easiest.

Option A – Manual Build (for writers & planners)

1. Create the three blank files in your `Digital DNA/` folder.
2. Open **Digital DNA – Tier I – Core v1.0** and copy in the Tier I template from the Blueprint (Identity Snapshot, Master Constraint, OIL / Tool Boundaries, Communication Preferences, Current Focus, Warning Signs, AI Ecosystem, Quick Reference).
3. Fill in each section in your own words. Aim for **1,500–2,500 words total**.
4. Save as `Digital DNA – Tier I – Core v1.0`.
5. For now, leave Tier II and Tier III as simple skeletons; you’ll grow them later.

Option B – AI-Guided Interview (for conversational thinkers)

1. Open your preferred AI (ChatGPT, Claude, etc.).
2. Paste this prompt:

I want to build my personal Digital DNA (DDNA) in three tiers:

Tier I – Core: 1,500–2,500 words, always loaded at the start of serious conversations.

Tier II – Modules: domain-specific context packs (Work, Family, Health, Projects).

Tier III – Memory Vault: archive and notes I update myself.

Please interview me step by step to draft **Tier I – Core** now. Ask about:

- my roles and context,
- my master constraint (what matters most),
- my tool boundaries (what AI must/must not say),
- how I process information best,
- my current priorities,
- any warning signs and safety notes,
- which AIs I use and how.

After each section, show me a draft and ask me to edit/approve it before we move on.

Very important: do **NOT** store anything yourself. You only help me write it.
I will decide what to keep and where to save it in my own DDNA files.

1. Let the AI ask questions and draft each subsection.
2. Copy the final text into your `Digital DNA – Tier I – Core v1.0` file.
3. Save and close. You now have Tier I.

Both paths are fine. **Choose the one that matches your style.**

5. Using Digital DNA in Daily AI Conversations

Once Tier I exists, here's how to use DDNA in practice.

Step 1 – Start a Serious Session Properly

Whenever you open a **serious** chat (work, health, relationships, big decisions):

1. Open `Digital DNA – Tier I – Core v1.x`.
2. Copy the entire content.
3. Paste it at the very top of your new AI conversation.
4. Add a line like:

"This is my Digital DNA Tier I (Core). Please read it and adapt your responses accordingly.
Confirm when done."

1. Wait for the AI to acknowledge.
If it doesn't reference your boundaries or constraints, **remind it directly**.

Step 2 – Load Tier II Modules When Needed

When you're working in a specific domain (e.g. work project, health, family):

1. Open `Digital DNA – Tier II – Modules v1.x`.
2. Copy **only the relevant module** (e.g. Work Module, Family Module, Project X Module).
3. Paste it **below Tier I** in the same conversation.
4. Add a line like:

"This is my [Work/Family/Health/Project] module from Tier II. Use it as additional context for this topic only."

1. Do **not** load all modules at once. Only what the current conversation truly needs.

Step 3 – Keep Tier III as Your Private Vault

You **never auto-load** Tier III into AI.

Instead, you: - occasionally copy a **small excerpt** from Tier III when it's relevant, or - update Tier III **after** a conversation with new insights.

Tier III is your **long-term memory and archive**; AI only sees parts of it when you explicitly choose.

6. The End-of-Session Filing Ritual

To keep DDNA alive without losing control, use a simple end-of-session habit.

Near the end of an important conversation, ask the AI:

"Before we close: what, if anything, from this conversation should be stored in my Digital DNA, and in which Tier/module? Please suggest concise snippets and where they belong. I will decide what to actually save."

Then: 1. Let the AI suggest **1-5 short snippets** (e.g. updated priority, a refined rule, a decision summary) and where to file them. 2. You review the suggestions. 3. You decide what to keep. 4. You manually paste chosen snippets into: - 🌀 **Tier I** (if it changes your stable core), or - 📁 the relevant **Tier II** module, or - 📖 **Tier III** (Decision Log, Case Notes, Parking Lot, etc.).

AI proposes. You dispose.

This keeps control with you, but offloads the categorisation work to the tool.

7. How DDNA Embeds RAI Safety Principles

Digital DNA is more than a productivity trick. It's a **safety structure** grounded in **RAI (Reality-Aligned Intelligence)**.

- **Ontological Honesty (Law 1)**

Your DDNA explicitly states that AI is a **tool**, not a person, friend, therapist, or spiritual guide.

- **Relational Integrity (Law 2)**

Your OIL (Ontological Intimacy Line) section defines **forbidden phrases** and **acceptable alternatives**.

- **Relational Purpose (Law 3)**

DDNA keeps the AI focused on **serving your real-world goals**, not building a pseudo-relationship.

- **Relational Corollary**

Simulated care, love or loyalty is treated as a **red flag**, not a feature.

By loading DDNA first, you align the AI with your **reality and boundaries** before any deeper interaction begins.

8. What You'll Have After 30–60 Minutes

If you follow this QuickStart, at the end you will have:

- A **Digital DNA/** folder with **three files** (Tier I, II, III)
- A filled-in **Tier I – Core v1.0** (your working profile)
- At least one **Tier II module** drafted (e.g. Work or Current Project)
- A basic structure for **Tier III – Memory Vault**
- DDNA tested once with at least one AI system
- Clear tool boundaries to reduce fake friendship and drift
- A **portable context** you control, not locked into any single platform

You will **not** have everything perfect. That is fine.

Digital DNA grows with you. **Version 1.0 is enough to start.**

9. Minimal Setup Checklist

You can treat this as your QuickStart to-do list.

1. Create a folder called **Digital DNA/** in your cloud or drive.
2. Create three empty text/markdown/Word files:
3. **Digital DNA – Tier I – Core v1.0**
4. **Digital DNA – Tier II – Modules v1.0**
5. **Digital DNA – Tier III – Memory Vault v1.0**
6. Read Section 3 (Security & Privacy) and decide what **not** to include.
7. Choose setup path:
 - Option A: Manual writing, or
 - Option B: AI-guided interview.
8. Build **Tier I – Core** (Identity, Master Constraint, OIL, Communication Preferences, Current Focus, Warning Signs, AI Ecosystem, Quick Reference).
9. Save Tier I as **v1.0**.
10. Sketch a simple structure inside Tier II (headings for Work, Family, Projects, etc., even if empty).
11. Sketch a simple structure inside Tier III (Decision Log, Case Notes, Parking Lot, Resources).
12. Open a new chat with your preferred AI.
13. Paste your entire Tier I at the top.
14. Ask the AI to read and adapt; correct it if it ignores your boundaries.
15. If you're working on a specific topic (e.g. work project), paste the relevant Tier II module too.
16. Do some real work: draft an email, plan a project, process a problem.

17. Before closing, use the filing ritual ("What should go in my DDNA?").
18. Copy chosen snippets into the correct Tier/file.
19. Save your DDNA files.

You now have **Digital DNA v1.0 in production**.

10. Troubleshooting – Common Issues & Quick Fixes

"My Tier I feels too long."

Good news: Tier I is supposed to be around **1,500–2,500 words**. If it's much longer: - Move detailed history or examples to Tier II modules. - Keep Tier I focused on what the AI needs to know in **almost every** conversation.

"The AI isn't respecting my boundaries."

- Point directly to your OIL / Tool Boundaries section and say:

"This wording violates my Tool Boundaries in Tier I. Please rephrase within those rules."

- If it keeps violating, consider using a **different AI provider**.

"I don't know what to put in Tier II yet."

- Start with only Tier I.

- After a few days, notice where you keep re-explaining context (e.g. work, health, one big project).

- Create one module for the domain with the **most friction**. That's enough to begin.

"This feels like a lot of work."

- Use Option B (AI-guided) to draft Tier I. Let the AI ask questions and write; you only edit.

- Remember: you're building a foundation you'll reuse in **hundreds** of future conversations.

"I'm afraid of putting too much personal info in DDNA."

- Re-read Section 3 (Security & Privacy) and stay within the ✓ **Safe** and ⚠ **Careful** zones.

- Don't include passwords, account numbers, or secrets you wouldn't put in a normal private document.

- Use roles instead of full names where possible ("my manager", "my spouse").

- You control where you store the folder (including offline or encrypted options).

11. After Setup: First Month with DDNA

Here's a simple roadmap to avoid overwhelm and help DDNA mature naturally.

Week 1 – Just Use It

- Paste Tier I at the start of every serious AI session.
- If relevant, add one Tier II module to those sessions.
- Don't edit the DDNA yet; just observe:
 - What feels missing?
 - What feels redundant?
 - When does AI still misunderstand you?

Week 2 – First Refinements

- Update **Current Focus & Priorities** in Tier I (it may already be outdated).
- Refine **Communication Preferences** based on what's actually working.
- Add or adjust **1–2 warning signs** if needed.
- Save as `Tier I – Core v1.1` and note the change in a small **changelog** at the top.

Month 1 – First Deeper Module

- Identify the domain where context matters most (Work, Health, One Major Project, Family).
- Turn that into your first fully fleshed-out **Tier II module** (500–1,000 words).
- Test it in several conversations.
- Adjust based on real usage.

Ongoing – Make the Filing Ritual a Habit

- End significant sessions with:
"What, if anything, from today should go into my DDNA, and where?"
- Let AI propose. **You** decide what actually gets saved.
- Over time, your Memory Vault and Modules become a rich, structured reflection of your life and decisions.

12. Final Reminder

You don't need a perfect DDNA to start.

v1.0 is enough.

The value comes from **using** it, not polishing it endlessly.

DDNA is meant to grow with you, version by version.

The core idea is simple:

Memory belongs with the human, not locked inside the tool.

If you keep that in mind, even a rough first version of your Digital DNA will already make your AI use **safer, faster, and more aligned** with your real life.