

GROK BOT TEACHING GUIDE

Every Grok Bot concept for normal people

Structure from Nate Herk (25 concepts / 5 parts) · https://www.youtube.com/watch?v=NyfYxpXiw_0

Opener (60 sec): Grok Bot is not one chatbot. It is a **team of specialists** — each with a name, a job, a memory, and a computer. Today: five layers. Leave with **one useful bot** and **one routine**.

Call flow

TIME	BLOCK	GOAL
0–3	Opener + one job per bot	Frame
3–12	Part 1 What the bot is (1–5)	Identity
12–20	Part 2 Where it works (6–10)	Computer
20–32	Part 3 Abilities (11–15)	Skills / routines
32–42	Part 4 Work together (16–19)	Team
42–52	Part 5 Control (20–26)	Safety
52–60	Homework + Q&A	Action

Short on time: Parts 1 + 3 + 5 only. Skip deep file explorer / webhooks.

Your live examples

BOT	SAY THIS JOB OUT LOUD
Kirk	Keeps Tom focused on the digital product company to \$5M
Uhura	Viral scripts · Hook → Problem → Story → Payoff
Sulu	Personal brand / copy
Chekov	Instagram carousels
Spock	Viral account analysis → strategy

Teaching line: I don't ask one bot to do everything. I staff a content crew.

Part 1 — What the bot is (1–5)

1 Grok Bot = one specialist

- Name + job title + description
- One conversation per bot
- **Demo:** open one bot → show profile

2 Bot descriptions (the secret)

- One job, done well
- Other bots use this to decide who to ask

Update your description so a stranger knows exactly when to use you — one sentence.

3 Bot templates

Import someone else's setup → customize. Steal structure, make it yours.

4 Context + memory (two stores)

- **Global** — every bot can see
- **Bot memory** — only that bot

What does every bot know about me? What's only in YOUR memory?

Teach: "Add to your memory" vs "Add to global memory"

5 Compaction

Long chats get summarized. Foggy chat? Start fresh or duplicate (#25).

Part 1 checkpoint

One bot = one job. Description first. Memory on purpose.

Part 2 — Where it works (6–10)

6 Agent computer

Each bot has a desktop; shared cloud machine/files. Same workshop, different desks.

7 Browser

Opens sites, clicks, forms — you take over for logins.

8 File explorer

Shared workspace across bots.

9 Terminal

Commands / scripts — full computer.

10 Local file access

Can touch *your* Mac when allowed.

Analyze this file in Downloads and tell me what's in it.

Part 2 checkpoint

Cloud computer for agent work. Your machine when you approve.

Part 3 — Abilities (11–15)

11 Plugins / connectors

Gmail, Calendar, Notion, Canva, GitHub... How the bot touches real tools.

12 Skills = recipes

When to use · order of steps · what if it fails. Repeatable → skill.

13 Teach a task

Demonstrate on screen → Grok saves a skill. **Show once.**
Runs forever.

14 Routines

Schedule or event → runs a skill. Morning brief, weekly pack, Friday wrap.

15 Webhooks

Routines = the clock. Webhooks = the doorbell. Outside event wakes the bot.

Live build on the call (10 min)

#	DO THIS WITH THEM
1	Create bot: name + title + one-sentence description
2	Add one memory about their business
3	Connect one plugin they already use
4	Outline / create one skill for a weekly task
5	Optional: weekly routine that runs that skill

Copy/paste prompts

You're my [ROLE]. In one sentence, when should I use you vs another bot?

Add to YOUR memory: my coaching clients are [WHO]; #1 outcome is [OUTCOME].

Add to global memory: I run group coaching calls weekly.

Skill "Weekly Client Win Capture": after each call → 3 wins, 3 blockers, 1 homework per client.

Routine: every Monday 9am, run Weekly Client Win Capture and message me a summary.

Part 4 — Work together (16–19)

16 Group chats

Multiple bots in one room (content / leadership / ops).

17 Mentions (@bot)

Tag a specialist. Good descriptions = smarter auto-routing.

18 Handoffs

One bot delegates to another.

19 Replies / threads

Side work in threads; main chat stays clean.

Checkpoint: Don't hire one mega-bot. Hire a small team and let them talk.

Part 5 — Control (20–26)

- **20 Approvals** — Allow once / Always allow
- **21 Human takeover** — login / 2FA / captcha → you drive
- **22 Weekly usage** — resets ~7 days; group chats burn faster
- **23 Run history** — what routines actually fired
- **24 Notifications** — only your main few bots
- **25 Manage bots** — pin, sections, hide, template, duplicate (clears chat, keeps skills)
- **26 Agent logging** — log projects + routine runs (Notion/ClickUp/sheet)

Homework (paste in Zoom chat)

1. Create **1 bot** with a sharp description
2. Save **3 memories** (2 bot-only, 1 global)
3. Connect **1 plugin**
4. Write **1 weekly skill**
5. Optional: **1 routine** + notifications for that bot

Pocket FAQs

THEY SAY	YOU SAY
Just ChatGPT?	One brain vs a staff with computers + schedules
One bot is enough	Fine to start — leverage = second specialist
It'll do something dumb	Approvals + takeover + logging
Too advanced	Today: one bot, one skill, one weekly run

Close (30 sec): Start narrow. One specialist. One recipe. One automatic run. Then add a teammate. Then a group chat.

Optional share: Nate Herk video for the full visual walkthrough — same 25-concept map.