

The Final-Draft Handoff Map

Two chats can help with a draft. Keep one accepted version outside them so tomorrow starts from the right file.

Copy this prompt

Prepare a handoff note for this accepted draft. Record the exact file link, version, acceptance date and source of the decision. List the next action and anything still unverified. Do not call a draft accepted unless the supplied evidence says it is.

Your checklist

1. Choose the home

Use one permitted folder or workspace for accepted versions. Keep a single note pointing to the current file.

2. Record acceptance

Write the file name/link, version, date and who accepted it. Keep earlier versions identifiable.

3. Carry the next action

State what happens next, who is responsible and what remains unresolved.

4. Check on return

Open the linked file and compare the version before restarting work. Update the note when the accepted version changes.

Worked example

Working drafts in chats -> reviewed file -> accepted version in the shared folder -> handoff note with exact link -> next checked action. Example: final-copy-v3, approved Sep 10, cover approval pending.

Your next check

Compare this handoff with the file information supplied. Flag broken or missing links, competing final versions and unverified acceptance. Ask for a decision where evidence conflicts.

Read online: keybuilds.ai/system