FREE GUIDE · LIMITED TIME THROUGH DECEMBER 10, 2026

Grok Bot for Beginners: your first 7 days

A short, practical setup guide from Clipdue. How to install a skill, connect apps, run a routine, and keep every action under your approval.

DOWNLOAD FREE UNTIL DEC 10, 2026

- You approve everything. Nothing is filed, sent, cancelled or signed without your yes.
- No bank or card logins, and no ID uploads in chat.
- No earnings or savings promises. Official sources only.

Independent. Not affiliated with xAI. Not legal, tax, or insurance advice.

How to use this guide

Spend one short session a day. You do not have to finish all seven days in a week, and you do not have to buy anything to follow it. Work in a one-to-one Grok Bot chat, not a group chat.

Official reference for skills and routines: docs.x.ai/grok-bot/skills-routines-and-automations.

The five pieces you will use

Your Bot
Your own assistant in a private chat. You talk to it in plain language. It only does what you ask, and what you have allowed.

Skills
A skill is a short instruction file (SKILL.md) the Bot saves and reuses. Each one teaches it a single job, done carefully.

Connectors
Apps you choose to connect, such as Gmail or Outlook and a calendar, so the Bot can read the sources a skill needs.

Routines
A saved prompt on a schedule, like a 7am morning brief. Timing should be a window, not the exact minute.

APPROVALS

The fifth piece is the most important. Filings, opt-outs, cancellations, and outgoing mail wait for a clear yes from you — or a Send tap on a draft card. If something would have gone out without that, treat it as a bug in that run, not a success.

Who this is for

Anyone new to Grok Bot skills who wants a clean first week: set up the Bot, connect only what you need, install one skill, and practice the approval habit before you automate anything.

This guide is from Clipdue, which makes skills for Grok Bot. Clipdue is independent and is not affiliated with xAI. This is not legal, tax, or insurance advice.

Days 1–2 · Setup and connectors

DAY 01

Set up your Bot

1. Open a one-to-one chat with your Grok Bot. Do not do this setup in a group chat.
2. Confirm **Settings → Bot → Timezone**. Routines fire in that zone. If you live in the U.S. Eastern Time zone, that is America/New_York.
3. If you want, give the Bot a clear job in a sentence: what it should help with, and that it must wait for your yes before filing, sending, or cancelling anything.
4. Do not paste passwords, one-time codes, Social Security numbers, or card numbers into chat. Ever.

A GOOD FIRST MESSAGE

“Before you file, send, or cancel anything, show me the draft and wait for a clear yes. Never ask me to paste a password, a code, or an ID into this chat.”

DAY 02

Connect only the apps you need

Open **Connect apps** in Grok Bot. Grant access to the account you actually use, and skip anything a skill does not need yet.

- **Email (Gmail or Outlook)** — needed for a morning brief, subscription scans from receipt mail, settlement-claim watches, privacy opt-outs, and inbox follow-ups. The Bot should use your email, never its own, on forms and merchant letters.
- **Calendar (Google Calendar or Outlook Calendar)** — needed for Morning Brief to include today’s events.

You can install a skill first and connect apps when you test it. If a connector is missing, a well-built skill should say so and still use the sources it has.

If the Bot asks which inbox or calendar to use, that is correct — answer and let it continue. If a form later wants a login, an ID upload, or a fee for a free official process, the Bot should stop and hand you the official page. Do not type the password into chat, and do not pay to file a free form.

Days 3–4 · Skills and routines

DAY 03

Install your first skill

A skill package is a folder with **SKILL.md** (the skill itself), **INSTALL.md** (the short setup), and usually a **resources/** folder of scripts, routines and trackers. You paste only SKILL.md. Keep the other files on your computer and use them alongside the skill.

1. Open the skill folder and read INSTALL.md. Then copy all of SKILL.md, including the dashed **---** lines at the top. The name and description must stay exact.
2. In your one-to-one Bot chat, paste this, then the file:

```
Save the text below as a private skill named {SKILL NAME}.
Keep the name and description exactly as written.

[paste the full SKILL.md here]
```

3. Ask: **Which private skills can you use?** The name should appear.
4. If it is missing, open **Connect apps**, select the connected-count next to the title, and enable the skill under **Private skills**. Private skills can be shared across your Bots, but each Bot may need the skill turned on.
5. Run the test prompt from that skill's INSTALL.md. You should get a list, a draft, or a brief — not a surprise filing, a sent email, or a cancelled plan.

A calm first skill is a read-only one. Clipdue's free Morning Brief only writes a brief in chat. It does not send mail or change events.

DAY 04

Turn on one routine, after the test looks right

A routine is a saved prompt on a schedule. Keep the timing flexible (a window around the time, not the exact minute). A new routine waits for its next scheduled time. Use **Test** if you want a run now.

You can ask in chat, or on your phone open the Bot's profile, tap **Add routine** under Routines, and finish the sentence "Set up a routine to…". Then open the routine and check **When to run**, and confirm the Bot timezone again.

To review or pause later: click the Bot's name → Details → Routines (on a phone, open the Bot's profile → Routines).

WHAT NEVER GOES IN A SAVED PROMPT

Your name, address, date of birth, email, phone, card numbers, policy numbers, confirmation numbers, or the contents of a people-search record. Name only the merchant or the tracker, and look up private details at run time from the tracker or this chat.

Days 5–7 · Safe approvals and a habit

DAY 05

Practice the approval habit

This is the day that keeps the rest of the week safe. Say the rules out loud to your Bot, then test them.

- Nothing is filed, sent, cancelled, or signed without a clear yes from you, or a Send tap on a draft card.
- The Bot does not log into your bank or card accounts, and it does not ask you to upload an ID in chat.
- If a website wants a login, a one-time code, an ID, or a fee for a free official form, the Bot stops and hands you the official URL. You complete that step yourself.
- If a run ever sends or files too soon: stop the run, tell the Bot in that chat that this skill must wait, and check Sent mail and any confirmation numbers.

DAY 06

Try one free skill, for real

On clipdue.com you can download five free skills with a $0 Polar checkout:

- **Morning Brief** — a one-page 7am brief of overnight email, today's calendar, and news you care about. Read-only. Comes with The Money Back Playbook PDF, a longer manual for the household money skills.
- **Google Maps Listing Check Lite** — scores a Google Maps listing 0–100 on 20 rules, for local businesses. The paid Google Maps Listing Health Check is $19.
- **Slow Day Rescue Lite** — finds next week's slow days from your bookings and drafts an honest Google post and a printable sign. You post. The paid Slow Day Rescue is $19.
- **Front Desk Crew Lite** and **Business Brain** — for small businesses that want drafted follow-ups from real prices and policies, with a Safety Gate before anyone sends. The paid Front Desk Crew is $39.

Install one. Run its test prompt. Only then add a routine.

DAY 07

Make it a habit, not a pile of automations

Do not install every skill on day one. Keep one daily or weekly check that you actually read. After a quiet week of useful runs, add the next job: subscriptions, privacy opt-outs, a listing check, a slow-day post, or a front-desk draft. If a routine would have nothing to say, it should stay quiet — except a morning brief, which can still print its headings and say "Nothing this morning."

Five starter prompts

Copy these into your one-to-one Bot chat. Change the bracketed bits. None of them should send mail, file a form, or save a routine until you say so.

01 · See what is already installed

Which private skills can you use right now? List only the names. If a skill is missing, tell me how to enable it under Connect apps.

02 · A read-only morning brief

Run Morning Brief for this morning. Read-only: do not send mail or change events. If a connector is missing, say so and still include the sources you have.

03 · Check your connectors

List the connectors you have access to, and tell me which ones are missing for a daily morning brief of email and calendar.

04 · Draft a skill, but do not save it yet

Draft a one-paragraph instruction I could save as a private skill to [describe the job]. Show me the draft and wait for my yes before saving anything.

05 · A routine, only after you confirm the wording

Every weekday at 7am, run Morning Brief and post it in this chat. Keep the time flexible, not on the exact minute. Do not create the routine until I confirm this wording.

A SIXTH LINE, WORTH KEEPING

“Before you file, send, or cancel anything, show me the draft and wait for a clear yes. Never ask me to paste a password, a code, or an ID into this chat.”

If something is off

The skill does not appear

Confirm you pasted the full SKILL.md, including the --- front matter, and that the name matches exactly. Then enable it under Connect apps → Private skills. Ask “Which private skills can you use?” again.

It cannot see mail or the calendar

Connect Gmail or Outlook, and Calendar, in Connect apps. Grant access to the inbox you actually use. If the Bot asks which inbox, answer and let it continue.

A routine ran at the wrong time

Check Settings → Bot → Timezone. A new routine waits for the next scheduled time, and flexible timing can move a run by a short window.

It filed, cancelled, or sent too soon

Stop the run. Tell it, in that chat, that this skill must wait for a clear yes (or a Send tap on a draft card). Check Sent mail and any confirmation numbers.

A form wants a login, an ID, or a fee

The Bot should stop and hand you the official URL. Do not paste a password, a one-time code, or an ID into chat. Do not pay to file a free official form or a free opt-out.

A URL looks dead

Re-open the official site in a browser. A 403 often means bot protection, not a missing page. If you get a 404, search the company’s official site for the current form.

What to install next

If you are not sure where to start after Morning Brief: Subscription Cutter or Privacy Cleanup for household admin, Class Action Finder for open U.S. no-proof settlements you may qualify for, or Google Maps Listing Check Lite or Slow Day Rescue Lite if you run a local business. Add front-desk help when missed calls and repeat questions are the daily grind. Paid packs on clipdue.com: Google Maps Listing Health Check and Slow Day Rescue are $19 each; Front Desk Crew is $39. You approve every filing, opt-out, cancellation, reply and post.

Live skills and launch offers are on clipdue.com. Codes LAUNCH12 and FRONTDESK10, where they apply, run through December 10, 2026.

About this guide

Written by Clipdue. Version 1.1, 26 November 2026. Free to download from clipdue.com through December 10, 2026.

Clipdue makes skills for your Grok Bot that take back the money and time boring admin steals. Each skill handles one job, from official sources, and nothing happens without your yes.

Two lines we build by

TAKE BACK THE MONEY AND TIME BORING ADMIN STEALS.

Clip what's due. Approve every step.

Please don't

- Treat any example in a Clipdue demo or this guide as your own result. Examples are fictional and labeled as such.
- Expect a payout, a lower bill, or a score change. We do not promise earnings or savings.
- Paste passwords, codes, Social Security numbers, or card details into a chat or a saved prompt.

Where to go

- This guide and the skill library: **clipdue.com**
- Company account: **@clipdue** on X
- Kelsey, Founder & CEO: **@grokbotted** on X
- Skills and routines reference: **docs.x.ai/grok-bot/skills-routines-and-automations**

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