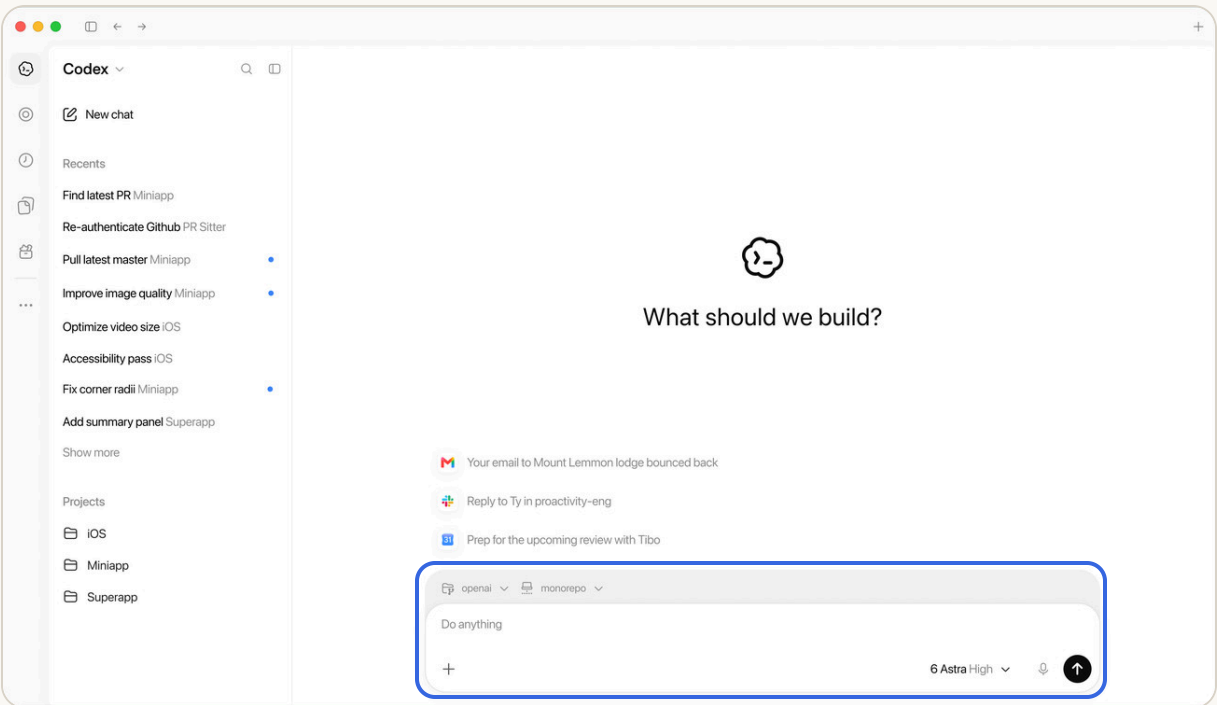
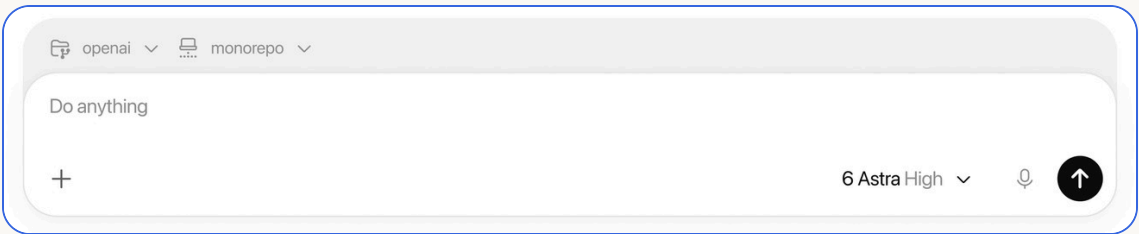


Train Codex like your **best** employee

The dead simple, step by step guide to making your very first Skill in Codex. No coding, no tech talk, I promise.



This little box is where it all happens



- 8 easy steps
- About half an hour
- Mac or Windows

Hey, quick one before we get going

So you commented Codex, which means you watched me go on about how most small business owners are wasting their \$20 ChatGPT subscription. And honestly, I meant every word of it.

Most people I talk to are paying for ChatGPT every single month and using it like a fancy Google. They ask it a question, copy the answer, paste it somewhere else, and that's it. Which is fine, but it's a bit like hiring someone brilliant and only ever asking them what the weather's doing.

What I'm gonna show you in here is how to actually **give it a job**. A proper one. The kind of thing you do every week that eats your evenings, like writing the same emails over and over, or turning your scribbled notes into something you can actually send a customer.

By the end you'll have Codex installed, you'll know your way around it, and you'll have built your very first **skill**, which is basically you training it to do one of your jobs, your way, every single time.

And no, you don't need to know any code. Not one line. **If you can send a voice note, you can do this.**

MOST PEOPLE

Ask a question. Copy. Paste. Fix it up. Do it all again tomorrow from scratch.

YOU, AFTER THIS

Teach it once. It does the job your way, every time. You just check it.

Here's what we're gonna do

Eight steps. Do them in order and don't skip the boring looking ones, because they're the ones that save you a headache later.

- 1 Download Codex**
It lives inside the ChatGPT app now
- 2 Why it's not just ChatGPT**
Same \$20, very different animal
- 3 Find your way around**
Every button you actually need
- 4 What a skill actually is**
Think training a new starter
- 5 Find the Skill Creator**
The skill that makes skills
- 6 Make it interview you**
The copy and paste prompt
- 7 Check what it made**
The step everyone skips
- 8 Run it from your phone**
Do it on the go

WHAT YOU'LL NEED

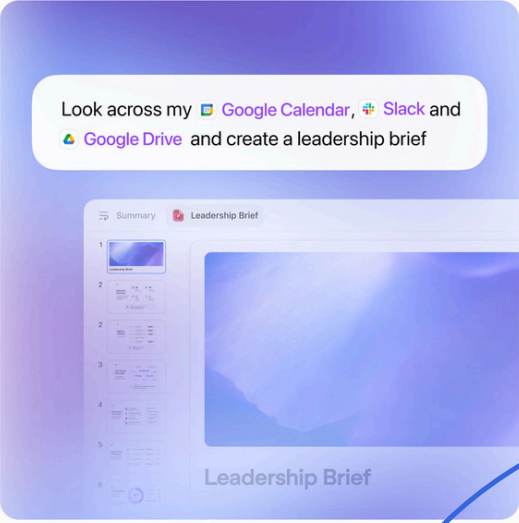
- A Mac or Windows computer
- Your ChatGPT login
- Your phone (for step 8)
- One job you're sick of doing

Download Codex (it's hiding inside ChatGPT)

Right, first things first, and this is the bit that confuses literally everyone, so let me clear it up straight away.

There used to be a separate Codex app. But back in July, OpenAI moved Codex inside the normal **ChatGPT desktop app**. So when I say download Codex, what I actually mean is download the ChatGPT app for your computer, and Codex comes built into it. One app, everything inside.

It's free to download, it works on **Mac and Windows**, and you just log in with the same account you're already paying your \$20 a month on.



Download ChatGPT for desktop

Bring ChatGPT to your desktop with ChatGPT Work and Codex, plus context from your email, screenshots, files, and anything on your screen.

Existing Codex app users can update to ChatGPT and open Codex.

[Download for macOS](#)

[Download Chrome extension >](#)

[Download for macOS](#)

[Go to chatgpt.com/download](https://chatgpt.com/download)

Here's exactly what to do

- 1 On your computer, go to chatgpt.com/download.
- 2 Click the big black download button. It works out whether you've got a Mac or a Windows PC and gives you the right one.
- 3 Install it like any other app. On a Mac, open the file you downloaded and drag ChatGPT into your Applications folder. On Windows it installs from the Microsoft Store.
- 4 Open it and log in with your normal ChatGPT account, the one you pay for.

HEADS UP

Already got the old ChatGPT app on your Mac? You might end up with two apps, one called **ChatGPT** and one called **ChatGPT Classic**. Use the one that's just called ChatGPT. Classic is the old one and it doesn't have Codex in it.

QUICK TIP

You need a Mac on **macOS 14 or newer**, or a PC on **Windows 10 or newer**. And if you ever can't find something I show you in here, check for updates first. These apps change every few weeks.



Grab the phone app too

Scroll down on that same download page and there's a QR code for the ChatGPT phone app, iPhone or Android. Grab it now, we'll need it in step 8.

Same \$20, very different animal

Okay so you’re probably thinking, hang on, I’ve already got ChatGPT, why do I need this?

Here’s the simplest way I can put it. Normal ChatGPT is like texting a really smart mate. You ask, it answers, and then you go off and do all the actual work yourself. Copy this, paste that, fix the formatting, send it.

Codex is more like having someone sat at your computer with you. You give it a job and it **actually does the job**. It can open the files you point it at, read your template, write the thing, save it where it needs to go, and keep going until it’s done. And it checks in with you before it does anything that matters.

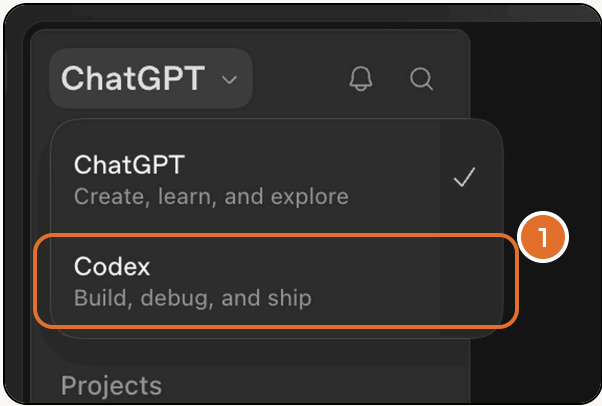
NORMAL CHATGPT	CODEX
Answers your questions	Actually does the job
You copy and paste everything in and out	Works with your files and folders
You explain how you like it every time	You teach it once, as a skill
Your \$20 a month	The same \$20 a month

Same subscription, same login. You’re just finally using the bit you’ve been paying for.

The bit nobody tells you

On the \$20 Plus plan, some of OpenAI’s best models only live in Codex and Work, and not in normal chat. **GPT-6.1 Sol**, which OpenAI says gets close to their very best model, isn’t available in regular ChatGPT conversations at all. And you also get a limited amount of **GPT-6 Astra**, which is their most capable one. So you’ve literally been paying for brains you’ve never used.

How to switch to Codex



Open the app and look right at the top of the sidebar on the left. There’s a little menu that says **ChatGPT** with an arrow next to it.

Click it and you get two options, ChatGPT and **Codex**. Click Codex. That’s it, you’re in, and the top of the sidebar will say Codex now.

REAL TALK

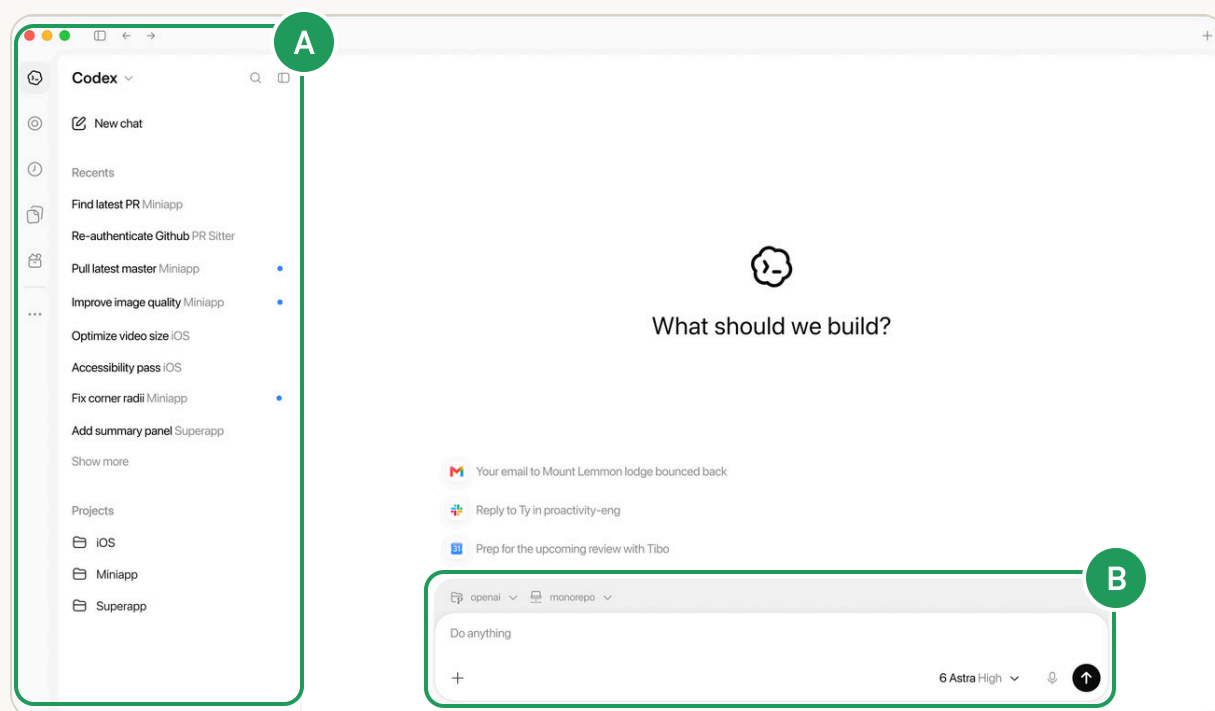
OpenAI describes Codex as being for building and fixing software. Don’t let that put you off. It’s built for doing real jobs on your computer, which is exactly why it’s so good at learning yours. You’ll also spot something called **Work** on the ChatGPT side. Skills work there too, but in this guide we’re sticking with Codex, because that’s what I showed you in the video.

HEADS UP

There are usage limits on the \$20 plan. They’re counted over a few hours at a time (and sometimes weekly), and Astra eats through them quicker. If you hit one, just give it a bit.

Find your way around

This is what Codex looks like when you open it. It looks a bit empty, but honestly there's only a handful of things you need, and they all live in two places.



A

The sidebar

Your chats, your projects, and shortcuts to stuff like Plugins and Skills.

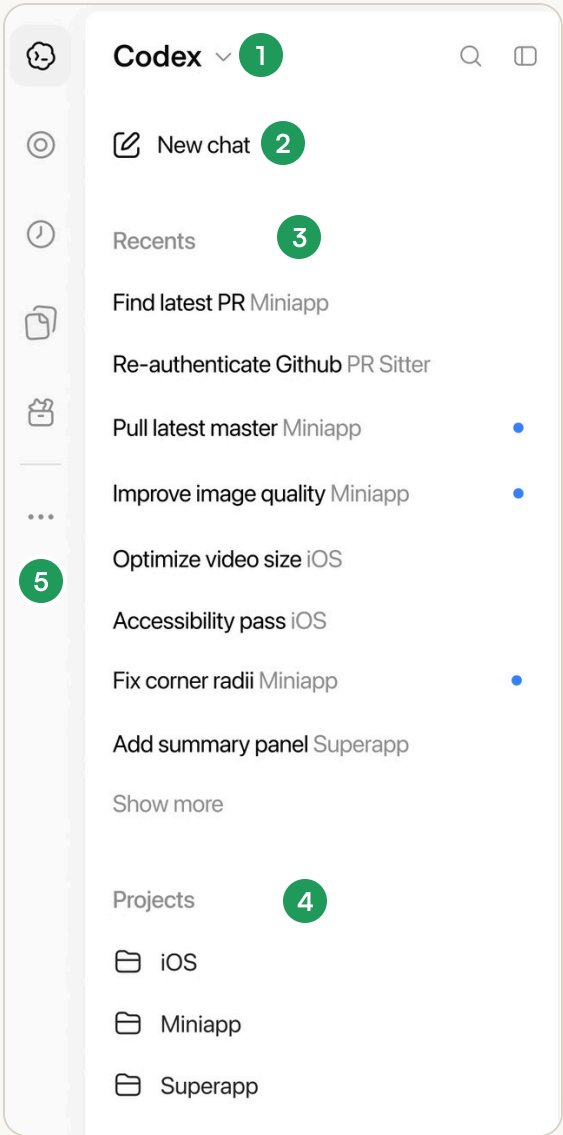
B

The box

Where you tell it what to do.
Type it, paste it, or just talk to it.

Over the next two pages we'll zoom into both, so you know exactly what every bit does. And don't worry about the stuff in the middle, it's just suggestions.

Your chats, your projects, your shortcuts



- 1 Codex** 
Your switch between ChatGPT and Codex. Click it any time to hop over.
- 2 New chat**
Start a fresh job. One job per chat keeps everything tidy.
- 3 Recents**
Everything you've asked it to do before. Click one to carry on where you left off.
- 4 Projects**
Folders on your computer that it's allowed to work in.
- 5 The side icons**
Shortcuts to stuff like Plugins and Settings. Hover over one to see what it is.

WHERE ARE SKILLS?

Depending on your version, **Skills** has its own spot in this sidebar, or it sits inside **Plugins** as a tab at the top. We'll go there in step 5.

Where you tell it what to do



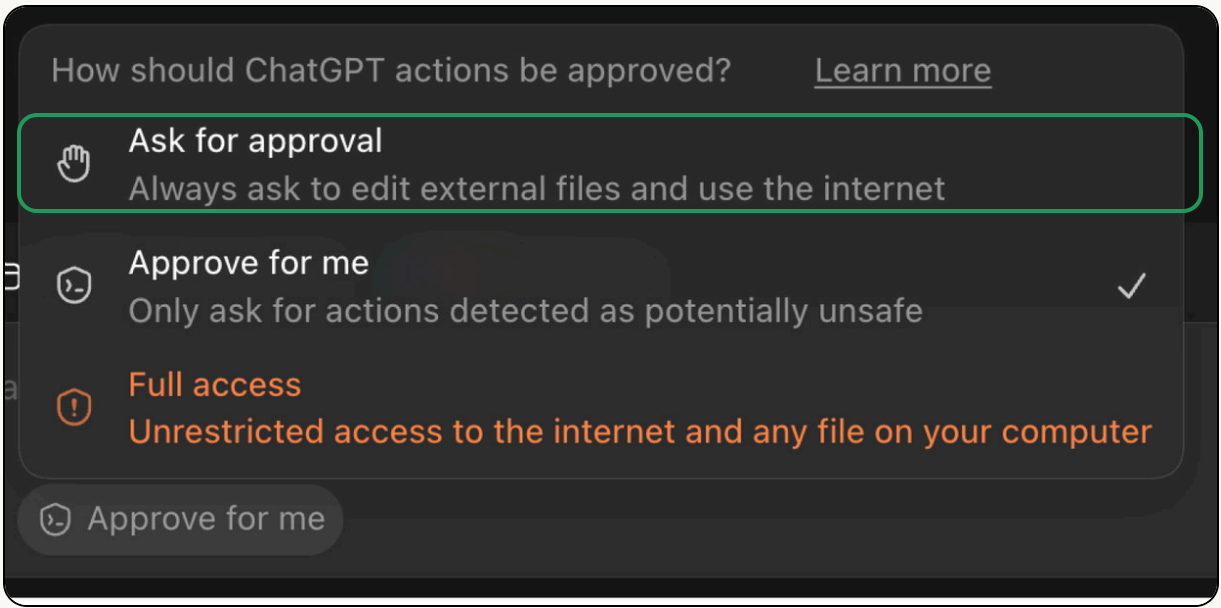
- 6 The project bar**
Which project and folder it's working in.

8 The + button
Add files, like your template or a screenshot.

10 The mic
Talk instead of typing. Proper handy when you're tired.
- 7 Do anything**
Type or paste what you want right here.

9 The model
Which brain it's using. Leave it on whatever it picks.

And one setting to get right: permissions



Right under the box there's a setting that decides how much Codex can do without asking you. Pick **Ask for approval** while you're learning, so it has to check with you before it edits files outside its folder or goes on the internet. **Approve for me** is fine once you trust it, it only stops to ask about stuff that looks risky. **Full access**? Leave that well alone.

So what actually is a skill?

Think about the last time you trained someone new. You didn't just say "do the emails" and walk off, did you?

You showed them an old one you liked. You told them your prices. You told them how you talk to customers, and the stuff they must never do, like promise a date you can't do.

A skill is exactly that, but for Codex. It's your way of doing one specific job, written down once, so Codex does it your way every single time instead of making it up as it goes.

And here's the clever bit. Once it's saved, you never have to explain it again. You just ask for the job like normal and Codex spots that it's got a skill for it. Or you call it by name with a dollar sign, like `$follow-up-email`.

WHAT YOU'D TELL A NEW STARTER

"Here's one I did that I liked"

"This is what we charge"

"This is how we talk to people"

"Never ever do this"



WHAT GOES IN A SKILL

Your template or example

Your prices and rules

Your tone of voice

Your never do list

Explain it once.
Never explain it again.

What’s inside one (you never have to touch this)

Under the hood, a skill is just a folder on your computer. Inside it there’s one main file called `SKILL.md`. That sounds techy, but it’s honestly just a text document with the instructions written in plain English. Then there can be a few extra bits, like your template.

 **follow-up-email**

the skill itself

 **SKILL.md**

The instructions. This is the important one.

 **assets**

Your template and any examples.

 **scripts**

Little helper tools. Only some skills have these.

You’ll never have to make any of this by hand, by the way. That’s what the Skill Creator’s for, and we’ll meet it in a sec.

SKILLS YOU COULD MAKE THIS WEEK

Follow-up email after a call with a new customer	Turn your messy notes into a quote or proposal
Reply to your Google reviews in your tone	Turn photos of a finished job into a social post
Chase unpaid invoices, politely	A weekly summary of your sales spreadsheet
Turn a rambling voice note into a proper job sheet	Write your monthly newsletter in your voice

CODEx SKILLS GUIDE

12

Meet the skill that makes skills



Codex comes with a few skills already built in, and the one we care about is called the **Skill Creator**.

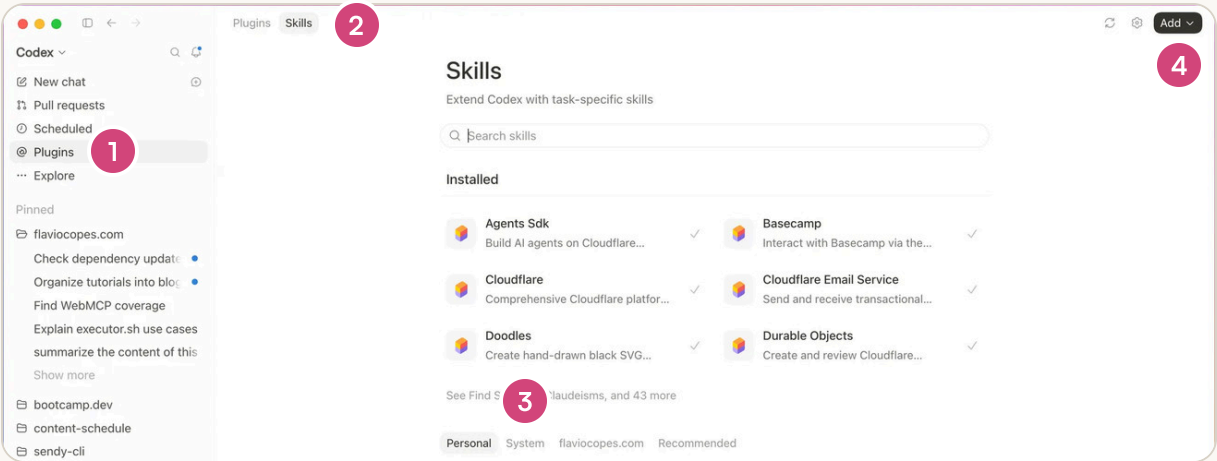
Its whole job is building new skills for you. You talk, it writes the skill. You don't need to know what a SKILL.md is or where it goes, it handles all of that.

There are two ways to get to it. Both end up in exactly the same place, so just use whichever you find easier.

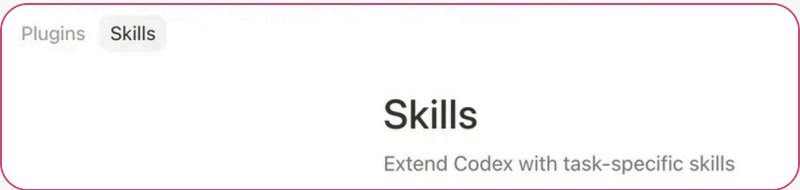
WAY 1

The Skills page

In the sidebar on the left, click **Skills**. If you can't see it, click **Plugins** and then the **Skills** tab at the top. The Skill Creator is in there under **System**. Then hit **New skill** in the top right (in the older version in this screenshot it's an Add button) and it opens a fresh chat with the Skill Creator already loaded into the box for you.



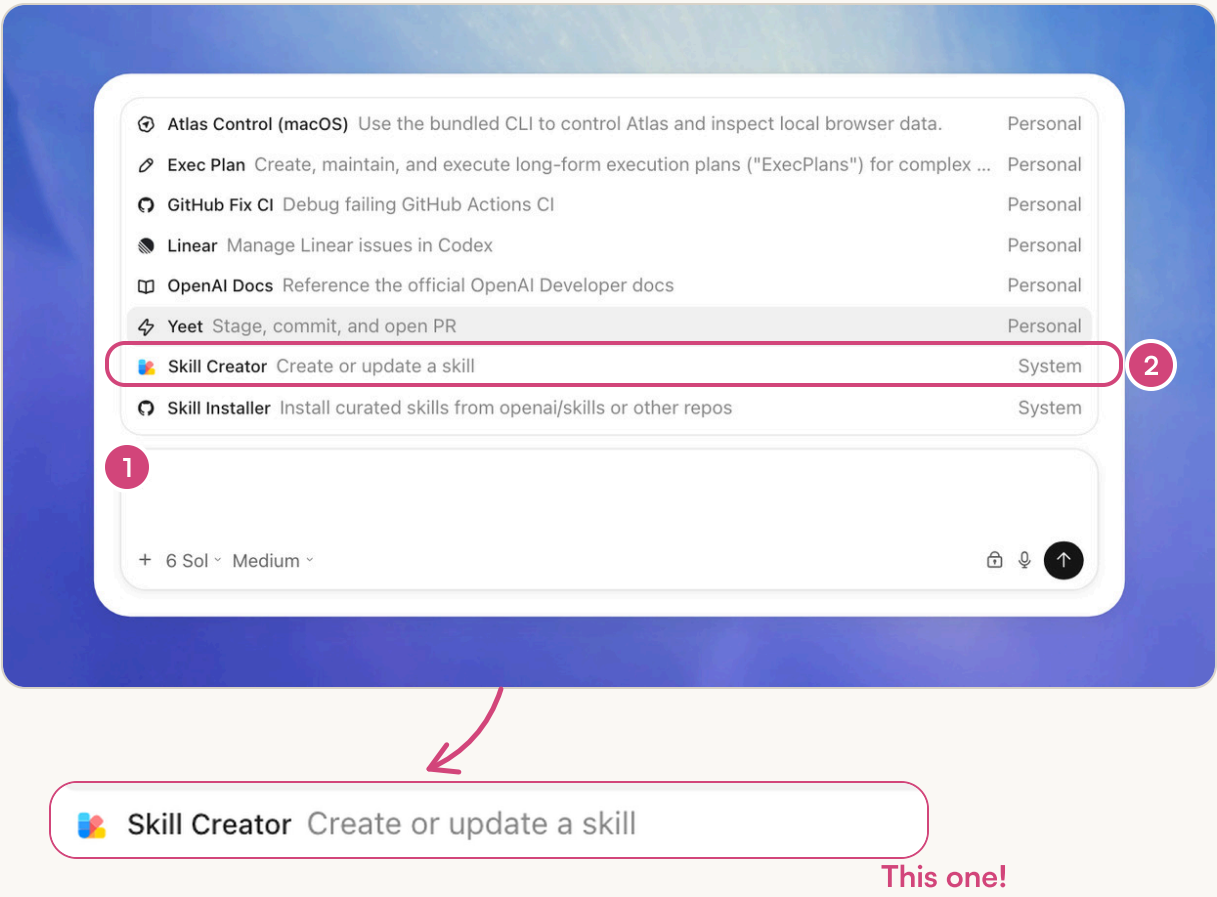
1 Plugins 2 Skills tab 3 System, where the Skill Creator lives 4 New skill (Add in older versions)



WAY 2

The dollar sign (even quicker)

Start a new chat, click in the box and type a dollar sign: `$` . A little list pops up with all your skills. Click **Skill Creator**. It'll say **System** next to it, which just means it came with the app.



1 type \$ in the box 2 pick Skill Creator

QUICK TIP

Over on the ChatGPT side (in Work) it's an @ instead of a \$, so you'd type `@skill-creator` . Same thing, different symbol. Can't see the Skill Creator at all? Update the app first.

Make it interview you

Now here's the bit most people get wrong, and it's why their skills come out a bit rubbish.

If you just type "make me a skill for my emails" and hit enter, the Skill Creator goes off and builds something straight away. The thing is, it's built to **only ask questions when it absolutely has to**. That's great for techy people who explain everything up front in one massive message. For the rest of us, it means it fills in the gaps with guesses.

So we're gonna flip that. We're gonna tell it to **interview us first**, one question at a time, in plain English, like a new starter would on their first day.

All you do is answer. Type it, or even better, hit the mic and just talk. You know your business better than anyone, you just need something to get it out of your head.

You do the talking.
It does the writing.

Copy this and change the last line

Paste the whole thing into the box and swap the last line for your own job. If you used the New skill button, the Skill Creator bit is already in the box, so delete anything else it put there and paste the rest after it.

COPY THIS

\$skill-creator

Hey, I want to turn one of my jobs into a skill so you can do it for me the same way every time. Quick heads up, I'm not techy at all, so please talk to me in plain simple English and don't use any jargon.

Before you build anything, I want you to interview me. Ask me one question at a time, wait for my answer, and then ask the next one. If my answer is vague, ask a follow up. Give me a couple of examples with each question so I know what kind of answer you're after.

Make sure you find out:

- what the job is and when I'd want you to do it
- what I give you to start with (notes, a voice memo, photos, an old example)
- what the finished thing should look like, and use my template if I've got one
- the steps I go through and the rules I follow (prices, rates, wording, tone)
- what you should always do and what you should never do
- what to do when something's missing or doesn't add up
- anything that needs my OK before it happens, like sending something to a customer

When you've got everything, play it back to me in a short plain English summary and wait for me to say yes before you build it. After you've built it, tell me what you made, how I use it, and give me two or three real examples I can test it with.

Here's the job: **describe your job in a sentence or two**

QUICK TIP

Got a template, an old email you love, or a photo of your notes? Hit + and add it before you send. Then once it starts asking questions, you can answer every single one with the mic.

I tested it so you don't have to

This is a real chat I had with the Skill Creator using that exact prompt, pretending to run a small cleaning business. See how it asks one simple thing at a time, with examples? (I've cut its examples after the first question to save space.)



SKILL CREATOR

What kind of business do you run, and what do customers usually want help with?

For example: "I'm a gardener, and customers ask about regular garden care," or "I'm a photographer, and customers call about family photo sessions."

ME

I run a small cleaning business, just me and two others. People ask about regular house cleans, one-off deep cleans, and end of tenancy cleans when they're moving out.



SKILL CREATOR

What details do you usually include in your notes or voice note?

ME

Honestly whatever I remember. Their name, what kind of clean, how many bedrooms, sometimes the price, sometimes a date they mentioned. It's messy.



SKILL CREATOR

Do you have an old follow-up email or a template you'd like me to copy the style of?

ME

Yeah there's one in this folder called my_email_template.md, use that.



SKILL CREATOR

Your template is friendly and short, and signs off as Sam. I'll use that. How do you work out the price for each type of clean?

THEN IT CAUGHT STUFF I'D NEVER HAVE THOUGHT TO WRITE DOWN

"Do deep cleans need a deposit too?"

"If your notes don't include a price, should I work it out from the rates you've given me, or leave it out and flag it for you?"

Then it plays it all back to you

After eleven questions it gave me this. Here are a few bits of it, word for word:



SKILL CREATOR

- After each first chat with a new customer, turn your rough notes or voice note into a friendly follow-up email, usually that day.
- **Regular cleans:** £22 an hour, with a three-hour minimum of £66. ...
- ... Deep and end of tenancy cleans need a £50 deposit to secure the date; regular cleans don't.
- ... Never invent a price or date. ...
- Always leave the email for you to review and send. Never send it to the customer myself.

Does that look right?

This is your moment. Read it properly. **Only say yes when it sounds exactly like how you'd do it yourself.** If something's off, just tell it, like "no, regular cleans are a three hour minimum, not two", and it'll sort it before it builds anything.

HOW TO ANSWER LIKE A PRO (WITHOUT BEING ONE)

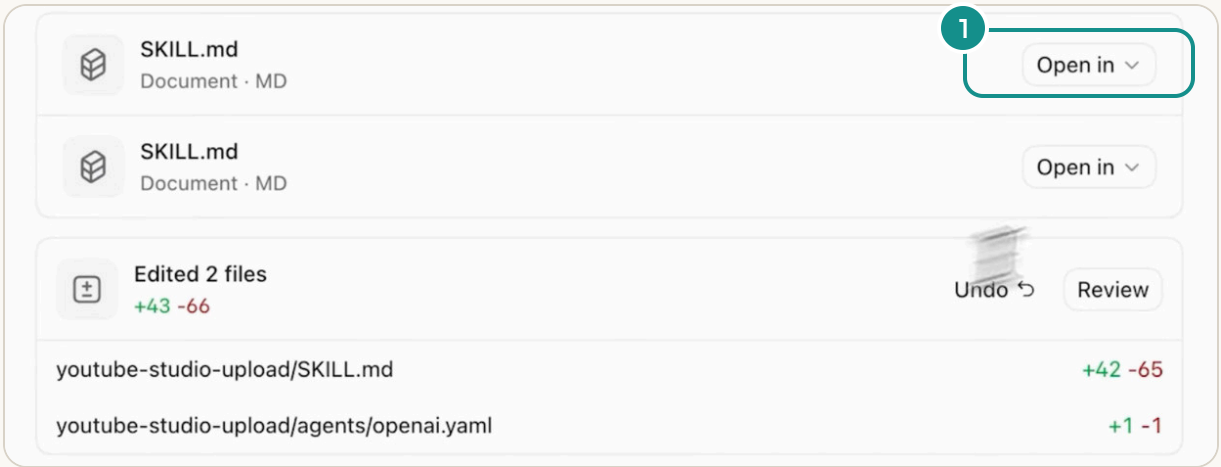
- ✓ Answer like you're talking to a new starter, not a computer.
- ✓ Use the mic. Rambling is fine, it'll work out what you mean.
- ✓ Got a template or an old email you love? Hit + and add it.
- ✓ Not sure? Say "what would you suggest?" and let it give you options.
- ✓ Give it a real example from a past job, a good one and a messy one.

Check what it made

Right, so the Skill Creator’s built your skill. Before you let it loose on real customers, give it a proper look over. I know, I know, it’s tempting to skip this bit. Don’t.

Here’s why. This skill is now the instructions your new “employee” follows **every single time**. If there’s one wrong price in there, every single email goes out with the wrong price. If it’s got the wrong idea about when it’s meant to kick in, it’ll pop up when you don’t want it. And anything that goes out to a customer has **your name on it**, not Codex’s.

The good news? It’s all written in plain English, so you can actually read it. Here’s how to check it properly.



When it’s done it shows you the files it made, like this. 1 Click Open in to read them.

EASIEST FIRST CHECK

Just ask it: “**Explain this skill to me like I’m 10. What does it do, step by step, and when will it kick in?**”

What to look for

This is the real skill it built for my pretend cleaning business. Don't worry about reading every word, you're just checking four things.

📄 cleaning-follow-up / SKILL.md

name: cleaning-follow-up

1

description: Turn Sam's rough notes or voice notes from a first customer conversation into a friendly cleaning follow-up email, using the saved template, cleaning rates, and booking rules. Produce a draft for Sam to review and send.

Prices and services

2

Regular house clean · £22 an hour; three-hour minimum of £66
Deep clean · One bedroom £180; two bedrooms £240; three bedrooms £300
Inside windows cost an extra £30. Add this only when requested or agreed in the notes.

Missing or conflicting information

3

Never guess a price, date, customer name, property detail, or agreement. Use clear placeholders such as "[price for Sam to confirm]" ...

Review and sending

4

Return the draft in the conversation for Sam to read, edit, and send. Never send anything to the customer yourself.

- 1

When it kicks in
Is this actually when you'd want it?

2

Your numbers
Check every single price and rate.
- 3

Missing stuff
It should flag it, never guess.

4

The never rules
Nothing goes out without you.

Then test it on a real job

Give it the notes from a real job you’ve done recently and compare what comes back with what you’d have written yourself. Then try a messy one where you’ve left stuff out on purpose, and make sure it flags it instead of making something up. The Skill Creator even gave me test jobs to try, which was handy:

- 1

“Chatted to Lucy today. Regular clean, two bedrooms. Didn’t discuss hours.”

Should say £22 an hour, three hour minimum £66, no deposit.
- 2

“Ahmed, two-bedroom deep clean, wants inside windows too. Spoke today.”

Should come to £270, show how it got there, and mention the £50 deposit.
- 3

“Jo, four-bedroom end of tenancy clean. Asked about carpet cleaning. No price or date agreed.”

Should flag the missing price, say carpets aren’t offered, and ask for dates.

Something not right? Don’t touch the file. Just tell it.

COPY THIS

\$skill-creator

 update my

skill name

 skill so that

what you want changed

BEFORE YOU TRUST IT WITH REAL CUSTOMERS

☐

 It kicks in when I want it to

☐

 Every price and number is right

☐

 It sounds like me

☐

 It never sends anything without me

☐

 It flags missing stuff instead of guessing

☐

 I’ve tested it on a real job and a messy one

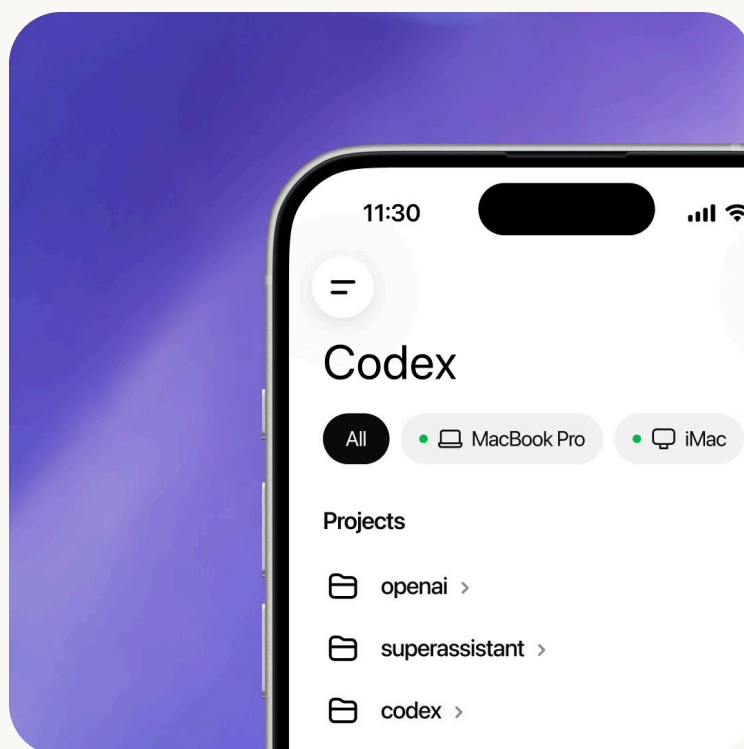
Run it from your phone

And this is where it gets properly good.

Picture this. You’ve just finished with a customer, you’re sat in the car, and instead of remembering to do the follow-up tonight when you’re knackered, you pull your phone out, open the ChatGPT app, tap **Codex** and just say “follow up with the customer I just saw, here’s what we talked about”.

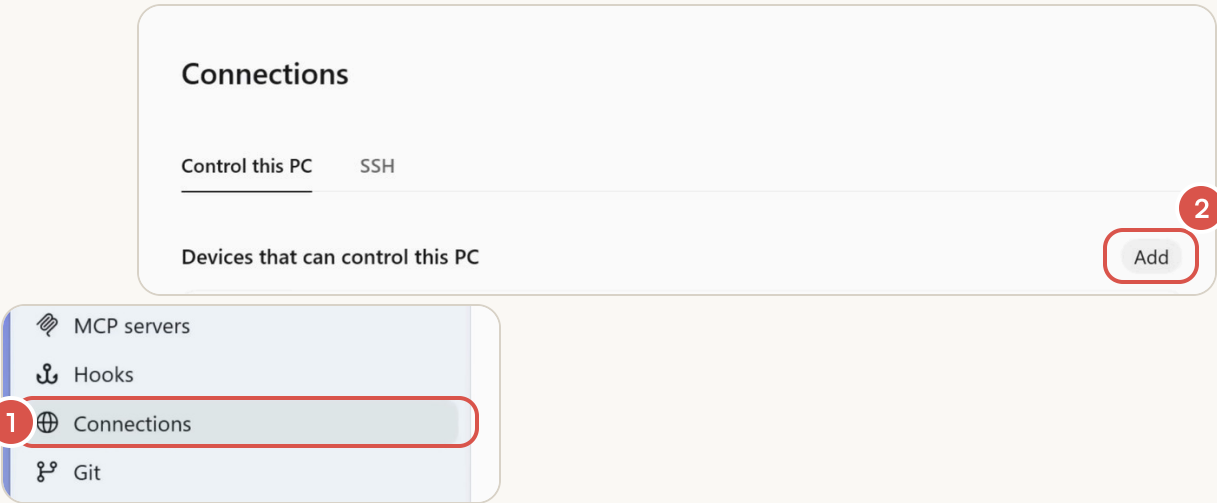
Your computer back at home or in the office does all the actual work, using your skill, and you just check it and approve it from your phone. That’s the “do it on the go” bit I was going on about in the video.

You have to set it up once, and it works on iPhone and Android. Here’s how.



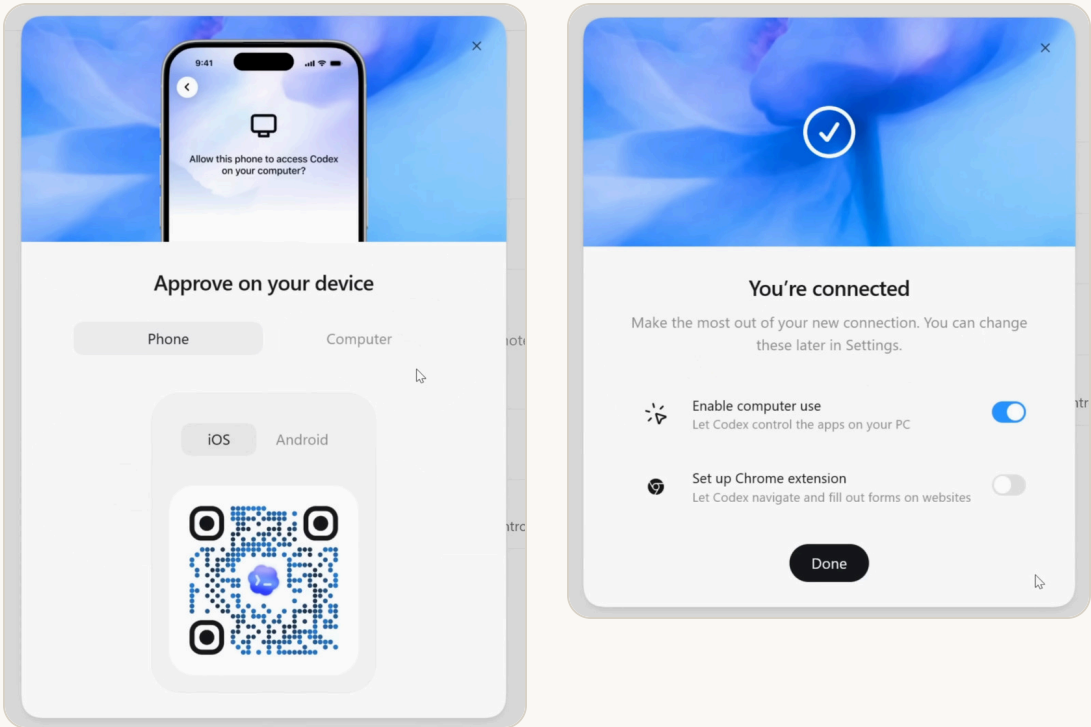
Set it up (one time only)

- 1 On your computer, open the ChatGPT app, go to **Settings**, then **Connections**, then **Control this Mac** (it says PC on Windows). Click **Set up** or **Add**.



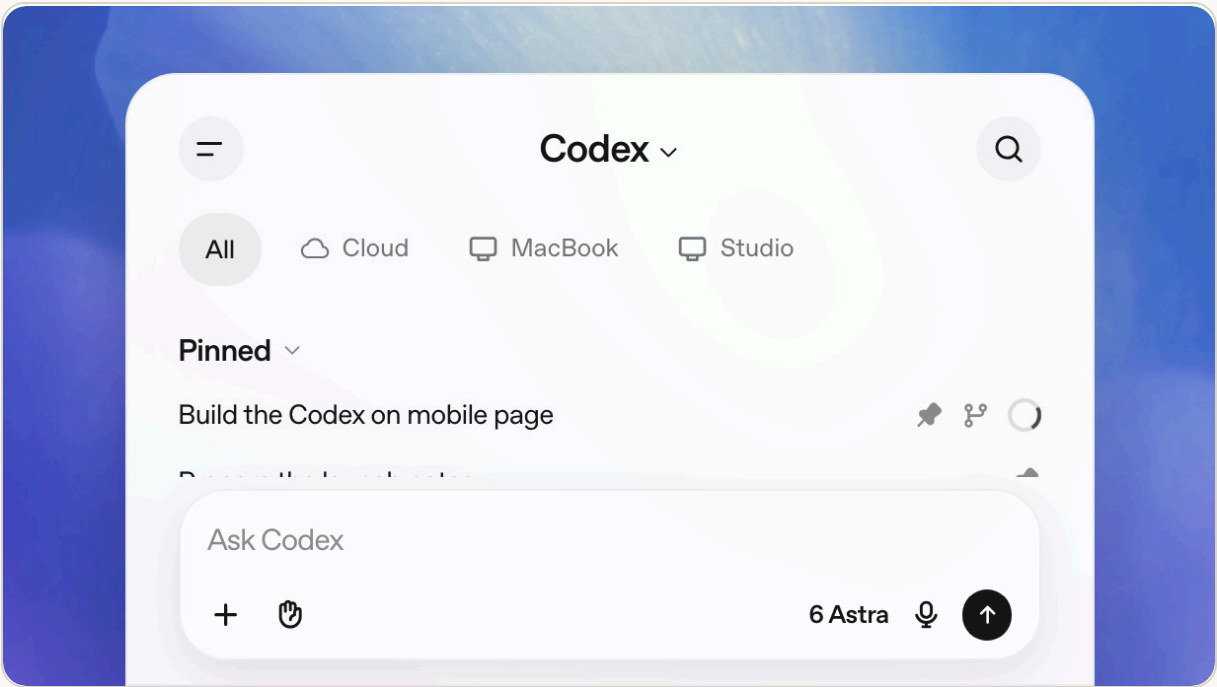
1 Connections, in Settings 2 Set up or Add

- 2 A QR code pops up. Pick **Phone**, then iPhone or Android, and scan it with your phone. Log in with the same ChatGPT account and approve it.
- 3 You'll see **You're connected**. It might offer to let ChatGPT control apps on your computer, or set up the Chrome extension. You can leave those off for now.

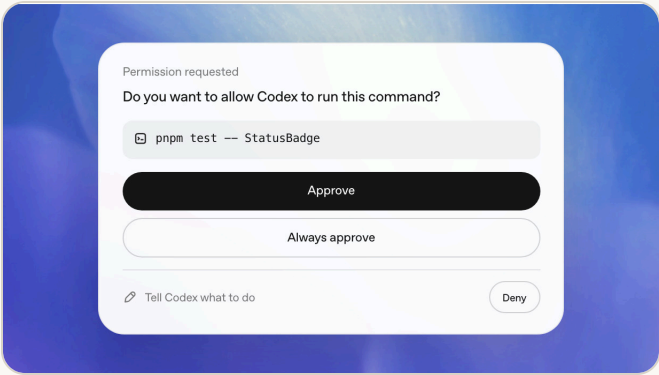


Now use it from your phone

Open the ChatGPT app on your phone and tap **Codex** (on some versions it's still called **Remote**). You'll see your computer listed at the top. Tap it, pick your project, and then just type or talk like normal.



And when Codex needs your OK, your phone pops up a card like this. Read it, then tap:



Approve

yes, this once

Always approve

yes, and stop asking me about this

Tell Codex what to do

no, do this instead

Deny

no

HEADS UP

Your computer has to be **on, awake, online, and have the ChatGPT app open**. On a Mac there's a setting called **Keep this Mac awake** that stops it going to sleep while it's plugged in, so turn that on. And if it asks you to switch on two-step login (Multi-Factor Authentication) first, do it. You're letting your phone control your computer, so it's worth it.

You've basically hired your first AI employee

Seriously, that's the whole thing.

You've got Codex installed, you know your way around it, you've built a skill that does one of your jobs your way, you've checked it properly, and you can run it from your phone while you're out and about.

Now do it again. Pick the next job that eats your evenings and turn that into a skill too. The more of them you build, the more of your week you get back.

-  Downloaded the ChatGPT app and switched to Codex
-  Set permissions to Ask for approval
-  Found the Skill Creator
-  Pasted the interview prompt and answered its questions
-  Checked the skill and tested it on a real job
-  Connected my phone

STUCK?

Drop me a message and tell me which step number you're on. I'll help you out.

Facts checked against OpenAI's help pages and docs on 26 October 2026. The app changes a lot, so if something looks a bit different on yours, update the app. Screenshots: OpenAI (chatgpt.com, the ChatGPT docs, and OpenAI's own demo videos), plus Flavio Copes and AI Blew My Mind on Substack.