M A V E R I C K A I

CHATGPT HANDLES ALL YOUR LIFE ADMIN

YOUR STEP-BY-STEP LIFE ADMIN GUIDE

Your bank statements already know where all your money goes. You just never have time to read them. This guide gives you the four prompts from my video: drop your statements and bills into one ChatGPT project, get a full dashboard of your spending, catch every subscription and price hike, then switch to Work and let ChatGPT cancel, negotiate and put every due date on your calendar.

Set up a Life Admin project with your statements and bills

Get a full dashboard of where every dollar goes

Catch forgotten subscriptions and bills that quietly went up

Switch to Work to cancel, negotiate and add every due date to your calendar

A monthly check that runs on its own

7 copyable prompts

November 2026

Start Here: Your Whole Financial Life in One Project

THE PLAN

1. Make a project called Life Admin and drop in your statements and bills.
2. Ask for your full dashboard.
3. Find every subscription and every bill that went up.
4. Switch to Work to cancel, negotiate and add due dates to your calendar.
5. Schedule a monthly check that runs on its own.

Before you start

Your account: ChatGPT. Projects work on every plan. Work's browser, which does the cancelling, needs a paid plan (Plus or higher).

Your files: Your last three months of bank and credit card statements, plus your phone, internet and insurance bills. PDFs, screenshots or CSV downloads all work.

Your calendar: Google Calendar, Outlook or iCloud Calendar. Step 3 shows you how to connect it.

Your first goal: Your dashboard today, and the first subscription you forgot about cancelled.

Life admin is all the boring stuff that eats your weekend: checking statements, noticing a bill crept up, cancelling things you forgot you pay for, remembering due dates. ChatGPT can now do basically all of it, and it takes four prompts.

How it works

- **One project holds everything.** Your statements and bills live in a project called Life Admin, so ChatGPT can read them every time you ask.
- **Chat finds the problems.** Your dashboard, your subscriptions and every bill that went up.
- **Work fixes them.** It opens its own browser, cancels what you don't use, writes every negotiation and puts your due dates on your calendar.
- **A scheduled task keeps it going.** On the first of every month, ChatGPT checks your budget on its own.

Before you upload

- **Blur or remove full account numbers.** Most statements only show the last four digits. If yours shows the whole number, black it out or crop it first.
- **Never type passwords or card numbers into the chat.** When Work needs to sign in somewhere, it gives you a secure sign-in form, and ChatGPT never sees what you type there.
- **Work asks before anything involving payments.** It checks with you in the chat before anything that's hard to undo or costs money.

Copy This First: Build Your Dashboard

Make the project

- **Create it.** In ChatGPT's left sidebar, click **New project**. Name it **Life Admin** and pick an icon and a color. If it asks about memory, leave it on **Default memory**, because Work doesn't run in project-only projects.
- **Add your files.** Open the project, go to its sources area, click **Add sources** and upload your last three months of bank and credit card statements, plus your phone, internet and insurance bills.

Then start a chat inside the project and send this:

PROMPT 1 | COPY & PASTE

```
Using everything in this project, build me a full dashboard so I can sort every transaction into categories, show me what I'm spending each month, and flag anything that looks off.
```

ChatGPT reads every single statement and hands you back your entire financial life, category by category.

> **TIP**
>
> Free projects hold 5 files, Go and Plus hold 25, and Pro holds 40, and you can upload 10 at a time. On Free, combine each month into one PDF or download a single CSV that covers all three months.

Make it yours

- **Fix a category in plain words.** "Venmo to Sarah is rent, not shopping."
- **Ask about anything that's flagged.** "What's this $14.99 from March?"
- **Go deeper on one category.** "Show me every food delivery order and what it added up to."

Step 2: Catch Every Subscription and Price Hike

Stay in the same chat and send this:

PROMPT 2 | COPY & PASTE

```
Find every subscription I'm paying for, every bill that went up without telling me, and every one where I'm paying more than the new customer gets.
```

ChatGPT catches the bills that quietly went up on you and the subscriptions you forgot you even had.

What it looks for

- **Forgotten subscriptions,** including free trials that quietly turned into paid ones.
- **Price hikes,** like your phone or internet bill creeping up a few dollars at a time.
- **New customer deals,** where people who just signed up pay less than you do.
- **Duplicates,** like two streaming plans or two cloud storage plans doing the same job.

Tell it what you actually use

Before you hand this to Work, go down the list and say what stays: "Keep Netflix and Spotify, cancel the rest." Not sure? Prompt 7 ranks every subscription by how much each use actually costs you.

Save the list to your project

Open the menu on ChatGPT's answer and choose **Add to project sources**. Now your list is saved in the project, so Work can see it in the next step.

Step 3: The Trick, Switch to Work

Connect your calendar first

Open **Settings > Plugins**, find your calendar (**Google Calendar**, **Outlook Calendar** or **iCloud Calendar**), install it and sign in. You only do this once.

Then switch to Work

In your Life Admin project, switch from **Chat** to **Work** at the top. That starts a Work chat that can see everything in the project. Then send this:

PROMPT 3 | COPY & PASTE

```
Cancel every subscription I don't use, write a message to each provider asking them to match the cheaper price, and add every bill's due date to my calendar with a reminder three days before.
```

ChatGPT opens its own browser, cancels everything you don't need, and gets every negotiation ready to send.

What happens next

- **It asks to visit each website.** Check it's the company's real site, then approve.
- **You sign in, not ChatGPT.** When a site needs your login, Work shows you a secure sign-in form. Type your password there, never in the chat.
- **It checks with you before anything big.** Before it confirms a cancellation or anything involving money, it asks you in the chat.
- **Your negotiations come back ready to send.** Read each one and send it from your email, or paste it into the company's chat or contact form.
- **Your due dates land on your calendar,** each with a reminder three days before.

> **TIP**
>
> Some companies make you cancel by phone or block automated browsers. Work tells you when that happens. Finish that one yourself, or use the call script in Prompt 5.

Bonus: A Monthly Check That Runs Itself

Here's the bonus prompt. Send it in your Life Admin project:

PROMPT 4 | COPY & PASTE

```
Schedule a task for the first of every month that updates my budget, flags any bills
that went up, and tells me exactly where I could have saved.
```

ChatGPT confirms the task, the schedule and your time zone, and from then on it runs on its own. You'll find it under **Scheduled** in the left sidebar, where you can edit, pause or delete it.

So now ChatGPT basically runs your entire life admin while you do nothing.

Give it your new numbers

A scheduled task can't open the files in your project, so give it a way to see what's new each month. Pick one:

- **Connect your bank (U.S.).** Type **@Finances, connect my accounts** and link your bank and cards through Plaid. Your monthly task can read your new spending on its own.
- **Connect Gmail.** Add it in **Settings > Plugins**, so the task can read new bills as they land in your inbox.
- **Drop in new statements.** When the task pings you on the 1st, add last month's statements to the project and say "Update my dashboard with last month."

TIP

Turn on alerts in **Settings > Notifications** (Push, Email or both) so you see the update the moment it runs.

More Prompts: Calls, Yearly Bills, What to Cancel

Prep a negotiation call

Some companies only lower your price on the phone. Send this in your Life Admin project:

PROMPT 5 | COPY & PASTE

```
I'm calling [COMPANY] to get my [BILL] lowered. Using what you found in my statements, write me a short call script: exactly what to say when someone picks up, the price I'm asking for and why (what new customers pay, what competitors charge, how long I've been a customer), answers to the 3 most likely pushbacks, when to ask for the retention or cancellations department, and the lowest offer I should accept. End with a checklist of what to write down before I hang up: the rep's name, the new price, how long it lasts and a reference number.
```

TIP

Say "Pretend you're the rep and push back" to practice before you dial.

Your yearly bills calendar

Three months of statements miss the bills that only come once or twice a year. This catches them:

PROMPT 6 | COPY & PASTE

```
Some of my bills only come once or twice a year, so they're not in my statements. Interview me about them one at a time: car registration, insurance renewals, annual subscriptions, memberships, software or domain renewals, property tax and anything else you'd expect for someone like me. Then build a 12-month calendar of every yearly bill with the month, the rough amount, and how much I should set aside each month so none of them surprise me.
```

Want them on your calendar too? In Work, say: **"Add these to my calendar with a reminder two weeks before each one."**

Rank what you can cancel

PROMPT 7 | COPY & PASTE

```
Rank every subscription you found from worst to best value. Ask me roughly how often I use each one, then work out what each use actually costs me. For each one, tell me to keep it, cancel it, pause it or switch to a cheaper plan, and show me how much I'd save in a year if I follow your advice.
```

Run this before Step 3, and Work knows exactly what to cancel.

Common Mistakes and Quick Fixes

If this happens	Try this
You can't upload all your files	Free projects hold 5 files, Go and Plus 25, Pro 40, and you can add 10 at a time. Combine each month into one PDF or use a CSV download.
It can't read a statement	Download the PDF from your bank's website instead of using a photo, or use the CSV export.
Your spending looks too high	Say "Don't count card payments or transfers between my own accounts as spending."
You don't see Work inside the project	Open the project's ••• menu, choose **Project settings** and set Memory to **Default memory**. Work doesn't run in project-only projects.
You don't see Work at all	Work's browser needs a paid plan (Plus or higher). In Chat, ask for the link and exact steps to cancel each one, and the messages to send yourself.
Work doesn't know what you use	Tell it: "Keep Netflix and Spotify, cancel the rest." Or run Prompt 7 first.
A site blocks Work or wants a phone call	Finish that one yourself, or use the call script in Prompt 5.
Due dates didn't land on your calendar	Connect your calendar in **Settings > Plugins** and ask again. Or ask for a calendar file (.ics) with every due date and a reminder three days before, then open it to add them all at once.
The monthly update has nothing new	Scheduled tasks can't open project files. Connect Finances or Gmail, or drop in new statements when it pings you.
Something asks for your password or card number in the chat	Don't type it. Sign in only through Work's secure sign-in form. Cancelling never needs your card number.

Quick Reference: Your Life Admin System

Step	What you do	What you get
Set up	Sidebar > **New project** > Life Admin, then add your statements and bills	Your whole financial life in one place
Dashboard	Prompt 1	Every transaction sorted, monthly spending and anything off flagged
Find	Prompt 2, same chat	Every subscription, price hike and new customer deal
Fix	Switch to **Work**, Prompt 3	Subscriptions cancelled, negotiations ready, due dates on your calendar
Repeat	Prompt 4	A budget check on the first of every month
Extras	Prompts 5 to 7	A call script, a yearly bills calendar and a cancel list

DO THIS TODAY

Download your last three months of statements, make your Life Admin project and paste Prompt 1. Then run Prompt 2 and cancel the first subscription you forgot you had. Twenty minutes, and you'll know exactly where every dollar goes.

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Four prompts, and your life admin basically runs itself.