

ChatGPT Scheduled Tasks: Set It Once And It Shows Up Every Morning

Scheduled tasks turn ChatGPT from something you visit into something that shows up. Here is how they work on every plan, the four kinds of schedule, the prompt that finds your first ten automations, and how to publish the results as a live page with Sites.

By Maverick Maltin · Last verified September 14, 2026 · 8 min read

Most people use ChatGPT the same way every time: open it, ask, close it. Scheduled tasks flip that around. You tell it once what you want and when, and from then on it does the job on its own and sends you the result, every morning, every Monday, or the moment something happens in your inbox. It works on the free plan, which still surprises people, and the paid plans unlock the good stuff: exact times, hourly runs, and tasks that fire when an email or a Slack message arrives.

I run about a dozen of these and they are the closest thing to a real assistant I have found. Here is the whole setup, the limits so you do not hit a wall, and the one prompt that figures out what you should automate.

THE PLAN · 10 MINUTES, 4 STEPS

- 1 Create your first task
- 2 Pick the right kind of schedule
- 3 Run the automation audit
- 4 Publish the results with Sites

ANY CHATGPT PLAN

Free and Go get 3 active tasks,
Plus gets 5, Pro gets 15.

NOTIFICATIONS ON

Settings, then Notifications, then
choose Push, Email or both, or
you will never see the results.

USE THE WEB APP

the Scheduled page does not
always show in the desktop app
yet, so build tasks at
chatgpt.com.

1 Create your first task

Open the Scheduled page from the left sidebar and just ask for what you want, the way you would ask a person. "Every weekday at 7am, give me a three-line summary of AI news I would actually care about." "Tomorrow at 9, remind me to send the invoice and draft it for me." ChatGPT confirms the task, the schedule and the time zone, and it is live.

PROMPT 1 · COPY & PASTE

Every weekday at 7:30am, send me a short morning briefing: the three biggest stories in [MY INDUSTRY] from the last 24 hours with one line each on why they matter to me, one thing on my calendar today I should prepare for, and one question worth thinking about on my walk. Keep the whole thing under 150 words.

To see everything you have running, go to Scheduled, or from any conversation open the three dots menu and choose See scheduled tasks. To change one, click the task title inside its conversation and the task panel opens with edit, pause and delete.

MAVERICK'S TIP

A task cannot read files you uploaded to a project, and it cannot use voice or a custom GPT. It gets your memory and your connected apps, which is plenty. Keep the instructions in plain text and put everything the task needs to know inside the task itself.

2 Pick the right kind of schedule

There are four kinds, and knowing which one you want is most of the skill.

- **Once.** A one-off at a set time. Reminders with the work already done, like the invoice example above.
- **Recurring.** Daily, weekly, monthly. This is where briefings, reports and check-ins live.
- **Event-triggered (Plus and above, runs in Work).** The task fires when something happens: a new email in Gmail, a message in a Slack channel, activity on a GitHub repository. Connect the app first under Settings, then Apps, then open Work and describe the event and what ChatGPT should do about it. It shows you the trigger, the condition and the prompt to confirm before it goes live.
- **Monitor.** "Watch this page and tell me if the price changes." A recurring check with a condition attached.

The limits worth knowing: Free and Go tasks run at most once a day, in a rough window like morning or afternoon rather than at an exact minute. Exact times and hourly runs need a paid plan. Every plan has a cap on active tasks, and when you hit it you pause or delete one to make room.

PROMPT 2 · COPY & PASTE

Every Monday at 8am, pull last week's numbers from [CONNECTED TOOL], compare them to the four weeks before, and send me a one-page summary. Call out anything that moved more than 15 percent in either direction, tell me the most likely reason, and end with the one thing I should do about it this week.

3 Run the automation audit

Do not sit there trying to think of automations. ChatGPT already knows what you ask it over and over, so ask it to find them.

PROMPT 3 · COPY & PASTE

THE AUTOMATION AUDIT

Based on your memory of me and the things I ask you again and again, give me a list of tasks I should schedule so you can just do them automatically. Be as specific as possible. For each one: the exact prompt I should schedule, how often it should run, and which connected apps it needs. Rank them by how much time they would save me per month, and tell me which three to set up today.

Take the top three, create them, and live with them for a week before you add more. Inside any task you can type @ to pull in a connected app, and that is the line between a scheduled reminder and a scheduled action.

MAVERICK'S TIP

Share a task you are proud of. On the Scheduled page, open the three dots next to a task, choose Share, and copy the link. Whoever opens it gets a copy they can schedule on their own account, with their own apps and none of your data. I share these with my team instead of explaining the same automation four times.

4 Publish the results with Sites

Sites is the feature that turns a task's output into something people actually open. It builds and publishes a real, hosted web page with a live URL straight out of a conversation, no hosting, no code. It is on Plus and Pro only, not Free or Go.

Pair the two: have a scheduled Work task do the research or pull the numbers each week, and have it publish the result as a page. A weekly dashboard, a client report, a team one-pager, all at a link that updates itself.

PROMPT 4 · COPY & PASTE

Every Friday at 4pm, in Work: gather this week's numbers from [CONNECTED TOOL], write a short summary with the three things that changed and why, and publish it with Sites as a clean one-page report at the same URL as last week, replacing the old version. Design: plain, lots of white space, one chart if the numbers support it, no stock images. Send me the link when it is live.

The Honest Part

Scheduled tasks are only as good as the prompt inside them, and a vague task produces a vague email every single day until you fix it. Event-triggered tasks pause when they hit something that needs your approval, so check the Scheduled page for the first week rather than assuming everything ran. And the plan caps are real: three active tasks on Free goes fast, so pick the ones that save real time.

Set up the morning briefing now. Tomorrow it will be waiting for you, and that is the moment this stops feeling like a feature and starts feeling like help.

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