



Conscious Communication Check

A Deployment Guide For
Conscious Capitalism Members
& Chapters

*This guide explains how to deploy the
Conscious Communication Check in ChatGPT
Projects so you can use it immediately to
review communications for CC alignment.*



WELCOME

Conscious Communication

Every message you send shapes your organization's culture. This guide shows you how to set up the **Conscious Communication Check in ChatGPT**—a framework for reviewing emails, announcements, and any other form of written communication to ensure alignment to Conscious Capitalism principles before you hit send. In minutes, you can have it running and ready to elevate your communication.

➔ What This Framework Does

Reviews any business communication (emails, messages, announcements, social posts) for adherence to Conscious Capitalism principles and provides:

- Alignment **scores** (1-10) across 7 dimensions
- Specific **strengths** and **concerns**
- Concrete **recommendations**
- **Revised version** that embodies CC values

➔ Why ChatGPT Projects?

We built the Conscious Communication Check for ChatGPT Projects because Projects allow you to:

- **Set custom instructions** that apply to every conversation in that project
- **Upload knowledge documents** that the AI references automatically
- **Keep related work organized** in one dedicated space
- **Maintain consistency** across all communications reviewed in that project

Where other AI tools sometimes feel transactional or generic, this framework teaches ChatGPT to understand the complexities of relational communication—balancing transparency and clarity with care so you're always deepening trust.

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GETTING STARTED

How to Deploy

CREATE A DEDICATED PROJECT

1

Log into ChatGPT (requires ChatGPT Plus, Pro, Team, or Enterprise)

2

Create a New Project

- Click your profile (bottom left)
- Click "Create new project"
- Name it "Conscious Communication Check" or "CC Communication Review"

3

Add Custom Instructions

- Inside your new project, click the three dots on the top right)
- Click "Add Instructions"
- Copy the entire contents of **custom_instructions_v2_IMPROVED.txt**

- Paste into the custom instructions field
- Click "Save"

4

Upload Knowledge Base Documents

- To the right of your project title click "Add Files"
- Drag and drop or upload these three files:
 - **INTEGRITY_GUIDE.md**
 - **VOICE_GUIDE.md**
 - **BOUNDARIES_GUIDE.md**
- Once those files have uploaded, click the "x" in the top right of the popup

5

You're Done! The framework is now active in this project.



Team Tip: Share the project with team members via ChatGPT's project sharing (Team/Enterprise plans), or have each team member set up their own project using these same files and steps.

THE BASICS

How to Use Once Deployed

Once your Conscious Communication Check project is set up, using it is simple.



Basic Usage

Just paste or attach your draft in the project chat and ask for review:

Please apply the Conscious Communication Check to this draft.

Or simply:

Review this for CC alignment.



THE OUTPUT

What You'll Get Back

When applying the framework to an existing draft, you'll receive:



Assessment Summary

- Overall CC alignment score (1-10) across 7 dimensions
- 2-3 key strengths in your communication
- 2-3 primary concerns to address



Detailed Feedback

For each of 7 dimensions (Purpose, Stakeholder Orientation, Trust Building, Human Dignity, Values Consistency, Long-Term Thinking, Tone), you'll get:

- What's working or missing
- Specific examples from your text
- Impact on stakeholders/trust
- Recommendations for improvement



A Revised Version

A rewritten version that:

- Maintains your core message
- Embeds CC principles naturally
- Preserves your voice while elevating the communication
- Includes [notes] explaining what changed and why



EXTRAS

Best Practices

Some helpful tips as you continue using this framework

➔ Review Before Sending High-Stakes Communications

- Company-wide announcements
- Customer communications during challenges
- Policy changes affecting employees
- Sensitive performance or accountability messages

➔ Use Iteratively

For important communications, review → revise → review again until you're confident it embodies CC principles.

➔ Share Results With Your Team

When you get great feedback, share the before/after with colleagues to build shared understanding of conscious communication.

➔ Look for Patterns

If you consistently get feedback on the same dimensions (e.g., "missing stakeholder orientation"), that's a growth opportunity.

➔ Trust Your Judgment

The framework provides guidance, not mandates. You know your context, culture, and constraints best. Use the feedback as input, not gospel.



FAQs

Common Questions

- ➔ **Q: Can I use this for social media posts?** Yes! Works for LinkedIn, Twitter/X, Facebook, Instagram captions, etc.
- ➔ **Q: What if I disagree with the feedback?** That's fine! The framework helps you see blind spots, but you make the final call. Sometimes your original is better for your specific context.
- ➔ **Q: Can we customize this for our company's specific values?** This universal version works for all CC companies. If you want a version customized to your specific purpose, values, and brand voice, contact Corey Blake at corey@roundtablecompanies.com.
- ➔ **Q: Does this work for internal AND external communications?** Yes! It works for emails, Slack messages, presentations, marketing copy, customer service responses, crisis communications, etc.
- ➔ **Q: Can multiple team members use this?** Absolutely! Team/Enterprise: Share the project. Plus: Each member can create their own project using the same files.
- ➔ **Q: Do I need ChatGPT Plus?** Yes. Projects (and the ability to upload knowledge files) require ChatGPT Plus, Pro, Team, or Enterprise.
- ➔ **Q: How is this different from the Claude version?** Same framework, different deployment. The Claude version uses the Skills feature; the ChatGPT version uses Projects + Knowledge. The quality and depth of analysis are comparable.



Support & Custom Skills

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This framework was created by Round Table Companies.

For questions, feedback, or interest in custom skills for your organization, please contact Corey.

EXTRAS

Quick Start Checklist

Ready to elevate your communication? Start using the framework right now:

- ☐ Create new ChatGPT project
- ☐ Add custom instructions from **custom_instructions_v2_IMPROVED.txt**
- ☐ Upload three knowledge base files
- ☐ Test with a draft communication
- ☐ Review the feedback you receive
- ☐ Share with 2-3 team members
- ☐ Add to your team's communication workflow

The Conscious Communication Check framework gives you a practical way to ensure every message you send builds trust, honors stakeholders, and reinforces the culture you're creating. Start with one communication today—then watch how conscious communication becomes your new standard.





We transform cultures through trust and care.

At Round Table Companies (RTC), we specialize in helping purpose-driven organizations build the trust foundations that enable AI tools to embody their unique purpose, values, and culture.

We care for the heart and spirit of your company culture using practical tools and immersive training that combines **trust**, **psychological safety**, and **AI technology** to unlock potential and awaken high performance.

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