

Overview: Scheduling Tasks in ChatGPT (For Curious Beginners)

What it is

ChatGPT's task scheduler turns any simple instruction into a reminder or mini-research task. You can ask it to ping you at a specific time—whether it's a one-off alert ("In two hours, remind me to stretch") or a repeating schedule ("Every Monday at 9 AM, remind me to plan my week"). For research-style tasks, ChatGPT can even search the web, summarize findings, and email you the results.

Which models support it

You must use one of these ChatGPT assistants to access scheduling:

- **GPT-4o with Scheduled Tasks**

- **o3**

- **o4-mini**

If your selected model name doesn't include "with reminders" or "scheduled tasks," you won't see those features.

Why use it

- **Never miss a follow-up:** Client check-ins, invoices, social posts—ChatGPT will nudge you.
- **Build positive routines:** Daily journaling, stretch breaks, goal reviews.
- **Automate research:** "Find five new ChatGPT productivity articles, summarize each in 100 words, and email me."
- **Save mental space:** Let ChatGPT handle timing and legwork so you can focus on the work itself.

What's available

- **One-time reminders** ("Remind me in two hours to stand up.")
- **Recurring schedules** (daily, weekly, monthly, or custom iCal rules)
- **Web-powered tasks** (automated searches, summaries, and email delivery)
- **Delivery options** via in-app notification and optional email alerts

How to set it up

1. **Open a new chat** in your browser or app.
2. **Select a supported model**—look for “with Scheduled Tasks” in the dropdown.

Type your instruction in plain English. Examples:

vbnet

CopyEdit

Remind me every Friday at 4 PM to review my sales numbers.

vbnet

CopyEdit

Each Tuesday at 11 AM, find five new ChatGPT productivity articles, summarize them in 100 words, and email me.

- 3.
4. **Send it.** ChatGPT will confirm the task title, schedule, and notification settings.
5. **Manage tasks later:**
 - **Settings** → **Tasks** to edit, pause, or delete.
 - **Settings** → **Notifications** to turn email alerts on/off and set your delivery address.

Quick Tip

Start your instruction with a clear action phrase—like “Review sales numbers” or “Fetch ChatGPT articles”—so your reminders are easy to scan at a glance.