Custom GPT rescue checklist

Deadline: December 11, 2026. Check your own account notice for any later date.

This week: save it

- [ ] Copy the instructions into a document
- [ ] Download every knowledge file
- [ ] List what the GPT connects to (calendar, CRM, forms, other services)
- [ ] Note who uses it: just you, your team, or customers
- [ ] Write five real questions with the answers you want. This is your test.
- [ ] Publish any final edits. Migration uses the last published version.

Pick a destination

- [ ] Internal team, no custom actions: migrate to a plugin, or use a project
- [ ] Solo use for writing or research: a project
- [ ] Customers need a link: confirm how your destination shares before you move anything
- [ ] Uses custom actions: plan extra time. They do not transfer.
- [ ] Not Gemini Gems. Google is retiring those too.

Migrate and test

- [ ] My GPTs, then Migrate to plugin (or build the project)
- [ ] Run your five questions through old and new, side by side
- [ ] Check it used your files and kept your tone
- [ ] Re-test any connected service on its own

Switch people over

- [ ] Share the new one with the right people (it starts private)
- [ ] Send the new link and a one-line instruction
- [ ] Keep the old GPT until December 11 as a fallback
- [ ] If you only use someone else’s GPT, ask them what replaces it

Need a hand? Book a free consult: https://spearworksai.com/contact