

ChatGPT Modes Decision Framework — Cheat Sheet

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The 7 Modes at a Glance

Mode	Mental Model	Use It When...
Chat	Talk to an expert	Quick answers, brainstorming, translations, short drafts
Work	Delegate to an analyst	Finished reports, decks, spreadsheets, PDFs, research
Codex	Delegate to a builder	Code changes, website edits, debugging, testing, repos
Remote	Phone as control panel	Direct your Mac/PC from your iPhone while away
Cloud	OpenAI's computers	Tasks continue after your laptop closes
Project	Persistent workspace	Multiple chats need the same files and context
Scheduled	Automated employee	Something should happen later or repeatedly

The Key Distinctions

- **Remote** = where you CONTROL work from
- **Cloud** = where the work actually RUNS
- **Work** = produces business deliverables (reports, decks, audits)
- **Codex** = changes codebases and technical systems

Quick Decision Rules

If your request...	Choose
Is a question or fits in one exchange	Chat
Ends with "...give me something finished I can send"	Work
Changes code, a website, or technical files	Codex
Needs to run while your laptop is closed	Cloud
You want to direct from your phone	Remote
Needs the same context across many chats	Project
Should happen automatically on a schedule	Scheduled

Task-to-Mode Mapping

Your Task	Best Choice
Quick question, translation or opinion	Chat
Product research with concise recommendation	Chat
Deep research with scored comparison file	Work
Performance analysis or strategy document	Work (inside a Project)
PDF invoice, deck or spreadsheet	Work
Content strategy planning	Work
Actually changing a website or app	Codex
Building an automated tool or integration	Codex
Directing work from your phone while away	Remote
Weekly automated briefing	Scheduled Work task
Storing reusable documents and assets	Library
Connecting Gmail, Calendar, Drive or Slack	Plugins

Work Mode Environments

Environment	Best For
Work Locally	Tasks needing your local files, browser sessions, apps
Work Cloud	Research reports, scheduled monitoring, background tasks

Codex Environments

Environment	Best For
Local	Working directly in your existing project folder
Worktree	Trying changes without affecting your main branch
Cloud	Background tasks, parallel coding, CI/CD workflows

Remote vs Cloud

	Remote	Cloud
Uses	Your connected Mac/PC	OpenAI's hosted servers
Requires	Host awake and online	Nothing from you
Best for	Existing local projects	Background/parallel work
Control from	Phone/web	Phone/web

Important Notes

- Work and Codex **share usage limits and credits**
- Complex Work/Codex jobs consume more allowance than Chat
- Projects are organisational containers, not AI modes
- Inside a Project you can use either Chat or Work

Other Sidebar Sections

- **Library** — Reusable stored files (PDFs, decks, images)
- **Plugins** — Connected services (Gmail, Calendar, Slack, GitHub)
- **Sites** — Create and host websites directly from ChatGPT
- **Visualisations** — Interactive charts, maps, calculators

- **Scheduled** — Recurring automated tasks
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Full guide: <https://integrated.social/blog/chatgpt-modes-explained-work-codex-remote-cloud-guide-2026/>

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