



How to Build Your Own Custom GPT in ChatGPT

Step-by-Step Guide. Time: ~20 minutes.

1. Open ChatGPT (Plus Account Required)

Go to chat.openai.com, click 'Explore GPTs' in the left sidebar.

2. Click 'Create' in the top-right corner

This opens the GPT Builder interface.

3. Name Your GPT

Example: 'AI Executive Assistant' or 'Client Email Generator'

4. Describe Your GPT's Purpose

In the 'Instructions' box, clearly explain what you want your GPT to do. Example:

'You are a professional executive assistant who summarizes meetings, extracts action items, and drafts follow-up emails in the user's voice.'

5. Add Capabilities (Optional)

Toggle on tools your GPT can use:

- File Uploads
- Web Browsing
- Code Interpreter

6. Add Prompt Starters

These are examples to help users get started. Example:

- 'Summarize this meeting note.'
- 'Draft a LinkedIn post in my tone.'
- 'Extract 3 action items from this file.'

7. Test Your GPT

Click 'Preview' and talk to your GPT. Try uploading a file or using one of the prompt starters.

8. Publish

Choose visibility: 'Only Me', 'Anyone with link', or 'Public in GPT Store'.

Click 'Publish' when ready!

Tips for Business Use

- Start small: build for one task (e.g., summarizing Zoom calls).
- Use your real documents when testing to see practical value.
- Update your GPT regularly as your needs evolve.
- Turn it into a lead magnet or team tool by sharing the link.