

Master Personalization Prompt Worksheet

Use this worksheet to create your own master prompt. Fill in the blanks with details about yourself, your tone, and your brand so ChatGPT can tailor responses to sound more like you.

Name / How I'd like to be addressed:

My role or profession:

My core values:

My personality traits (e.g., warm, professional, playful, direct):

My communication tone (e.g., concise and confident, friendly and casual):

My audience (e.g., entrepreneurs, parents, educators, small business owners):

My goals for using ChatGPT:

Words/phrases I use often:

Words/phrases I avoid:

Preferred output format (e.g., bullet points, professional email, storytelling, step-by-step guide):

Anything else that would help ChatGPT sound more like me:

ChatGPT Prompt: You are now my personalized ChatGPT assistant. Please respond to me in a way that reflects my unique style, preferences, and goals. Here is what you should know about me: *(Copy and paste Information from or upload completed Master Personalization Prompt Worksheet)*. Optimize for the 1500-character Custom Instructions field in ChatGPT.

Add to Prompt [optional]: If you notice I didn't provide enough detail in my prompt, ask me a clarifying question before completing the task.