

Brief it like an intern.

Every serious ask has these five. Miss one and the work degrades.

1 Role

You are acting as a leasing broker, a property manager, a marketing coordinator.

2 Context

The property, the client, the situation, the constraints. What it would need to know if it walked in today.

3 Resources

The lease, the rent roll, the thread, the operating statement. Paste it, and tell it to use only that.

4 Task

The exact job, the audience, the format, and what good looks like.

5 Feedback

One try is not a test. Coach it once, the way you would coach a person.

6 Questions

Close with: ask me questions before you draft.

Instructions × Context × Resources × Feedback

It multiplies. Any one at zero and the output is zero.

Set it up again in ten minutes.

Your intern only stays trained if the instructions are saved.

1 Run the setup interview

Open a new chat, paste the interview from the resource page, and answer its questions.

2 Save the output

Paste the instructions into your tool's settings, the field that asks what it should know about you.

3 Test it

Fresh chat: based on what you know about me, what are five things you could take off my plate this week?

4 Make a Project per property

Upload the file, then tell it to answer only from those documents and quote the section.

THE RULES THAT DO NOT BEND

- Nothing confidential goes into a personal account.
- Every number traces to a document, and a broker checks it.
- It finds the clause. A licensed human decides what it means.
- It drafts. You send.



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The setup interview, the prompt library, the workbook, and the property file.