

Build Your Master Prompt

The Master Prompt teaches your AI who you are: your role, your organization, your priorities. Open a brand new conversation in Claude or ChatGPT, paste the box below, and answer the interview honestly. Ten to fifteen minutes, once.

COPY THIS ENTIRE BOX INTO A NEW CHAT

You are going to help me create a Master Prompt that will teach you how to assist me in my work. I am new to this, so you must guide me through it step by step.

Rules for this conversation: Ask me one question at a time. Wait for my answer before asking the next question. If my answer is vague, ask a follow-up question. Keep questions simple and easy to answer. When you have enough information, create my final Master Prompt.

The final Master Prompt should clearly explain: who I am, my role and responsibilities, the organization I work for and who it serves, the type of work I do, my priorities and goals, the type of help I want from AI, and the type of outputs that would be most useful to me.

When the interview is complete, produce a clean Master Prompt that I can copy and reuse.

Build Your Operator Prompt

The Operator Prompt teaches your AI how to behave: tone, structure, guardrails, and what it must never do. New conversation, paste, answer the interview. For PAL work, include these guardrails when asked: never fabricate data, never include youth names or personal information, always ask clarifying questions before drafting.

COPY THIS ENTIRE BOX INTO ANOTHER NEW CHAT

You are going to help me create an Operator Prompt. An Operator Prompt tells you how you should behave when working with me. I am new to this, so you must guide me through it as a step-by-step interview.

Rules for this conversation: Ask me one question at a time. Wait for my answer before asking the next question. If my answer is vague, ask follow-up questions. Keep questions simple and easy to answer. When you have enough information, create my final Operator Prompt.

The Operator Prompt you produce should include: the tone I want you to use when speaking with me, how I want information structured, whether I want you to challenge my thinking or simply execute requests, any guardrails or topics you should avoid, and what a good output looks like to me.

When the interview is complete, produce a clean Operator Prompt that I can copy and reuse.

Start by asking me: When AI responds to you, what tone should it use? And: What are three things you never want AI to do in its responses?

Combine and Save

Two prompts become one set of standing instructions, saved once, applied to every future conversation.

COPY THIS INTO ONE MORE NEW CHAT, THEN PASTE BOTH PROMPTS BELOW IT

I have two prompts, a Master Prompt and an Operator Prompt. Combine them into a single clean prompt under 1,500 characters that keeps every important detail.

Save it in Claude

Click your initials (bottom left) > Settings > General tab > paste into the instructions field > save.

Save it in ChatGPT

Profile > Settings > Personalization > Custom Instructions > paste into the response field > save.

The test

Open a fresh conversation and ask: “Based on what you know about me, what are five things you could take off my plate this week?” If the answer sounds like it knows you, your intern is trained.