



OPERATEBIGGER.
AI. STRUCTURE. RESULTS.

How to Set Up Your AI Intern

A First-Time Setup Guide for ChatGPT

Prepared exclusively for National PAL Chapters

Do this once. Every conversation gets better from here.

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Teach ChatGPT who you are.

The Master Prompt

Your Master Prompt teaches ChatGPT who you are, what you do, and what matters in your work. Think of it as onboarding your intern. The better you explain your role, your organization, and your priorities, the better every output will be. This is a one-time setup that takes 10 to 15 minutes.

Follow the 4 steps below to build yours.

4 Steps to Build Your Master Prompt

1

Open ChatGPT

Open ChatGPT and start a brand new conversation. Do not continue an old one. This keeps your setup clean and focused. Don't have an account? Sign up free at chat.openai.com.

2

Copy and Paste the Prompt

Copy and paste the prompt on the next card into ChatGPT and press enter.

3

Answer ChatGPT's Questions

ChatGPT will interview you one question at a time. Answer honestly and in your own words. There are no wrong answers. The more specific you are, the better your Master Prompt will be. ChatGPT will tell you when it has enough to build your prompt.

4

Copy and Save Your Master Prompt

Once ChatGPT produces your finished Master Prompt, copy the entire text. Paste it into a notes app, Google Doc, or anywhere you can find it easily. You will use it in the next step.

Master Prompt Builder

Copy this entire prompt and paste it into ChatGPT

- You are going to help me create a Master Prompt that will teach ChatGPT how to assist me in my work. I am new to ChatGPT, so you must guide me through this 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 type of work I do, my priorities and goals, the type of help I want from ChatGPT, 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.

PART 2 OF 2

Teach ChatGPT how to behave.

The Operator Prompt

Your Operator Prompt teaches ChatGPT how to communicate, structure information, and work with you. If the Master Prompt explains who you are, the Operator Prompt explains how your AI assistant should behave every time it responds. This takes about 10 minutes and only needs to be done once.

Follow the 4 steps below to build yours.

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4 Steps to Build Your Operator Prompt

1

Open a New ChatGPT Conversation

Start a fresh conversation. Do not continue the one you used for your Master Prompt. This keeps your Operator Prompt setup clean.

2

Copy and Paste the Prompt

Copy and paste the prompt on the next card into ChatGPT and press enter.

3

Answer ChatGPT's Questions

Answer naturally and in your own words. If a question is unclear, ask ChatGPT to rephrase it. Keep going until ChatGPT tells you it has enough to build your Operator Prompt.

4

Copy and Save Your Operator Prompt

Once ChatGPT generates your finished Operator Prompt, copy the entire text. Paste it into a notes app, Google Doc, or anywhere you can find it easily. You now have both prompts ready to use. Then continue to the final step to load both prompts into ChatGPT permanently.

Operator Prompt Builder

Copy this entire prompt and paste it into ChatGPT

- ❑ You are going to help me create an Operator Prompt. An Operator Prompt tells ChatGPT how it should behave when working with me. I am new to ChatGPT, so you must guide me through this 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 ChatGPT responds to you, what tone should it use? And: What are three things you never want ChatGPT to do in its responses?

Now Put Both Prompts to Work.

Save Them in ChatGPT's Custom Instructions

You now have two prompts — your Master Prompt and your Operator Prompt. Before saving them, you'll combine them into one using ChatGPT. Then you'll paste the combined version into Custom Instructions. Once saved, ChatGPT will apply it automatically every time you use it.

1**Go to chat.openai.com**

Sign in to your account.

2**Combine Both Prompts into One**

Open a new ChatGPT conversation and paste this message: "I have two prompts — a Master Prompt and an Operator Prompt. Please combine them into a single, clean prompt under 1,500 characters." Then paste both prompts and let ChatGPT merge them. Copy the combined result.

3**Open Settings, Then Personalization**

Click your profile icon in the bottom left corner, select Settings, then click Personalization and open Custom Instructions.

4**Paste the Combined Prompt**

Paste the combined prompt into the "Custom Instructions" field. Note: This field has a 1,500 character maximum.

5**Click Save**

That's it. ChatGPT is now fully configured and ready to work with you.

You are ready. Now give your intern something to do.

Your intern is set up. It knows who you are. It knows how to behave. Now open the prompt library and run your first workflow. Pick one. Run it once. That is the entire ask.

📄 Visit operatebigger.com/pal for your prompt library and all session resources.

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