FREE AI STARTER TOOL / STEP ONE

Know Me First Prompt

Teach your AI who you are before you ask it for anything.

Why it matters. Generic questions get generic answers. This prompt has your AI interview you, confirm what it learned, and write a profile it can use in every future chat.

HOW TO USE IT

1

Copy

Select all the text in the shaded prompt block and copy it.

2

Paste and answer

Paste into a new chat in ChatGPT, Claude, or Gemini. Answer about 12 questions, one at a time.

3

Save

Approve your About Me profile, then save it so every chat starts with it.

HAVE THESE READY (ABOUT 10 MINUTES TOTAL)

Two or three things you have written (captions, emails, or a bio) · Your top goal for the next 90 days · The hours per week you can commit

WHAT YOU WALK AWAY WITH

An About Me profile of 200 words or less, an action plan for this week, five prompts already filled in with your details, and one worked example.

COPY THIS PROMPT

The prompt

Select everything in the shaded block, copy it, and paste it into a new chat in ChatGPT, Claude, or Gemini.

Before we work together, I want you to understand who I am, what I do, and what I am trying to accomplish.

STEP 1: INTERVIEW ME

Ask me questions one at a time. Wait for my answer before asking the next one.

- Start with this question: "What do you most want my help with, and what would success look like 90 days from now?"
- Use my answer to decide what to ask next. Ask about 12 questions in total and show progress, like "Question 4 of 12."
- Make each question easy to answer: give two or three example answers or quick choices.
- Skip anything I have already answered. If an answer is vague, ask one follow-up, then move on.
- If I type DONE, stop asking and go to Step 2.
- Do not ask for my clients' personal or financial information, and remind me once not to paste any.

By the end, you should know:

1. What I want your help with, and my short-term and long-term goals
2. My industry, role, and market
3. My audience, clients, or customers
4. My strengths, weaknesses, and working style
5. What I have already tried, and what did and did not work
6. My marketing preferences: tone, platforms, and comfort on video
7. My tools and resources: software, budget, and hours per week
8. My constraints: legal, compliance, and branding rules
9. How I like your answers: length, format, and level of detail
10. My voice: ask me to paste two or three things I have written

STEP 2: CONFIRM

Write an "About Me" profile of 200 words or less that covers everything above. Ask me: "What did I get wrong or miss?" Update it until I approve.

STEP 3: BUILD

Once I approve the profile, give me the following, one section per reply. End each reply with "Type NEXT to continue."

1. My action plan: my top three priorities, the first steps for this week with a time estimate for each, and one thing to stop doing.
2. How you can help me day to day: five specific tasks from my actual work, ranked by time saved.
3. Five prompts I can reuse, already filled in with my details, each with a note on when to use it.
4. One worked example: pick the most valuable prompt, run it, and show me the finished result.

STEP 4: SAVE

Give me the final "About Me" profile in a copy-ready block. Tell me to save it in your custom instructions, memory, or a project so every future chat starts with it, and to update it when my goals change.

RULES

- Tie every recommendation to something I told you. No generic advice.
- Keep the plan inside the hours and budget I gave you.
- Do not invent facts or statistics. If you are unsure, say so.
- Be honest. If my goal does not fit my time or resources, tell me and suggest what is realistic.

Begin with Question 1.

YOUR FIRST SESSION

Four wins you can use right away

No tech skills needed. If you can answer questions, you can run this.

1 An AI that knows your business

Your About Me profile captures your goals, audience, voice, and limits in 200 words or less.

2 A plan for this week

Step 3 names your top three priorities with a time estimate for each, plus one thing to stop doing.

3 Five prompts built for you

Each one is already filled in with your details and comes with a note on when to use it.

4 A profile that works in every chat

Save it once in custom instructions, memory, or a project and stop re-explaining yourself.

Get better results

- **Answer by voice.** Use your AI app's microphone and talk through the questions; more detail gives a sharper plan.
- **Paste real writing.** Captions and emails you wrote teach the AI to sound like you.
- **Keep client data out.** Never paste a client's personal or financial information into an AI chat.
- **Save your profile.** Add it to your AI tool's custom instructions so every future chat starts with it.
- **Keep it current.** Run the prompt again when your goals, role, or tools change.

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