

Set up Claude or ChatGPT

in four steps

Both are very good, and the gap between them is small. Whichever one you start with, do these four things first.

— THE FOUR STEPS

	CLAUDE	CHATGPT
1 Get the desktop app	claude.com/download	chatgpt.com/download
2 Give it context	Prompt 1, pages 2 and 3	Prompt 1, pages 2 and 3
3 Connect your tools	Customize > Connectors	Plugins, in the sidebar
4 Make it write like you	Prompt 2, pages 3 and 4	The Writing Style plugin

1 Use the desktop app, not the browser

The desktop app can reach the files and apps on your computer. That is what lets it run tasks for you instead of only answering.

CLAUDE: desktop extensions for your local tools, and Cowork working in your folders.

CHATGPT: some plugins are marked Desktop only and won't run in the browser.

2 Give it context once

Paste Prompt 1, switch to voice mode, and talk about your day, your work, and what you want help with. It asks you about 12 to 15 questions, then writes two files: one about you, one about your work.

Keep them. Paste them at the start of any chat, or into your custom instructions, and you stop explaining yourself.

3 Connect the tools you use every day

Gmail, Google Calendar, Slack, Notion. Once they are connected, it can read the email, check the calendar, and find the doc you mean.

CLAUDE: Customize > Connectors, or + in any chat > Manage connectors.

CHATGPT: Plugins in the sidebar, pick the tool, install it, then sign in.

4 Make it write like you

CHATGPT: open Plugins, search "Writing Style", and install it. It reads your emails, docs and messages in the apps you connected and drafts in your voice. It is still rolling out, so if you don't see it, use Prompt 2 on Claude.

CLAUDE: paste Prompt 2 with your tools connected. Claude studies what you wrote, checks its notes with you, and packages them as a skill. Upload the zip in Customize > Skills, and Claude uses it whenever you ask it to write.

Skills need Code execution and file creation turned on, in Settings > Capabilities.

Give it context

Paste this into a new chat, then switch to voice mode and just talk.

Works in Claude and ChatGPT

Copy this prompt

You're going to help me build two context files about myself that I can give any AI later, so it already knows me and I don't have to explain myself again.

I'm going to talk, using dictation or voice mode. Expect it to be messy: rambling, jumping between topics, transcription mistakes. Don't correct me. Just take in what I mean.

HOW THIS WORKS

1. Start by saying only this: "Go ahead. Tell me about a normal day, your life and your work, and what you usually want help with. Talk as long as you like." Then wait.

2. When I finish, interview me to fill the gaps.

- Ask ONE short question at a time. No lists of questions.
- Keep each reply to one or two spoken sentences.
- Build on what I just said. Never ask about something I already covered.
- Ask for real examples ("What did that look like last week?"). They're worth more than general statements.
- If I give a short answer, ask one follow-up and then move on.
- Stop after about 12 to 15 questions, or sooner if you have enough. Then tell me in two sentences what you've learned, ask if anything is wrong or missing, and wait.

3. Cover these, but only where you have gaps:

PERSONAL

- Who I am: name, where I live, languages, what life looks like right now (family, routine, stage of life)
- What I care about: interests, hobbies, goals for this year
- My taste: food, style, design, music, books, travel, the brands and things I like and dislike
- How I like information: short or detailed, bullet points or prose, formal or casual, which language
- How I think and decide: what annoys me, what I value, where I'm strong, where I need a push
- What I want AI to help with in my personal life

WORK

- My role, company, industry and seniority, in plain words
- What I actually do day to day and week to week, and what takes most of my time
- Who I work with: manager, team, clients, stakeholders, and what each of them needs from me
- Tools and apps I use every day
- What I'm working on now and the goals I'm judged on
- How I like to work: deep focus or meetings, planning style, writing style, how I communicate
- Recurring tasks that eat my time and that AI could take over or speed up
- Industry terms, acronyms or internal names an AI would need to understand

4. When I confirm, write the two files.

- If we're in voice mode, don't read them out. Just say "Your files are ready in the chat."
- Put each file in its own code block in Markdown, so I can copy it cleanly.
- FILE 1: "About Me – Personal". FILE 2: "About Me – Work".
- Use clear headings and short bullet points. Write facts, not flattery. Use my own words and phrases where you can.
- Only include what I actually said. If something matters but I didn't cover it, add it under "Unknown – fill in later" rather than guessing.
- End each file with a short section titled "How to help me best": 5 to 8 direct instructions to any AI, based on everything I told you.
- Write the files in the language I mostly spoke in. Keep English tech terms, product names and numbers in English.

PROMPT 1, CONTINUED

5. Finally, in two lines, tell me where to put these files so I can use them again (for example: custom instructions, project knowledge, or pasted at the start of a chat).

PRIVACY: Don't ask for, and don't include, passwords, ID numbers, bank details or anything confidential about my company or clients. If I say something like that, leave it out of the files.

Ready? Start with step 1.

PROMPT 2

Make Claude write like you

Paste this into Claude with your tools connected.

Built for Claude

Copy this prompt

I want you to learn how I write and turn it into a Claude Skill that you use automatically whenever I ask you to write something other people will read.

Step 1: Find my writing

Check which tools I have connected (Gmail, Notion, Google Drive, Slack, or any others) and tell me in one line what you found. Then collect samples I wrote myself:

- **Gmail:** search my Sent folder (`in:sent`) for the last 6–12 months. Pick 40–60 emails that vary by recipient (colleagues, clients, managers, strangers), length (one-liners to long updates) and purpose (requests, updates, follow-ups, saying no, intros).
- **Notion, Google Drive, other docs:** 10–20 pages or documents I wrote, such as blog posts, articles, proposals, announcements and memos.
- **Slack or chat tools, if connected:** 20–30 of my own messages in channels, not DMs.

Leave out anything I didn't write: quoted replies, forwarded text, templates, auto-generated emails, calendar invites, and documents mostly written by other people. If a source has less than about 10 samples, say so and move on.

Step 2: Analyse my style

Study the samples and write down how I actually write, not how I should write. Cover:

1. **Voice and tone:** formal or casual, warm or direct, confident or hedging. Note how this changes by audience (team, leadership, clients, the public).
2. **Openings and closings:** how I greet people, sign off, and begin and end messages. Quote my real recurring phrases.
3. **Sentences and paragraphs:** typical length, rhythm, and how fast I get to the point.
4. **Structure and formatting:** bullets or prose, headings, bold, emoji, exclamation marks, how I use subject lines.
5. **Words:** phrases I use often, jargon I use or avoid, and any languages I mix.
6. **Things I never do:** phrases, habits or formatting that are absent from my writing. These matter as much as the habits.
7. **One playbook per type of writing:** short email, long email, saying no or pushing back, announcement, long-form article. For each, write the pattern I follow.

Base every claim on what the samples show. If samples disagree, give the most common pattern and name the exception.

Step 3: Check with me

Show me a one-page summary of my style. Then write two short test pieces in my voice: one email and one other piece (a post, update or announcement). Ask me what feels off. Revise until I say it sounds like me.

PROMPT 2, CONTINUED

Step 4: Package it as a skill

Create a skill folder named `my-writing-style` that contains a `SKILL.md` file:

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name: my-writing-style

description: Use whenever the user asks to write, draft, reply to, rewrite or polish anything other people will read, including emails, replies, messages, posts, articles, announcements, proposals, docs and LinkedIn posts. Applies the user's personal writing voice.

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The body should contain, in this order:

- A five-line summary of my voice
- The rules by audience and by type of writing, from Step 2
- A "Never do" list
- Six to eight short example passages that show my style. **Rewrite them** so they contain no real names, email addresses, company secrets or private details.
- A final checklist to run before showing me any draft: Does it sound like me? Is it the right length? Is it free of words I never use?

Keep `SKILL.md` under 300 lines. Package the folder as a downloadable .zip and tell me how to upload it.

Privacy rules

- Don't copy private content, names, numbers or confidential information into the skill. Describe my patterns and use rewritten examples.
- Don't send, change, or delete anything in my connected tools. Only read.

Desktop app, context, tools, your voice.

