

free setup · 10 minutes...

THE 10-MINUTE CHATGPT *voice* SETUP CHECKLIST

Stop rewriting robotic drafts.

Out of the box, ChatGPT does not know how you write. This checklist walks you through teaching it your voice, one time, so every chat starts from it. Includes the instructions template and the sample prompts.

TEACH IT ONCE.

EVERY CHAT STARTS FROM YOUR VOICE.

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🔖 save for later

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start here...

THE CHECKLIST AT A *glance*

ChatGPT does not know your job, your tone, or the words you never use. So it guesses, and the guess usually sounds generic. These steps fix that.

- ☐ **Step 1.** Collect 3 samples of your writing. [p. 4](#)
- ☐ **Step 2.** Send ChatGPT a BRIEF prompt asking it to describe your style in 5 bullet points. Copy the answer: that is your voice profile. [p. 5](#)
- ☐ **Step 3.** Go to Settings, then Personalization, then Custom Instructions, and paste your voice profile in. Save. [p. 6](#)
- ☐ **Step 4.** Add your banned words: the phrases you always delete from AI drafts. [p. 7](#)
- ☐ **Bonus.** Turn on Memory so ChatGPT remembers your preferences across chats. [p. 7](#)
- ☐ **Test it.** Run one sample prompt and compare the draft to your samples. [p. 10](#)

WHAT YOU NEED

A ChatGPT account (Custom Instructions are available on all plans) and 3 pieces of your own writing.

HEADS-UP

Settings names and options can vary by plan, region and app version. On mobile, look for "Customize ChatGPT".

one framework, any prompt...

THE *BRIEF* FRAMEWORK

BRIEF is Erick's framework for any prompt. Save it and reuse it.



Background

What ChatGPT needs to know first: who you are, what you are working on, and anything you are pasting in.



Role

Who you want it to act as, like an editor who studies voice.



Instructions

The exact job, in one or two plain sentences.



Examples

What good looks like: a sample, a quote, or a pattern to follow.



Final output

The format you want back: length, structure, tone.

THE FINISHER · END EVERY BRIEF PROMPT WITH THIS

"Ask me any questions you need answered before you start."

It gives ChatGPT a chance to fill gaps before it writes, instead of guessing.

step 1 of 4...

COLLECT *3 samples* OF YOUR WRITING

Pick text that sounds like you on a good day. Good places to look:

SAMPLE TYPE

An email you were proud of

SAMPLE TYPE

A post that got replies

SAMPLE TYPE

Any text that sounds like you

Tip: remove names, numbers and anything private before you paste a sample into ChatGPT.

WRITE DOWN YOUR *3 samples*

Sample 1: _____

Where it's from: _____

Sample 2: _____

Where it's from: _____

Sample 3: _____

Where it's from: _____

☐ I have 3 samples saved somewhere I can copy from.

step 2 of 4...

ASK CHATGPT TO DESCRIBE *your style*

Paste your 3 samples in, then send this BRIEF prompt. Copy the answer. That is your voice profile.

COPY THIS PROMPT

Background: here are 3 samples of my writing. **Role:** you are an editor who studies voice. **Instructions:** describe my writing style in 5 bullet points.

Examples: quote one phrase from my samples for each bullet. **Final output:** 5 bullets, plain words, no flattery. Ask me any questions you need answered before you start.

BRIEF: Background, Role, Instructions, Examples, Final output

PASTE YOUR VOICE *profile* HERE

The 5 bullets ChatGPT gives back:

1. _____
2. _____
3. _____
4. _____
5. _____

☐ ChatGPT asked its questions, I answered them, and it gave me 5 bullets.

☐ I copied the voice profile.

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step 3 of 4...

OPEN *Custom Instructions* AND PASTE YOUR VOICE PROFILE

[Settings](#)[Personalization](#)[Custom Instructions](#)

Custom Instructions is a settings page where you tell ChatGPT about you one time. It applies to every chat after that, starting right away.

- ☐ Open Settings, then Personalization, then Custom Instructions. On mobile, look for "Customize ChatGPT".
- ☐ Paste your voice profile into the part about how ChatGPT should respond.
- ☐ Save. Every chat now starts from your voice.

LENGTH LIMIT

1,500 characters

Free and Go plans

LENGTH LIMIT

5,000 characters

Paid plans

Custom Instructions are available on all plans. Settings names and options can vary by plan, region and app version.

step 4 of 4...

ADD YOUR *banned words*

List the phrases you always delete from AI drafts, and add them to your Custom Instructions. ChatGPT will use them far less.

EXAMPLES OF PHRASES TO BAN

~~Let's dive in~~

~~It's worth noting~~

~~In today's fast-paced world~~

MY BANNED WORDS

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

BONUS · TURN ON MEMORY

LET CHATGPT REMEMBER YOUR *preferences*

Memory is a ChatGPT feature that remembers your preferences across chats. Find it under Settings, then Personalization, then Memory.

Memory controls vary by plan, region and platform.

- ☐ Banned words added to Custom Instructions.
- ☐ Memory checked under Settings, then Personalization, then Memory.

fill it in...

YOUR FILL-IN *instructions* *template*

Fill this in, then paste it into Custom Instructions. Keep it under your plan's limit: 1,500 characters on Free and Go, 5,000 on paid plans.

ABOUT ME

I am a _____ and I work on _____

My audience is _____

I mostly use ChatGPT to write _____

MY VOICE (PASTE YOUR 5-BULLET VOICE PROFILE)

1. _____
2. _____
3. _____
4. _____
5. _____

NEVER USE THESE WORDS OR PHRASES

HOW TO RESPOND

Length: _____ Format: _____

When something is unclear: _____

see the shape...

THE TEMPLATE, *filled in*

A made-up example so you can see the shape. Replace every line with your own. Copy the structure, not the words.

EXAMPLE • CUSTOM INSTRUCTIONS

About me: I run a small bakery and write our emails and social posts. My audience is local customers and regulars.

My voice:

- Short sentences, often under 12 words.
- Warm and direct, like talking to a regular at the counter.
- Concrete details over adjectives ("still warm at 7 a.m.").
- Light humor, never sarcasm.
- Ends with one clear next step.

Never use: "Let's dive in", "It's worth noting", "In today's fast-paced world".

How to respond: Keep drafts under 150 words unless I ask for more. Plain text, no emojis. If something is unclear, ask me before you write.

Check the length: paste your filled-in version into any character counter before you save it. This example is about 600 characters, well under the 1,500 limit on Free and Go.

copy, paste, test...

SAMPLE *prompts*

The voice-profile prompt from the post, plus BRIEF prompts to test your setup. Swap in your own details.

1 • FROM THE POST • BUILD YOUR VOICE PROFILE

Background: here are 3 samples of my writing. **Role:** you are an editor who studies voice. **Instructions:** describe my writing style in 5 bullet points.

Examples: quote one phrase from my samples for each bullet. **Final output:** 5 bullets, plain words, no flattery. Ask me any questions you need answered before you start.

2 • TEST YOUR VOICE • WRITE A SHORT POST

Background: my Custom Instructions describe my writing voice. **Role:** you are my ghostwriter. **Instructions:** write a short post about [topic]. **Examples:** match the voice in my Custom Instructions and avoid my banned words.

Final output: under 120 words, plain text. Ask me any questions you need answered before you start.

3 • REWRITE A ROBOTIC DRAFT

Background: here is a draft that sounds generic: [paste]. **Role:** you are an editor who knows my voice. **Instructions:** rewrite it in my voice. **Examples:** use my voice profile and remove any banned words. **Final output:** the rewrite, then 3 bullets on what you changed. Ask me any questions you need answered before you start.

before you go...

FINAL CHECK AND *SOURCES*

- ☐ 3 writing samples collected.
- ☐ BRIEF prompt sent, questions answered, voice profile copied.
- ☐ Voice profile pasted into Custom Instructions and saved.
- ☐ Banned words added.
- ☐ Memory checked.
- ☐ Tested with a sample prompt and compared to my samples.

SOURCES *checked October 16, 2026*

1. [Custom instructions FAQ \(OpenAI Help Center\)](#)

All plans, applies to all chats, Settings > Personalization, "Customize ChatGPT" on mobile, 1,500 / 5,000 character limits.

2. [Memory FAQ \(OpenAI Help Center\)](#)

Settings > Personalization > Memory; controls vary by plan, region and platform.

3. [Custom instructions and Memory overview \(OpenAI Academy\)](#)

4. [ChatGPT for work setup guide \(secondary, March 2026\)](#)

Custom Instructions layout tips.

Settings names and options can vary by plan, region and app version. If a menu looks different on your account, check the OpenAI Help Center links above.

keep building...

NEXT *steps*

Your voice is set up. Keep it sharp and keep building.

Momentum AI on Skool is a community where Erick teaches practical AI for business: step-by-step systems and real builds you can follow and adapt.

skool.com/momentum-ai/about

WHERE TO *find me*

SKOOL COMMUNITY

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Step-by-step AI systems and real builds you can follow.

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READ · MEDIUM

Longer write-ups with sources.

medium.com/@erick-killmonger

ABOUT ERICK

Erick Hernandez spent 12 years in the U.S. Marine Corps and 8 years as a police officer in South Florida. He now runs Momentum AI, teaching AI for business.

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