



AI MADE SIMPLE

Get set up properly with AI

The six things I would set up first if I were starting again, in the order I would do them.

I used ChatGPT for over a year before I set any of this up. It answered my questions, I got on with my day, and nothing really changed. Then I set it up around my business, and it started to feel like actual help. Here is where I would begin.

01 The preferences box

There is a preferences box in settings that holds who you are permanently, so you stop reintroducing yourself in every new chat.

Do this Open settings and write three lines: what you do, who you write for, and the words you never want to see.

02 One project per area

One project per area of your business, each with its own instructions and files. It turns up already knowing the context. This is the biggest jump on the list.

Do this Create one project for your main area of work. Add its key files and a short note on what it is, then start every related chat inside it.

03 A voice guide

Give it things you have actually written and ask it to work out how you sound. Then it stops writing like a brochure and starts sounding like you.

Do this Paste in ten to twenty of your own emails, posts or captions. Ask it to describe your voice, then save that as a guide you reuse.

04 Connectors

Connectors plug it into the tools you already use, Gmail, Canva, Google Drive, your calendar, so it reads the real thing instead of the version you retype.

Do this Connect one tool you use daily. Gmail or Google Drive is a good start. Ask it to work from a real file instead of one you paste in.

05 Saved prompts

Write the good prompt once and call it by name. And you do not have to write it yourself, you can ask it to interview you about the task first.

Do this Take a prompt you keep rewriting. Ask it to interview you, then save the result with a name you will remember.

06 A scheduled task

A scheduled task runs on its own, even while you sleep. Mine writes my Friday review, so Monday starts with a plan instead of a blank page.

Do this Pick one small weekly job, like a review or a plan for the week. Set it to run on the same day each week.

None of this needs you to be technical

I am not a developer. I just got curious about AI and kept going. Pick one and set it up this week. Clarity comes from doing, not from reading about it.

Want a hand setting it up?

If you would rather do this with someone alongside you, tell me a little about your business and where you are with AI. It takes a couple of minutes, and we can take it from there.

[Start with a quick chat →](#)

More, without the hype, at thecurationcorner.com and on my Substack, The AI Edit.