

The Personal Context Pack

12 prompts that teach AI to sound like you and know your work. Build it once, paste it into any AI tool, stop re-explaining yourself.

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Work through prompts 1 to 4 once to build your reusable context layer. Save the outputs somewhere you can copy from: a note, a doc, your Custom Instructions, or a Project. Then use prompts 5 to 12 in daily work. Total setup time is about fifteen to twenty minutes.

1

01 Reverse-engineer your writing voice

WHAT IT DOES

Turns real samples of your writing into a reusable style profile, so AI can copy your voice instead of guessing at it.

WHEN TO USE IT

First, to create the style profile everything else builds on.

THE PROMPT

Below are 3 to 5 samples of my real writing. Analyse them and produce a reusable STYLE PROFILE with these sections: (1) sentence length and rhythm, (2) vocabulary and recurring phrases I lean on, (3) tone and personality, (4) how I typically open and close, (5) punctuation and formatting habits, (6) three to five words or constructions I clearly avoid. Write each section as direct instructions a ghostwriter could follow to sound like me. End with 'FIVE AI TELLS TO AVOID': the five things that would make a draft read as generic AI instead of me. Samples: [paste 3 to 5 samples].

2 02 Build your “About Me” context block

WHAT IT DOES

Interviews you, then compresses your answers into one short paragraph that tells any AI who you are and what you do.

WHEN TO USE IT

Once, so any chat starts knowing your role, audience, and constraints.

THE PROMPT

Interview me to build a reusable context block. Ask me 10 short questions, one at a time, covering: my role and what I'm responsible for, who my work is for, the projects I'm focused on this quarter, my recurring deliverables, my biggest time drains, and any hard constraints (tone, compliance, things I can't say). After my answers, compress everything into one tight paragraph I can paste at the top of any AI chat so it understands my world without me re-explaining. Keep it under 150 words.

3 03 Define what “good” looks like (your output rubric)

WHAT IT DOES

Writes a short checklist of what separates a draft you would send from one you would rewrite, so AI can grade itself first.

WHEN TO USE IT

Once, so AI checks its own drafts against your standards before you do.

THE PROMPT

Help me write a short QUALITY RUBRIC for my most common deliverable, which is [name it, e.g. client update emails / LinkedIn posts / project briefs]. Give me 5 to 7 specific, checkable standards that separate a draft I'd send from one I'd rewrite. Make them concrete (e.g. 'opens with the decision, not background') not vague (e.g. 'is clear'). I'll paste this in and ask you to self-check future drafts against it.

4

04 Turn it into Custom Instructions

WHAT IT DOES

Converts your style profile and About Me block into the two Custom Instructions boxes, so your setup applies to every chat on its own.

WHEN TO USE IT

Once, to install your profile so it applies to every chat automatically.

THE PROMPT

I'm going to paste this into ChatGPT Custom Instructions (or a Project's instructions). Using my style profile and About Me block below, write the two boxes for me: (1) 'What should the model know about you' and (2) 'How should the model respond'. Keep each under 1,500 characters, written as instructions to the model, prioritising my voice rules and the AI tells to avoid. Profile and block: [paste outputs from prompts 1 and 2].

5

05 Draft in your voice from a brief

WHAT IT DOES

Produces a first draft in your voice from a short brief, so you start from something that already sounds like you.

WHEN TO USE IT

Daily, whenever you'd normally write from scratch.

THE PROMPT

Using my style profile, draft [deliverable] about [topic] for [audience]. Goal: [what it needs to achieve]. Match my voice exactly, especially sentence rhythm and the words I avoid. Give me one draft, then a one-line note on any choice you weren't sure about. Style profile: [paste, or rely on saved instructions].

6

06 The de-AI rewrite pass

WHAT IT DOES

Strips the hype words and AI tics out of any draft and rebuilds it in your voice, keeping your meaning.

WHEN TO USE IT

On any draft (yours or AI's) that reads like a press release.

THE PROMPT

Rewrite the text below so it passes as something I wrote, using my style profile. Specifically: cut hype words, cut 'not only X but also Y' constructions, break up any sentence folding three ideas together, and remove anything that sounds like a LinkedIn influencer post or a brand announcement. Keep my meaning and my structure. Text: [paste].

7

07 Build a reusable audience profile

WHAT IT DOES

Captures who you are writing for in a few lines, so drafts are aimed at a real reader instead of a generic group.

WHEN TO USE IT

Once per key audience, so AI writes to a real person, not 'stakeholders'.

THE PROMPT

Help me write a 4 to 5 line AUDIENCE PROFILE for [the group I write to most]. Cover: what they care about, what they already know, what they're skeptical of, the format they prefer, and the one thing that makes them stop reading. I'll paste this alongside my style profile so drafts are aimed, not generic.

8

08 The “do-not” list

WHAT IT DOES

Builds the list of words and patterns AI should never use in your name. This single list kills most AI tells.

WHEN TO USE IT

Once, then append to your saved instructions.

THE PROMPT

Based on my style profile and the samples I gave you, build my personal DO-NOT LIST: the exact words, phrases, and sentence patterns I should never let an AI draft contain in my name. Include the usual AI giveaways (overused words like 'utilise' and 'in today's landscape', plus em dashes if I avoid them) plus anything specific to my samples. Format as a simple bulleted list I can paste into instructions.

9

09 The voice drift check (score before you send)

WHAT IT DOES

Scores a draft against your style profile and names the three edits that would help most, so you fix the right things.

WHEN TO USE IT

On any important draft, before it goes out.

THE PROMPT

Score the draft below from 1 to 10 on how well it matches my style profile. Then list the top 3 specific edits that would push the score higher, quoting the exact lines to change. Don't rewrite the whole thing, just point to the 3 highest-impact fixes.
Draft: [paste].

10 The quarter-context block (your current priorities)

WHAT IT DOES

Captures your current priorities in under 80 words, so AI's suggestions match what is actually on your plate.

WHEN TO USE IT

Refresh at the start of each quarter so AI knows what you're actually working on.

THE PROMPT

Help me write a short CURRENT FOCUS block: my top 3 priorities this quarter, the 2 projects taking most of my time, and the 1 decision I'm currently weighing. Keep it under 80 words. I'll paste this when I want AI's suggestions to be relevant to what's actually on my plate, not generic advice.

11 Onboard your context into any new tool

WHAT IT DOES

Hands a new AI tool your whole context layer at once, so it is useful from the first message.

WHEN TO USE IT

Every time you try a new AI app, so it's useful in minute one.

THE PROMPT

I'm starting fresh in a new AI tool. Here is my context layer: my style profile, my About Me block, my audience profile, and my do-not list. Read all of it, confirm in one line that you've got it, then ask me one clarifying question before we start working. Context: [paste your saved blocks].

12 12 The shared team voice profile (for teams)

WHAT IT DOES

Builds one house-style profile your whole team can paste in, so everyone's drafts come out on-brand without a manager rewriting them.

WHEN TO USE IT

Once with your team, so everyone's AI drafts come out consistent.

THE PROMPT

We're a team that needs our AI-assisted writing to sound consistent. Using the 3 to 5 sample documents below that represent our house style, build a SHARED TEAM STYLE PROFILE: tone, structure, vocabulary we use, words we ban, and how we handle [our most common format]. Write it so any team member can paste it into their own AI and produce on-brand drafts without a manager rewriting them. Samples: [paste team samples].