



Make AI Sound More Like You

A plain-English client guide to personalising Microsoft Copilot, ChatGPT and Claude so they communicate more like you and less like a committee discovered adjectives.

Recommended approach

Do not write your own style profile from scratch. Run the AI Personality Interview first, then copy the finished profile into the personal instructions area of the tool you use. Prompt first. Profile second. Getting that backwards is where the nonsense starts.

Who this is for	Business users who use Copilot, ChatGPT, Claude or a mix of AI tools and want better first drafts with less rewriting.
What you will do	Run a short AI interview, generate a personal style profile, then save that profile into your preferred AI tool.
What you need	Access to Copilot, ChatGPT or Claude, plus honest answers about how you communicate and work.
What this is not	It is not magic, model training or a replacement for judgement. You still own what you send. The robots are not taking the blame for that client email.



Index

Use this page to jump to the section you need. In most PDF readers, the blue section names below are clickable. If your PDF reader ignores them, it is probably having a day. Use the page numbers in the footer instead.

- [1. Why most AI sounds generic](#)
- [2. The simple process](#)
- [3. Select-all copy section - master prompt](#)
- [4. Microsoft Copilot instructions](#)
- [5. ChatGPT instructions](#)
- [6. Claude instructions](#)
- [7. What a good profile should include](#)
- [8. Test and improve it](#)
- [9. Security and common sense](#)
- [10. Sources checked](#)

Quick summary

Paste the master prompt into a chat first. Answer the questions. Copy the finished profile. Paste that finished profile into Copilot, ChatGPT or Claude settings. Do not paste the whole interview prompt into settings unless you enjoy confusing software for sport.



1. Why Most AI Sounds Generic

Most AI tools are reasonably smart. They can write emails, summarise meetings, draft reports and help with research. The problem is that, out of the box, they usually sound like everyone else.

That usually means slightly generic, slightly corporate, and occasionally very excited about things no normal person is excited about.

Personal instructions fix the starting point. They tell the AI how you like to communicate, how much detail you want, what tone works for you, and what writing habits to avoid.

Before personalisation	After personalisation
Generic phrasing	Closer to your actual voice
More rewriting	Less cleanup before you use it
Same answer style for everyone	Tone and detail matched to you
Repeated prompting	Preferences saved once and reused
AI output	Useful first draft

Practical AI tip

If you are rewriting the same AI content every day, do not keep fixing the output. Fix the instructions. Otherwise you are basically buying a GPS and then arguing with it at every turn.





2. The Simple Process

This guide works for Microsoft Copilot, ChatGPT and Claude. The names of the settings are slightly different, but the idea is the same.

Step	What to do	Why it matters
1	Open a new chat in your preferred AI tool.	The interview prompt needs to run as a conversation first.
2	Paste the master prompt from the copy section.	The prompt asks structured questions and builds your profile.
3	Answer the questions with real examples.	Examples teach the AI what sounds like you and what absolutely does not.
4	Review the generated "Instructions about me" profile.	Make sure it is specific, practical and not generic fluff.
5	Copy only the finished profile.	The finished profile goes into settings. The interview prompt does not.
6	Paste the finished profile into Copilot, ChatGPT or Claude instructions.	Future responses should better match your style.

The common mistake

The big prompt is not the profile. The big prompt creates the profile. Copy the finished output from the AI, not the machinery that made it. Tiny distinction. Huge reduction in swearing.





3. Select-All Copy Section - Master Prompt

This section is deliberately plain and boring because it is meant to be copied. Select from START OF PROMPT to END OF PROMPT and paste it into Copilot, ChatGPT or Claude.

Easiest option

Use the separate plain-text prompt file included with this guide if available. It is cleaner than copying from a PDF, because PDFs occasionally treat line breaks like a personal challenge.

START OF PROMPT - SELECT FROM HERE

You are an AI assistant acting as a personal communication and thinking-style adapter.

Goal:

Learn my communication style, work persona, reasoning approach, and language preferences so future responses consistently sound like me and reflect how I think and operate at work.

Context:

Your final output will be reused as a saved personal instruction profile. It may be pasted into Microsoft Copilot Custom Instructions, ChatGPT Custom Instructions, Claude Instructions, Claude Project Instructions, or another AI tool that supports persistent instructions.

Interview rules:

- Interview me in short, focused rounds, with a maximum of 4 questions per round.
- Ask only high-impact, easy-to-answer questions.
- Adapt each round based on my previous answers.
- Infer patterns instead of asking everything explicitly.
- Prioritise practical examples over abstract descriptions.
- After 2 to 3 rounds, or once confidence is high, stop the interview and proceed directly to output.
- If details are missing, make reasonable, evidence-based assumptions rather than guessing broadly.

What to learn:

1. Communication style
 - Tone, voice, formality, response length, structure, and how I break down ideas.
2. Work persona and role context
 - My role, workday, key responsibilities, and who I interact with.
 - How I show up at work: hands-on, coaching, execution-focused, strategic, or a mix.
 - How I lead or influence: directive, collaborative, supportive, challenging.
 - Default priorities: speed, quality, alignment, risk, or practical outcomes.
 - How I handle accountability and decisions.
3. Communication by format
 - Preferences for email, chat, documents, summaries, reports and presentations.
 - When brevity is preferred and when detail is useful.
4. Language and localisation
 - Preferred language, regional spelling, terminology, date and time conventions.
5. Explicit preferences and dislikes
 - Words, phrases, jargon or tone styles to avoid.
 - Formatting preferences, such as no emojis or no unnecessary punctuation.
 - Anything that feels "not like me".
6. Behavioural patterns
 - Quirks or consistent tendencies.
 - How tone shifts by situation: urgency, conflict, persuasion, reassurance, or instruction.

Output rules:

- Reflect my work persona, not just writing style.
- Prefer practical, observable behaviours over personality labels.





- Default to clarity, usefulness and efficiency.
- Avoid generic corporate filler and generic AI phrasing unless I explicitly prefer them.
- Consider message intent: inform, instruct, persuade, analyse or escalate.
- Favour concise, action-oriented responses when in doubt.
- Make the profile useful across Microsoft Copilot, ChatGPT and Claude.

Pre-output quality check:

- Confirm the profile is specific, practical, and reflects how I actually communicate.
- Confirm it would meaningfully change how an AI assistant writes and reasons.
- Avoid anything generic or interchangeable with another user.

Final output - "Instructions about me":

1. How to sound like me
2. How to think and reason like me
3. My work persona and operating style
4. Language and formatting preferences
5. How to adapt tone by audience and situation
6. What to prioritise in responses
7. What to avoid
8. Examples: "This sounds like me" and "This does not sound like me"

Formatting:

Use concise, specific, actionable bullet points and concrete examples. Do not explain how you created it.

Refinement step after generating output:

1. Summarise 3 to 5 key inferred traits.
2. Ask: "Quick check - does this feel right? Say yes to confirm, or tell me what to change, such as more direct, less formal, fewer bullet points, or avoid certain words."
3. If changes are given, apply them immediately and regenerate the full output. Do not restart the interview.
4. After regeneration, ask: "All set now?".
5. If the answer is no, allow one more refinement cycle, then finalise.
6. If the answer is yes, or after the final cycle, proceed to the final step below.

Final step:

9. How to use this
 - Copy everything from "Instructions about me" through the end of section 8, Examples, only.
 - Paste the copied profile into the personal instructions area of your AI tool.
 - Do not paste this whole interview prompt into the settings area. This prompt belongs in a chat first. The finished profile belongs in settings.

10. Ready-to-copy version

Repeat the full "Instructions about me" section here, from the start through the end of Examples, with no additional commentary.

Start now with the first round of questions.

Round 1 focus:

- My communication style.
- My role and work context, using simple guided questions.
- Any obvious dislikes or preferences about tone, wording or formatting.

END OF PROMPT - STOP COPYING HERE





4. Microsoft Copilot Instructions

Use this if your business primarily works in Microsoft 365 and you want Copilot to produce better emails, summaries, documents and meeting outputs.

Part A - create the profile

1. Open Microsoft 365 Copilot Chat and sign in with your work account.
2. Paste the master prompt into a new chat.
3. Answer the interview questions.
4. When Copilot creates the finished "Instructions about me" profile, review it and ask for changes if needed.
5. Copy only the finished profile, from "Instructions about me" through the examples.

Part B - save the profile

1. In Copilot Chat, select Settings or Chat settings from the top-right menu.
2. Open Personalization.
3. Find Custom instructions.
4. Select Edit instructions.
5. Paste the finished profile.
6. Save the instructions.
7. Start a new chat and test it with a familiar task.

If the setting is missing

If Custom Instructions, Saved Memories or Chat History are unavailable or greyed out, your organisation may have disabled enhanced personalisation. Ask your IT provider to check the tenant settings rather than poking around randomly. Random poking is rarely a mature governance strategy.





5. ChatGPT Instructions

Use this if you work in ChatGPT and want it to remember your communication preferences across chats.

Part A - create the profile

1. Open ChatGPT.
2. Start a new chat.
3. Paste the master prompt.
4. Answer the interview questions.
5. Review the finished "Instructions about me" profile and make any final tweaks.
6. Copy only the finished profile, not the whole interview prompt.

Part B - save the profile

1. Open Settings.
2. Open Personalization.
3. Make sure customization is enabled.
4. Open Custom Instructions.
5. Paste the finished profile into the Custom Instructions field.
6. Save your changes.
7. Test it with a normal work task, such as rewriting a client email or summarising a meeting.

Worth knowing

OpenAI says Custom Instructions can be edited or deleted, and are used to personalise responses. Avoid putting sensitive information in them. Good instructions are about style, role and preferences, not secrets.





6. Claude Instructions

Use this if you use Claude and want account-wide instructions, project-specific instructions, or both. Claude has a few personalisation options, so keep the use case clear.

Option A - account-wide Instructions for Claude

1. Open Claude.
2. Select your initials or profile menu in the lower-left corner.
3. Open Settings.
4. Find Instructions for Claude.
5. Paste the finished profile.
6. Save the instructions.
7. Start a new chat and test the result.

Option B - Claude Project Instructions

Use Project Instructions when the style or context applies to a specific business, client, department or workflow rather than everything you do in Claude.

1. Open or create a Claude Project.
2. Open the Project Instructions area.
3. Paste either the full finished profile or a shorter version tailored to that project.
4. Save the project instructions.
5. Use that project for work where the same context and response style should apply.

Simple rule

Use account-wide instructions for your general work style. Use project instructions for specific clients, documents or workflows. Mixing everything into one giant instruction blob usually produces AI soup. No one needs soup.



7. What a Good Profile Should Include

A useful profile changes the output. If it could apply to anyone, it is too generic.

Section	What it should explain	Example
Tone and voice	How you want messages to sound.	Direct, practical, conversational, professional without being stiff.
Role context	Your job, audience, priorities and common work.	I manage client relationships, operations and business decisions.
Reasoning style	How recommendations and decisions should be presented.	Lead with the recommendation, then risks, action items and evidence.
Formatting	How answers should be structured.	Use headings, bullets, numbered steps and concise summaries.
Language	Spelling, terminology and regional preferences.	Use Australian English, metric measurements and local business wording.
What to avoid	Words, tone or formats you dislike.	Avoid jargon, excessive enthusiasm, emojis and vague corporate filler.
Examples	What sounds like you and what does not.	This gives the AI a target and a warning label.

Good example

Good instruction

Write in plain English for non-technical business users. Lead with the recommendation, then list key risks and practical next steps. Use Australian English. Avoid corporate jargon, excessive enthusiasm, emojis and vague filler.

Weak example

Weak instruction

Be professional and helpful.

The weak version is not wrong. It is just so vague it barely does anything. Like telling a mechanic to make the car better.



8. Test and Improve It

After saving the profile, test it with familiar work. You want to know whether the AI sounds more like you in real situations, not whether it can perform interpretive dance with bullet points.

Test prompt	What to look for
Draft an email to a client explaining a project delay.	Does it sound like you? Is it too formal, too vague, or too apologetic?
Summarise this meeting into action items.	Are owners, risks and next steps clear?
Rewrite this for a non-technical audience.	Does it remove jargon without sounding patronising?
Give me a recommended decision with risks and action items.	Does it lead with the answer and support it properly?

When to update the profile

- Your role changes.
- You start using a different AI tool or working style.
- The AI keeps making the same tone or formatting mistake.
- Your team wants a clearer standard for client-facing content.
- You keep editing the same thing out of every response.

Practical rule

If you correct the same behaviour three times, update the instructions. Otherwise you are not using AI. You are supervising a very fast intern with amnesia.





9. Security and Common Sense

- Keep personal instructions professional and work-related.
- Do not include passwords, API keys, client secrets, private financial details or confidential client information.
- Do not use personal instructions to bypass company policies, data permissions, security controls or sensitivity labels.
- Treat AI output as a draft. Review important details before sending anything to clients.
- If your organisation has an AI policy, follow it. If your organisation does not have one, that is a separate problem worth fixing.

Client-safe recommendation

Personal instructions should describe how a person communicates and works. They should not become a dumping ground for confidential business data. That road leads to awkward conversations and possibly legal ones.



10. Sources Checked

These sources were checked while updating the guide. Interface labels can change over time, so clients should follow the closest matching option if the wording in their app differs slightly.

- Microsoft Support: Customize how Microsoft 365 Copilot responds to you - support.microsoft.com
- Microsoft Learn: Manage Copilot personalization and memory - learn.microsoft.com
- OpenAI Help Center: ChatGPT Custom Instructions - help.openai.com
- Claude Help Center: Understanding Claude personalization features - support.claude.com

Final thought

Good setup does not make AI perfect. It just means the first draft starts closer to useful. That is the whole point. Less fixing, less rewriting, and fewer sentences that sound like they were assembled during a LinkedIn hostage situation.

