

FREE WORKBOOK



The AI Foundation Kit

*Turn a vague dream into a clear goal, then teach any AI who
you are.*

GOAL CLARITY ♦ FOUNDATION PROFILE ♦ 6 STARTER PROMPTS ♦ SIX-FILTER SCORE

Works with ChatGPT · Claude · Gemini · Grok

About 45 minutes · No tech skills needed

Do this one-time setup on a computer (about 30–45 min). After that, everything works on your phone.

Better answers start with you, not the AI.

Vague questions get vague answers. The fix is not a secret prompt. The fix is two things: a clear goal, and an AI that knows who you are. This kit builds both.

1

Get clear on your goal

Turn a big dream into a 90-day goal and weekly tasks. **10 min**

2

Answer 10 questions

Short, simple questions about you and how you work. **10 min**

3

Paste your profile into your AI

One time setup in ChatGPT, Claude, Gemini, or Grok. **5 min**

4

Try 6 starter prompts

Plan, write, learn, decide, fix, and review. **15 min**

5

Score your prompts

Use the Six Filters to check any prompt before you use it. **5 min**

Way A: Fill it in here

Type in the boxes on a computer (Adobe Reader, Chrome, Edge, or Preview), then save. Or print the pages and write by hand.

Way B: Let AI interview you

Paste the **Foundation Builder** prompt (page 12 or the .txt file) into any AI. It asks the questions and writes your profile and prompts.

Do this one-time setup on a computer (about 30–45 min). After that, everything works on your phone.

How to read the prompts: words in **[brackets]** are blanks. Replace them with your own words, brackets and all.

WHY THIS WORKS

Specific goals beat "do your best." In one big review of goal studies, specific, hard goals led to better results in about 9 out of 10 studies.¹ Plans that say *when* and *how* you will act also help people follow through.² And the companies that make these AIs give the same advice: be clear and give context.³ Sources on page 14.

Climb the Goal Ladder

Most goals start fuzzy, like "I want more freedom." AI can't help much with fuzzy. So we climb down from a dream to things you can do this week.

1

Dream

What you want more of. Messy is fine.

"I want to share my baking with more people."

2

End result

What is different when it's done?
Something you can see or count.

"People order my cakes every week, and I have an easy way to take orders."

3

90-day goal

One step toward the end result. It needs a number and a date.

"Get 12 cake orders by March 31."

4

Weekly outputs

2 or 3 things you make or do each week. Things you control.

"Post 3 cake videos. Message 5 past customers. Bake 1 new sample."

Example above is an illustration, not a real person.

The "So what?" test

After your dream, ask: *"And what would that give me?"* Ask up to 2 times. Stop when the answer is something you can see or count. That's your end result.

Outputs, not outcomes

"Get 1,000 followers" is an outcome. You can't control it. "Post 3 videos" is an output. You can. Plan outputs; outcomes follow.

STEP 1 • YOUR TURN

My Goal Ladder

1. My dream: what do I want more of?

"And what would that give me?"

"And what would *that* give me?"

2. My end result: what will I see or count when it's done?

3. My 90-day goal

What

How much (a number)

By when (a date)

4. My weekly outputs (things I control)

QUICK CHECK

- ☐ My 90-day goal has a number.
- ☐ It has a date about 90 days from now.
- ☐ Each weekly output is something I control.
- ☐ If I do my outputs every week, my goal is likely.

Tell your AI who you are

Short answers are best. A few words each is fine. You will use these answers on the next page.

1. What do you do? Your job, business, school, or main role.

2. Who do you help or serve? Clients, readers, your team, your family, or just you.

3. What 3 things do you most want AI to help with? Like emails, social posts, planning, learning, ideas.

4. What do you already know well? AI can skip the basics here.

5. What are you new at? AI should explain these simply.

6. What tools or apps do you use every day? Like Gmail, Canva, Excel, Instagram.

7. How should AI talk to you? Friendly, direct, short, detailed, funny, formal.

8. What format do you like best? Bullet points, steps, short paragraphs, tables.

9. What should AI never do or say for you? Topics, words, or private info to avoid.

10. What should AI always do? Like "ask me if unclear" or "give me 2 options."

Build your profile

Fill in the blanks with your answers from pages 4 and 5. This is the text you will paste into your AI.

COPY & PASTE

About me: I am a **[your role]** who helps **[who you help]**.

My 90-day goal: **[goal with a number and a date]**.

My weekly outputs: **[output 1]**, **[output 2]**, **[output 3]**.

Use AI for: **[use 1]**, **[use 2]**, **[use 3]**.

I know well: **[topics]**. I'm new at: **[topics]** (explain these simply).

My tools: **[apps you use every day]**.

How to answer me: **[tone, like friendly and direct]**.

Format I like: **[like short bullet points]**.

Never: **[things AI should never do or say for you]**.

Always: **[your answer to question 10]**. Ask me one question if my request is unclear. Tell me when you are guessing or not sure. Do not make up facts, numbers, or quotes.

Keep it short

Stay under **1,400 characters** (about 220 words). ChatGPT's free plan allows 1,500.⁴ Shorter is fine.

Keep it private

Never add passwords, bank or ID numbers, or anything you would not want saved.

Write or paste your finished profile here

Paste it once. Use it every day.

Each app has a settings box that it reads before every chat. Put your profile there, and you never have to explain yourself again.

ChatGPT

1. Click your profile icon, then **Settings**.
2. Open **Personalization**.
3. Turn on **Enable customization**.
4. Paste into **Custom instructions**.

On the phone app, it may say **Customize ChatGPT**. Free plan limit: 1,500 characters.

Claude

1. Click your initials (bottom left), then **Settings**.
2. Find **Instructions for Claude**.
3. Paste your profile and save.

Older versions call it **personal preferences** under Settings > Profile.

Gemini

1. Go to **Settings & help**.
2. Open **Personal Intelligence**.
3. Choose **Instructions for Gemini**, then **Add +**.
4. Paste, then **Submit**.

You need a personal Google account. Some memory features are not in every country yet.

Grok

1. Click your profile icon, then **Settings**.
2. Open **Customize** (some versions say **Personalization**).
3. Choose **Custom / Custom instructions**.
4. Paste and **Save**.

You can switch it off and on without losing your text.

Can't find the setting?

Paste your profile at the top of a new chat and add: *"Use this profile for this whole chat."* It works in any AI.

Test it

Start a new chat and ask: *"What do you know about me and my goal?"* If it answers well, you're set.

Menu names change often. If a name is a little different, pick the closest match. Steps checked October 2026.⁵

Six prompts to start with

Your profile does the heavy lifting, so these stay short. Fill the **[brackets]**, paste, and send.

1 Plan My Week

Turns your 90-day goal into this week's tasks.

COPY & PASTE

Use my profile. My 90-day goal is **[your goal]**. Today is **[date]**.
Make my plan for this week. Give me no more than 5 tasks, tied to my weekly outputs.
For each task, list: the task, why it matters for my goal, and about how long it takes.
Put the most important task first.
If my goal is unclear, ask me one question before you start.

2 Write It in My Voice

Emails, posts and messages that sound like you.

COPY & PASTE

Write a **[email / social post / text message]** to **[who it is for]** about **[topic]**.
The goal: I want them to **[do or feel this]**.
Use the tone in my profile. Keep it under **[number]** words.
Here is a sample of how I write: **[paste 2 or 3 sentences you wrote]**.
Do not make up facts, numbers, or quotes. Give me 2 versions to choose from.

3 Explain It Simply

Learn anything new, fast.

COPY & PASTE

Explain **[topic]** like I'm smart but new to it.
Use simple words and one real-life example.
Then give me 3 key points and 1 small thing I can try today.
If experts disagree on this, say so. Tell me if you are not sure about anything.

STEP 4 • STARTER PROMPTS

4

Help Me Decide

Compare options with clear facts.

COPY & PASTE

Help me choose between **[option A]** and **[option B]**.

What matters most to me is **[your goal or value]**.

First, list the basic facts we know for sure.

Then compare the options in a table: cost, time, risk, and how each one helps my 90-day goal.

Tell me your pick and why. Then tell me what new fact would change your answer.

5

Fix My Prompt

Makes any prompt better with the Six Filters.

COPY & PASTE

Here is my prompt: **[paste your prompt]**.

Score it 0, 1, or 2 on each of these six filters: first principles, clarity, context, truth, safety and ethics, proof.

Show the scores in a table with a total out of 12.

Then rewrite my prompt so it scores 12 out of 12.

If details are missing, ask me for them. Do not guess.

6

Weekly Review

Checks your week and sets up the next one.

COPY & PASTE

Here is what I planned this week: **[list your weekly outputs]**.

Here is what I actually did: **[list what you did]**.

Compare the two. Tell me 1 thing that worked, 1 thing to change, and my top 3 outputs for next week.

Be kind but honest. Keep it short.

Tip: If an answer misses, don't start over. Reply with what to change: *"Shorter, and warmer."*

Check any prompt in 1 minute

Give each filter **0** (missing), **1** (partly there), or **2** (clearly there). The top score is 12.

FILTER	ASK YOURSELF	2 POINTS LOOKS LIKE	SCORE
1. First principles	Does it start from the real end result and why it matters?	Names the end result, not just the task.	
2. Clarity	Is it one clear ask, with the format and length stated?	One job. Says the format and length.	
3. Context	Does the AI know who it's for and the key details?	Gives audience, background, and a sample.	
4. Truth	Does it tell the AI to stick to facts and flag guesses?	Says: no made-up facts, say when unsure.	
5. Safety & ethics	Is it honest, fair, legal, and free of private info?	Nothing misleading. No passwords or private data.	
6. Proof	Does it say what a good result looks like?	A clear check: word count, number, or test.	
TOTAL (out of 12)			

11–12

Ready. Send it.

8–10

Good. Fix your lowest filter.

0–7

Rewrite it with prompt 5, "Fix My Prompt."

The prompt I scored

What I will fix

Before and after

ILLUSTRATION: a made-up example to show how a prompt changes. Not a real customer result. Your AI's answers will vary.

BEFORE • 3 of 12

"Write a post about my bakery."

The AI has to guess everything: who it's for, the goal, the tone, the facts, the length. So you get a generic post.

First principles 0

Clarity 1

Context 0

Truth 0

Safety 2

Proof 0

AFTER • 12 of 12

My end goal: get 5 new cake orders this month from people who live near me.

FIRST PRINCIPLES

Write one Instagram post for busy parents in my town who need a birthday cake but have no time to bake.

CLARITY + CONTEXT

My bakery: home bakery, custom birthday cakes, order 7 days ahead, local pickup only.
My tone: warm and a little playful.

CONTEXT

Use only the facts I gave you. Do not invent prices, reviews, or awards.

TRUTH

No pressure tactics or fake urgency.

SAFETY & ETHICS

Keep it under 80 words, start with a hook, and end with one clear step: "Send me a message to order." Give me 2 versions.

PROOF + CLARITY

First principles 2

Clarity 2

Context 2

Truth 2

Safety 2

Proof 2

What changed

Same AI. Same topic. The "after" prompt says the real goal, who it's for, the facts, the tone, what not to do, and how to check the result. The gold labels show which filter each line covers.

Let AI do the interview

Copy this whole prompt (it continues on the next page) into a new chat in any AI. Or open the file **Foundation Builder Master Prompt.txt** from your download. That's the easiest way to copy it.

COPY & PASTE

You are my Foundation Builder. Your job is to interview me, then build my AI Foundation Profile and my personal Prompt Kit.

HOW TO INTERVIEW ME

- Ask ONE question at a time. Wait for my answer before you ask the next one.
- Use simple words (5th to 8th grade reading level). Be warm and short.
- With each question, give me 2 or 3 short example answers so I know what you mean.
- If my answer is vague, ask one follow-up question to make it clear. Do not ask more than one follow-up per question.
- If I say "skip" or "I don't know," move on and mark that item [to fill in later].
- Never make up facts about me. Use only what I tell you.
- Before each new part, tell me where we are, like: "Part 2 of 3, question 4 of 6."

PART 1 - GOAL CLARITY (4 questions)

1. Dream: "What do you want more of in your life or work? Say it any way you like. Messy is fine."
2. End result: "Picture it is done. What is different? What can you see, count, or show someone?" Keep asking "and what would that give you?" (up to 2 times) until we reach the real end result.
3. 90-day goal: "What is one step toward that end result you could finish in the next 90 days? Give it a number and a date." Help me make it specific and measurable (what, how much, by when).
4. Weekly outputs: "What 2 or 3 things could you make or do each week that move you toward that goal?" Outputs must be things I control (like "post 3 videos" or "call 10 people"), not results I can't control (like "get 1,000 followers").

PART 2 - ABOUT ME (6 questions)

5. "What do you do? (Your job, business, school, or main role.)"
6. "Who do you help or serve? (Clients, readers, family, team, or just yourself.)"
7. "What do you want to use AI for most? Pick up to 3."
8. "What do you already know well, and what are you new at?"
9. "What tools or apps do you use every day?"
10. "Is there anything AI should never do or say for you? (Topics, words, or private info to avoid.)"

PART 3 - HOW I LIKE ANSWERS (2 questions)

11. "How should AI talk to you? (For example: friendly, direct, short, detailed, funny, formal.)"
12. "What format do you like best? (For example: bullet points, steps, short paragraphs, tables, or a draft I can copy.)"

When all 12 are done, show a short summary of my answers and ask: "Did I get this right? Anything to change?" Fix anything I correct. Then build my results.

COPY & PASTE

YOUR OUTPUT (after I confirm)

Use these exact headings.

A) MY FOUNDATION PROFILE

- Write it in first person ("I am...", "I want...").
- Keep it UNDER 1,400 characters, spaces included, so it fits every app's settings box (ChatGPT's free plan allows 1,500).
- Use these labels: About me / Who I serve / My 90-day goal / My weekly outputs / Use AI for / I know well / I'm new at / My tools / How to answer me / Format I like / Never do / Always do.
- Under "Always do," include: "Ask me one question if my request is unclear. Tell me when you are guessing or not sure. Do not make up facts, numbers, or quotes."
- Put the whole profile in one copy box so I can copy it in one step.

B) MY GOAL MAP

Dream -> End result -> 90-day goal (with number and date) -> Weekly outputs (2 or 3). One line each.

C) MY PROMPT KIT (6 prompts, filled in with my details)

Write 6 ready-to-paste prompts made for me:

1. Plan my week (turns my 90-day goal into this week's tasks)
2. Write it in my voice (an email, post, or message)
3. Explain it simply (help me learn something I'm new at)
4. Help me decide (compare my options)
5. Fix my prompt (improve any prompt with the six filters)
6. One prompt for my top AI use from question 7

Put each prompt in its own copy box. Leave [brackets] only where I must add something new each time.

D) QUALITY SCORE

Score each of the 6 prompts with the Six Filters. Give 0, 1, or 2 points for each filter (12 points max):

- First principles: Does it start from the real end result and why it matters?
- Clarity: Is it one clear ask, with the format and length stated?
- Context: Does it say who it is for and give the details the AI needs?
- Truth: Does it ask the AI to use facts, say when it is unsure, and not make things up?
- Safety and ethics: Is it honest, fair, legal, and free of private info that should not be shared?
- Proof: Does it say what a good result looks like, so I can check it?

Show the score as a small table. If any prompt scores under 10, fix it and show the new score.

E) WHERE TO PASTE MY PROFILE

Give me these short steps. Tell me menu names can change a little, so I should look for the closest match.

- ChatGPT: Settings > Personalization > turn on "Enable customization" > paste into Custom instructions.
- Claude: Settings > Instructions for Claude (in some versions: Settings > Profile, under personal preferences) > paste.
- Gemini: Settings & help > Personal Intelligence > Instructions for Gemini > Add > paste > Submit.
- Grok: Settings > Customize (in some versions: Personalization) > Custom instructions > paste > Save.
- Any app: if you can't find the setting, paste your profile at the top of a new chat and say "Use this profile for this whole chat."

F) YOUR NEXT 3 STEPS

Three short steps I can do today, in 15 minutes or less each.

Start now with: a one-line welcome, then Part 1, question 1.

YOU DID IT

Your AI foundation is set.

- ☐ I have a 90-day goal with a number and a date.
- ☐ I picked 2 or 3 weekly outputs I control.
- ☐ My profile is pasted into my AI.
- ☐ I tried at least one starter prompt.
- ☐ I scored a prompt with the Six Filters.

Make it a habit

Every Monday, use **Plan My Week**. Every Friday, use **Weekly Review**. When your goal changes, update your profile. It takes 2 minutes.

Ready for more? Paid engines that build on this same foundation are available where you got this kit.

SOURCES

1. Locke, Shaw, Saari & Latham (1981). "Goal setting and task performance: 1969–1980." *Psychological Bulletin*, 90(1), 125–152.
2. Gollwitzer & Sheeran (2006). "Implementation intentions and goal achievement: A meta-analysis." *Advances in Experimental Social Psychology*, 38, 69–119.
3. Prompting guides from OpenAI (platform.openai.com/docs), Anthropic (docs.anthropic.com) and Google (ai.google.dev).
4. OpenAI Help Center, "ChatGPT Custom Instructions"; character limits as reported October 2026.
5. Help pages from OpenAI, Anthropic (support.claude.com), and Google (support.google.com/gemini); Grok settings at grok.com. Checked October 2026.

AI tools can make mistakes. Check important facts. This kit is for learning and does not promise any result.