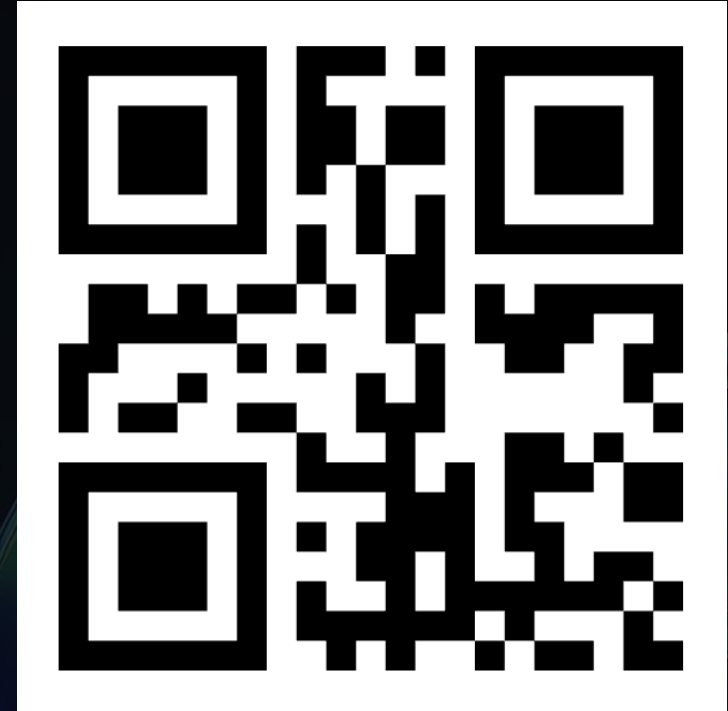


The Practical AI Blueprint

Context & Personas



DON'T HAVE THE APP?
Download it here.



Scan to check-in or use code:
Prompting1

The Practical AI Blueprint: Context & Personas

Learn how to give AI the right "context" so it stops giving you generic answers. This session is all about the practical side of building an AI persona that acts as a true assistant, tailored specifically to the work you do every day.

Lab Room Setup: Using the info from your pre-lab survey (by registering for this session you'll receive the survey in early May).

Expert Support: Our team of experts will circulate through the room to provide hands-on help, making sure you leave the 30-minute session with a setup that actually works for you

This is a hands-on **BYOD (Bring Your Own Device)** session. A device is required to participate.

In 2026, You Shape AI With Three Things

1. MEMORY — who you are

Facts the tool remembers across every chat: your role, projects, preferences, how you write. *ChatGPT & Gemini auto-extract. Claude opt-in per Project. Copilot pulls from M365.*

ENABLE THEM!

2. INSTRUCTIONS — how to behave

A short standing brief: tone, format, what to avoid, what to always include.

Custom Instructions (ChatGPT), Project instructions (Claude), Gem persona (Gemini), Agent setup (Copilot).

3. SKILLS — what to do

Reusable procedures the tool runs on demand: a repeatable meeting, a code review, a contract summary.

Repeatable Work = Repeatable Output

Native in Claude. Workaround via Projects/Gems/Agents elsewhere.

How to Load a Skill in Each Tool

Only Claude treats Skills as a first-class feature. In the others, you paste the skill text into the tool's persistent instructions field.

- **Claude** (native) — Upload your SKILL.md to Settings → Capabilities → Skills. It auto-loads when its triggers match, or call it directly with “/skill-name”.
- **ChatGPT** (workaround) — Create a Project, paste the skill into Instructions, attach reference files to Project Files. New chats in that Project use the skill automatically.
- **Gemini** (workaround) — Create a Gem, paste the skill into the Instructions field, save. Pick that Gem from the dropdown when you need it.
- **Copilot** (workaround) — Save the skill to Prompt Gallery for one-click reuse, or paste it into an Agent's instructions in Copilot Studio for a persistent version.

SO WHAT DO WE DO INSTEAD: Re-use Prompts

What does it look like?

STEP 1 — Seed Memory

Tell the tool 3 things: your role, the team/org you work in, one current project you spend time on.

STEP 2 — Write Instructions

"Act as [my role]. Write in [voice: direct / warm / formal]. Always [include X / cite sources / ask before assuming]. Never [Y]."

STEP 3 — Use the Skill

Ask the agent to complete a task for you in a SINGLE PROMPT WITH THE INSTRUCTIONS

WHY?!

Different tools will add skill-like services over time.

- Copilot's 'Prompt Library' is a great example of this feature that you will be able to take advantage of when your Copilot environment allows it (Live for some users as of May 18th)
- Gemini Skills exist in the CLI but not the WebApp yet.
- Skills are in Beta for ChatGPT and should be rolled out further soon.

Build Your Primary Prompt

One block of text you paste at the start of any chat. Skills just save it for you.

1. Capture your voice

"Read 10 emails I sent. In 5 bullets, describe my tone, sentence length, and words I use vs. avoid."

2. Capture what the AI should know about you

"List 8 facts the AI should remember: role, team, projects, how I decide. One line each."

3. Capture do's and don'ts

"Write 6 rules for how the AI should respond – 3 'always' and 3 'never.'"

4. Assemble the primary prompt

"Combine the above into one paste-ready block. Structure: WHO I AM / HOW I WRITE / ALWAYS / NEVER. Under 250 words."

5. Use it

Save it as a word doc to begin with. Then, underneath it, put the prompt you want to use. Paste it into your chat every time.

Overtime, with memories, the AI will learn to write like you and until it does, this prompt gets you there immediately.

REFINE IT! Continue to use it. Have AI Update it.

Thank you!

COMING UP NEXT

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AI Agents