No. 120

AI TOOLKIT SERIES · THE METHOD

Your Custom Assistant

Build your own reusable AI assistant, set up once and called on every day, without writing a line of code.

Ten prompts to frame, instruct, test and deploy an assistant that applies your rules on its own.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, ChatGPT, Claude and Gemini let you build your own reusable assistant (Custom GPT, Project, Gem) in minutes, with no code. Three cues before you start.

1. **A custom assistant is not magic.**
   It applies your instructions every time. Clear instructions give reliable answers; vague ones give vague answers.

2. **Mind the data you hand it.**
   Any document added to its knowledge can show up in its answers. Put nothing confidential into a tool you have not vetted.

3. **An assistant is tested and fixed.**
   The first version often gets it wrong. Test it on real cases, spot where it slips, then adjust the instructions.

Good reflex: write the instructions as if briefing a new colleague, test on real examples, and never hand sensitive data to an unvetted tool.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Design your assistant end to end, step by step.

1 **Frame**
01 The Clear Need · 02 The Named Assistant

2 **Instruct**
03 The Instructions Set · 04 The Tone Tuned

3 **Feed**
05 The Knowledge Base · 06 The Examples Given

4 **Test**
07 The Honest Test · 08 The Guided Fix

5 **Deploy**
09 The Daily Use · 10 The Careful Share

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · FRAME

The Clear Need

PROMPT TO COPY

Role: you are a consultant who helps design a useful AI assistant.
Context: I keep redoing the same task: [replying to client emails].
Task: help me define precisely what my future assistant should do.
Format: the mission in one sentence, 3 tasks it handles, and 2 things not to hand it.

WHAT YOU GET

An assistant with a focus, not a catch-all. You know exactly what it serves for each day.

PROMPT 02 · FRAME

The Named Assistant

PROMPT TO COPY

```
Role: you are an AI assistant designer.
Context: my assistant will handle [the mission from prompt 01], for me and [my team].
Task: propose a clear name, a short description and the right tool (Custom GPT, Project or Gem).
Format: 3 possible names, a one-line description, and the recommended tool with its reason.
```

WHAT YOU GET

An assistant you can identify and the right tool chosen. You stop scattering across ten apps.

PROMPT 03 · INSTRUCT

The Instructions Set

PROMPT TO COPY

```
Role: you are an expert who writes an AI assistant's instructions.
Context: my assistant must [the mission], for a [non-technical] audience.
Task: write its standing instructions, the ones it follows in every conversation.
Format: Role, Context, Task, Format, as short numbered text, ready to paste into its setup.
```

WHAT YOU GET

The heart of your assistant. These rules apply on their own, you never retype them again.

PROMPT 04 · INSTRUCT

The Tone Tuned

PROMPT TO COPY

```
Role: you are a writer who cares about style.
Context: here are my assistant's instructions: [paste]. I
want it [warm and simple].
Task: add the tone, length and language rules it must
always respect.
Format: 5 short rules: tone, length, language, what to
avoid, and how it signs off.
```

WHAT YOU GET

An assistant that always speaks in one voice. Its answers are ready to send, not to redo.

PROMPT 05 · FEED

The Knowledge Base

PROMPT TO COPY

```
Role: you are a document specialist.
Context: my assistant must rely on my own documents: [my prices, my templates].
Task: tell me which files to add to its knowledge and how to prepare them.
Format: the list of useful documents, the recommended format, and what must never go in.
```

WHAT YOU GET

An assistant that knows your reality, not generalities. It answers with your own information.

PROMPT 06 · FEED

The Examples Given

PROMPT TO COPY

```
Role: you are an AI assistant trainer.
Context: I want it to mirror this answer style: [paste 1 or 2 good examples].
Task: explain how to use these examples so it reproduces the right format.
Format: where to place the examples, how to present them, and one rule to add to the instructions.
```

WHAT YOU GET

An assistant that copies your best answers. It starts from a model instead of improvising.

PROMPT 07 · TEST

The Honest Test

PROMPT TO COPY

```
Role: you are a demanding tester.
Context: here are its instructions: [paste]. And here are 3
real cases: [paste].
Task: run these cases, then tell me where its answers slip
or lack precision.
Format: for each case: what works, what is off, and the
likely cause in the instructions.
```

WHAT YOU GET

The flaws seen before your clients do. You fix on real cases, not at random.

PROMPT 08 · TEST

The Guided Fix

PROMPT TO COPY

```
Role: you are a designer who improves an AI assistant.
Context: my assistant got this wrong: [paste the problem].
Its instructions are: [paste].
Task: propose the fix to make to the instructions, without
rewriting everything.
Format: the line to change, its new wording, and why it
solves the problem.
```

WHAT YOU GET

An assistant that improves each pass. You adjust one sentence, not the whole setup.

PROMPT 09 · DEPLOY

The Daily Use

PROMPT TO COPY

```
Role: you are a productivity coach.
Context: my assistant [mission] is ready. I want to use it fast, every day.
Task: show me how to open it in two seconds and what to say to start.
Format: the shortcut to open it, 3 typical starter lines, and a habit to remember it.
```

WHAT YOU GET

An assistant actually used, not forgotten. It becomes a reflex instead of a gadget.

PROMPT 10 · DEPLOY

The Careful Share

PROMPT TO COPY

```
Role: you are a cautious adviser on sharing AI tools.
Context: I want to share my assistant with [my team or my clients].
Task: explain how to share it and what to check first.
Format: the sharing steps, the data to remove first, and one security rule to keep.
```

WHAT YOU GET

An assistant shared with no bad surprise. Your team benefits, your data stays protected.

No. 120

YOUR TURN

Assistant, Ready

You now know how to build your assistant: frame it, instruct it, feed it, test it, deploy it. Ten prompts, one recipe to reuse.

Instructions as clear as for a colleague, tests on real cases, and never sensitive data on an unvetted tool.

Join the SYSTINFO community to get a card like this one every day.

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