No. 139

AI MASTERY SERIES · THE METHOD

Your Online Reputation

When people type your name, and when they ask an AI, what shows up? Learn to see, correct and build your image online.

Ten prompts ready to copy to steer what the internet and AI assistants say about you, and turn your name into an asset.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, people no longer just type your name into a search engine: they also ask an AI assistant. And the AI answers with confidence, sometimes right, sometimes wrong. Your online reputation is now a mix of what others post and what AIs summarize from it. The good news: you have more say than you think. Three cues before you dive in.

1. **What an AI says about you is not gospel.**
   It stitches together scraps found online and can invent facts or confuse you with someone else. Check the source before reacting, and do not panic.

2. **You do not control everything, but you weigh a lot.**
   What you post that is clear, accurate and consistent becomes the material people read and AIs repeat. Emptiness fills itself, often badly.

3. **The only method that lasts is the truth.**
   Correct, ask politely for removal, build something real. Fake reviews and attacks backfire and are quickly spotted.

Good reflex: once a quarter, search your name and ask an AI assistant 'what do you know about [your name]?', then correct what is wrong.

THE METHOD

The Method

Five moves, ten prompts ready to copy. See what shows up about you, clean up what hurts, build a presence that fits you, become findable for the right reasons, then watch and reply with composure. Each prompt is typed to your AI assistant, and you keep the final say on what you publish.

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THE RCTFE RECIPE

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

PROMPT 01 · AUDIT

The Digital Mirror

PROMPT TO COPY

```
Role: you are a kind investigator looking for traces of me online.
Context: my name is [name], I live in [city] and I work in [field].
Task: tell me what someone finds when searching my name, and the first impression it gives.
Format: a list by source type (social, articles, photos), then three lines on the image it projects.
```

WHAT YOU GET

You see your name through a stranger's eyes. The AI misses things: complete it by searching your own name in quotes.

PROMPT 02 · AUDIT

The AI Snapshot

PROMPT TO COPY

```
Role: you are the assistant people ask about who I am.
Context: someone asks you 'what do you know about [name],
from [city]?'.
Task: answer as you would to that person, then flag what
you are unsure of.
Format: your answer first, then a list of what may be
wrong, confused or invented.
```

WHAT YOU GET

You find out what an AI tells people about you. Run the test on another assistant: answers vary, and so do the errors.

PROMPT 03 · CLEAN

The Weak Spot

PROMPT TO COPY

```
Role: you are a frank but kind image adviser.
Context: here is what shows up about me: [paste the audit list].
Task: spot what hurts me most and say why in one sentence.
Format: a ranking from most to least damaging, each with one simple action.
```

WHAT YOU GET

You know where to start instead of fixing everything at once. Tackle first what is both very visible and truly harmful.

PROMPT 04 · CLEAN

The Removal Request

PROMPT TO COPY

```
Role: you are a calm, courteous writer.
Context: this content is about me and should be removed or corrected: [link, the problem].
Task: write a message to the site or person asking for removal or correction.
Format: short, polite, firm, with a clear reason and exactly what I ask for.
```

WHAT YOU GET

A request that stands a chance without conflict. Keep a dated copy of what you sent, useful if nothing moves.

PROMPT 05 · BUILD

The Honest Bio

PROMPT TO COPY

```
Role: you are a biographer writing in my place, in my tone.
Context: here is who I am and what I want to highlight:
[job, path, values].
Task: write my bio in two formats, a short one and a long
one.
Format: a two-line bio and a six-line bio, plain, accurate,
without overselling me.
```

WHAT YOU GET

A bio ready to paste on your profiles. Check each fact: an accurate bio holds up, an inflated one backfires.

PROMPT 06 · BUILD

Content That Shows Value

PROMPT TO COPY

Role: you are a content strategist for a person, not a brand.
Context: I want to be found for [topic, skill] and I have [time, channels].
Task: suggest a few simple post ideas that show my real value.
Format: five ideas, each with a title, a format and the first sentence.

WHAT YOU GET

Enough to fill the void with positive, true content. Post little but regularly: consistency beats quantity.

PROMPT 07 · SHINE

The Sharpened Profile

PROMPT TO COPY

```
Role: you are an editor thinking of the humans and AIs who
will read me.
Context: here is my main profile: [paste the profile text].
Task: improve it so people quickly grasp who I am and what
I do.
Format: the revised version, then three tips to stay clear
and consistent everywhere.
```

WHAT YOU GET

A profile that people and AI assistants summarize correctly. Put the same key facts on every profile, without contradicting yourself.

PROMPT 08 · SHINE

The Proof That Reassures

PROMPT TO COPY

```
Role: you are a coach helping me gather recommendations.
Context: I would like a few reviews or recommendations from
[clients, colleagues, teachers].
Task: write a message to ask for them, and questions that
guide a useful answer.
Format: a short message to send, followed by three easy
questions to fill in.
```

WHAT YOU GET

Sincere recommendations that speak for you. Ask specific people who know you, not everyone at once.

PROMPT 09 · WATCH

The Composed Reply

PROMPT TO COPY

```
Role: you are a mediator who defuses without stooping.
Context: I received this negative review or comment: [paste the message].
Task: propose a calm, factual public reply that soothes and stays dignified.
Format: a short reply, and one line on what is better handled in private.
```

WHAT YOU GET

A reply that lifts you instead of fanning the flames. Wait until you are calm before posting, and never reply in the heat.

PROMPT 10 · WATCH

The Watch On Your Name

PROMPT TO COPY

```
Role: you are an assistant helping me stay aware of what is said about me.
Context: I want to know when my name [name] appears somewhere new.
Task: explain how to set up a simple, free watch on my name.
Format: numbered steps, plus a small plan for what I do when an alert comes in.
```

WHAT YOU GET

You are no longer caught off guard. Check the source of each alert before acting, and keep a routine rather than anxious surveillance.

No. 139

YOUR TURN

Your Name, Owned

You now know how to steer your online reputation: see what shows up and what AIs say, correct what hurts, build an honest presence, become findable for the right reasons, and reply with composure.

Your reputation is built one move at a time, through truth and consistency, far more than through a single splash.

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