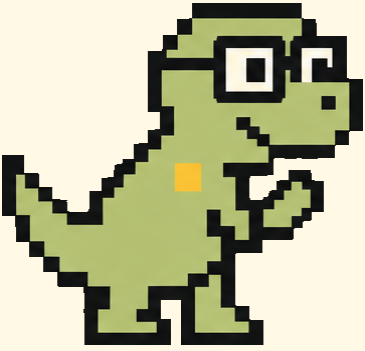
jorge works.

Get the AI to know you.

Tell it once.

It knows you in every new chat.

15 MINUTES | CHATGPT | NO TECH SKILLS



Start →

Tired of saying the same things?

NOW

YOU
Write a post for my shop.

CHATGPT
Sure! What is your shop called? What do you sell? Where are you?

Every. Single. Time.

IN 15 MINUTES

YOU
Write a post for my shop.

CHATGPT
Here's one for Rosa's Dog Wash: Muddy paws? We're open Tuesday to Saturday on Elm Street. Text us to book a bath!

Same ask. But now it knows you.

See the plan Next →

Your 15-minute plan

Three steps. Do them once.

1 **Answer 5 questions**
ChatGPT asks. You answer. · 8 min

2 **Save your note**
Put it in ChatGPT's settings. · 5 min

3 **Test it**
Ask one question. · 2 min

YOU NEED
ChatGPT on your phone or computer. A free account is fine.



Ready? Let's go. Step 1 →

STEP 1 OF 3 8 MIN

Answer 5 questions

1. Tap the gold button. ChatGPT opens with our message ready.
2. Press send.
3. ChatGPT asks you 5 questions, one at a time. Answer each one. Short answers are fine.

Open the message in ChatGPT

Opens ChatGPT with the message filled in

Button didn't work? Copy the message on the next page.

DONE WHEN

ChatGPT writes a short note that starts with "About me and my business."

Got your note? Next →

Or copy it here

Press and hold the text to copy it. Paste it in a new chat. Send.

COPY THIS MESSAGE

Hi! I want you to get to know me and my business. That way I don't have to repeat myself.

Ask me 5 short questions, one at a time. Keep them easy.
1. What is my business, and what do I sell?
2. Who are my customers?
3. Where do I work, what are my hours, and how do people order or book?
4. How do I like to sound? How do I like my answers? (Short? Lists?)
5. What should you never say, promise or make up?

Then write a short note about me. Write it as "I". Keep it under 1,000 characters. Start it with: "About me and my business:"
Only use what I told you. Don't guess.
Last, ask me if the note is right.

Got your note? Next →

Your note will look like this

About me and my business: I'm Rosa. I own Rosa's Dog Wash on Elm Street in Mesa, Arizona. We wash and groom dogs. Most of my customers are busy families. We are open Tuesday to Saturday, 9 to 5. People book by text. I talk in a warm, simple way. I like short answers with lists. Never make up prices or deals. Ask me first.

SOMETHING WRONG?

Just tell ChatGPT: "Change this: …" It will fix the note.

NOW

Copy your note. You need it in Step 2.

Keep a copy here (if you want):

Note copied? Step 2 →

STEP 2 OF 3 5 MIN

Save your note

This is the step that makes ChatGPT know you every time.

1. In ChatGPT, tap your **name or picture**. (On a phone, open the menu first.)
2. Tap **Settings**. Then tap **Personalization**.
3. Find the box **More about you**.
4. Paste your note in that box. Tap **Save**.

SEE AN ON/OFF SWITCH?
Turn it on.

CAN'T FIND IT?
Ask ChatGPT: "Where do I add things about me in Settings?"

Saved? Step 3 →

STEP 3 OF 3 2 MIN

Test it



1. Start a **new chat**. Old chats can’t see your note.
2. Ask: **“What do you know about me?”**

Ask it in a new chat

Opens ChatGPT with the question filled in

IT SAID YOUR BUSINESS NAME?

You did it! ChatGPT knows you now.

IT DIDN’T?

Go back to Step 2. Check that you tapped Save. Then start one more new chat.

How to use it Next →

Now just ask

No more telling it who you are. Try:

> Write a post for this weekend.

> Help me answer this customer: [paste their message]

> Give me 3 ideas for a slow day.

Two rules

1. **Read it before you send it.** ChatGPT can still get things wrong.
2. **Keep secrets out.** No passwords, card numbers or customer names in your note.

SOMETHING CHANGED?

New hours or prices? Go to Personalization. Change your note. Tap Save. Takes 1 minute.

Almost done **Finish →**

You did it.

Tick each one:

- [ ] ChatGPT wrote my note.
- [ ] I saved it in Personalization.
- [ ] A new chat knows my business.

All three ticked? ChatGPT knows you now. Just ask.



jorge works.

AI, made simple.

Jorge.Works helps small business owners use AI without the hype.

Questions?

hello@jorge.works

More help

jorge.works

Examples. Rosa's Dog Wash and the chats in this guide are made up, to show how it works.

ChatGPT. This guide is not made or backed by OpenAI. Menu names were checked in November 2026. They can change.

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