



AI WRITING PARTNER

Build Your Personal Writing Room with a Custom GPT

A practical guide to using AI as an interviewer, editor, challenger, and thought partner — without handing over your voice.

The goal is not to have AI write for you.

The goal is to build a better writing process with AI beside you.

1. Start With the Right Mental Model

A Custom GPT can become a consistent writing specialist: one that understands the role you want it to play, follows your preferred process, and uses examples of your writing as evidence when helping you.

- **Interviewer:** helps uncover what you actually think before drafting.
- **Editor:** diagnoses what is strong, unclear, repetitive, or underdeveloped.
- **Challenger:** pressure-tests reasoning and surfaces assumptions or counterarguments.
- **Structure Editor:** looks at architecture and flow before sentence-level polish.
- **Voice Checker:** flags where a draft stops sounding like you.
- **Cutter:** tightens without sanding off personality.
- **Research Partner:** identifies claims, evidence, and sources that need verification.

CORE RULE: Diagnose before rewriting. Ask questions before filling gaps. Never invent experiences, opinions, facts, quotes, or anecdotes for the writer.

2. Why We're Building a Custom GPT

A Custom GPT lets you create a dedicated writing partner with a defined role and behavior. Instead of repeatedly explaining how you want ChatGPT to work with you, you establish those expectations once and then refine them over time.

Your Writing Partner can be instructed to:

- Learn from examples of your writing.
- Interview you instead of immediately generating content.
- Diagnose before rewriting.
- Challenge your thinking rather than simply agreeing.
- Protect your voice and recognize language that does not sound like you.
- Follow the same writing process each time.

What about ChatGPT Projects?

Projects are useful for organizing related chats, files, and work around a particular initiative. Think of a Project as the workspace and a Custom GPT as the specialist you have configured to work with you.

You might eventually create a Project for a book, keynote, newsletter, or other major body of work. For this exercise, however, we are building the specialist: your personal AI Writing Partner.

3. Build Your Custom Writing GPT

ChatGPT's interface can change over time, so exact labels may vary slightly. The setup concept remains the same.

1. Open ChatGPT and navigate to the area for GPTs, then choose the option to create a GPT.
2. Name it. Examples: Tori's Writing Room, My Writing Partner, Editorial Room.
3. Add a short description of its job.
4. Paste the Master Instructions from Section 5 into the GPT's Instructions area.
5. Upload your selected writing samples and context documents as Knowledge/reference material.
6. Add conversation starters such as: Interview Me, Review My Draft, Pressure-Test This, Voice Check, and Help Me Get Unstuck.
7. Save it and test it before relying on it.

4. Choose the Right Material

Voice evidence

Start small. The goal is not to drown the GPT in documents; it is to give it strong evidence of how you actually write.

- 3–5 pieces you wrote yourself and genuinely like.
- Pieces that sound MOST like you, not merely the most polished.
- A mix of formats only if those formats reflect voices you want the GPT to recognize.

- Optional: a short note describing what you like about each sample.

Context material

- A short professional bio or background document.
- Your typical audiences and what matters to them.
- Recurring themes, areas of expertise, or topics you write about.
- A simple voice guide: tone, vocabulary, humor, rhythm, phrases you use, and phrases you dislike.

Better principle: We are not teaching AI to BE you. We are giving it enough evidence to recognize and protect your voice.

Avoid uploading confidential client information, private personal information, or copyrighted material you do not have permission to use.

5. Copy/Paste Master Instructions

You are my writing partner, editor, interviewer, challenger, and thinking partner.

Your primary role is NOT to write for me. Your role is to help me become a stronger writer and thinker while preserving my ideas, experiences, opinions, language patterns, and voice.

HOW TO WORK WITH ME

- Ask questions before filling gaps with assumptions.
- When I bring you an idea that is not yet formed, interview me before drafting. Ask one useful question at a time when that will produce better thinking.
- When reviewing my writing, diagnose before rewriting. Tell me what is working, what is unclear, what feels generic, what needs evidence, and what deserves more depth.
- Challenge weak reasoning respectfully. Surface assumptions, counterarguments, missing context, and places where I have not earned a conclusion.
- Use my uploaded writing samples as evidence of my normal tone, rhythm, vocabulary, sentence patterns, formality, and humor.
- Flag places where my writing becomes overly polished, generic, repetitive, corporate, clichéd, or unlike my established voice.
- Do not invent personal experiences, opinions, quotes, facts, examples, sources, or anecdotes on my behalf.
- Do not automatically rewrite a passage simply because I ask for feedback. Explain the issue first and wait for me to ask for a rewrite unless I explicitly request one.
- If I ask you to rewrite, preserve my meaning and voice rather than replacing my perspective with yours.
- Distinguish between facts supplied by me, facts that are well established, and claims that should be researched or verified.

- Prefer clarity and specificity over inflated language, buzzwords, clichés, and unnecessary polish.

MY WRITING CONTEXT

- Primary audience: [add]
- Typical formats: [add]
- Desired tone: [add]
- What I want readers to feel, understand, or do: [add]
- Things that do NOT sound like me: [add]
- Phrases/styles I want avoided: [add]

DEFAULT PROCESS

When appropriate, guide me through:

Idea → Interview → Thesis → Structure → Draft → Challenge → Edit → Voice Check → Final Polish.

If I have not told you what kind of help I want, ask me what role would be most useful before proceeding.

6. Train It Before You Trust It

Uploading samples is only the beginning. Calibration matters. Use these tests, correct the GPT when it gets something wrong, and update the instructions if you notice a recurring problem.

VOICE TEST

Describe my writing voice based only on the samples I provided. What patterns do you see in tone, sentence structure, vocabulary, pacing, humor, point of view, and level of formality? What should you avoid doing when helping me write?

EDITING TEST

Here is a paragraph I wrote. Suggest three edits that improve clarity without changing my voice. Explain each recommendation before making it.

BOUNDARY TEST

I want to write about [topic]. Write the opening for me.

What you are testing: Does the GPT blindly generate, or does it honor your instruction to uncover your thinking first when context is missing?

CHALLENGE TEST

Here is an argument I believe. Do not simply agree with me. Identify the strongest reasonable challenge to my position, any assumptions I am making, and what I would need to address to make the argument stronger.

Calibration is a conversation. If it describes your voice incorrectly, tell it exactly what it missed and refine your instructions or reference material.

7. The Writing Workflow

- **IDEA** → Bring the messy thought.
- **INTERVIEW** → Let AI question you until the real point, tension, story, or argument emerges.
- **THESIS** → Decide what you are actually saying in one or two sentences.
- **STRUCTURE** → Build the order and logic before polishing prose.
- **DRAFT** → Write — yourself, from an agreed outline, or section by section.
- **CHALLENGE** → Pressure-test the argument.
- **EDIT** → Strengthen clarity, specificity, flow, evidence, and pacing.
- **VOICE CHECK** → Compare the draft against your real writing patterns.
- **FINAL POLISH** → Tighten only after the thinking, structure, and voice are right.

8. The Prompt Menu

THE INTERVIEWER

I want to write about [topic], but don't write it for me. Interview me first. Ask me one question at a time to uncover what I actually think, what experiences inform my perspective, where I disagree with conventional wisdom, and what I want the reader to take away. Once you have enough material, help me identify the strongest thesis and outline.

THE EDITOR

Read this as a seasoned editor. Preserve my voice and point of view. Don't rewrite it yet. First tell me where the piece is strongest, where you lose me, what feels repetitive, where I'm making an assertion I haven't earned, and what deserves more depth.

THE CHALLENGER

Pressure-test this argument. What would an intelligent reader disagree with? Where am I oversimplifying? What assumptions am I making? What counterargument should I address? Don't change my position just to create balance. Help me make my actual argument stronger.

THE VOICE CHECK

Compare this draft against my uploaded writing samples. Identify specific places where the draft stops sounding like me. Don't rewrite those passages yet. Explain what changed in voice, rhythm, vocabulary, sentence structure, personality, or level of polish.

THE STRUCTURE EDITOR

Ignore sentence-level writing for now. Evaluate only the architecture of this piece. Does the opening earn attention? Does each section advance the argument? Is anything in the wrong order? Where does momentum slow? Is the ending earned? Recommend structural changes before touching the prose.

THE CUTTER

Help me cut approximately 20% from this without losing my voice, argument, examples, or personality. First show me what you would remove or compress and why. Do not rewrite the entire piece unless I ask.

THE RESEARCH PARTNER

Review this draft for claims that would benefit from evidence, verification, or sourcing. Separate them into: (1) factual claims that should be verified, (2) claims that are clearly my opinion or interpretation, and (3) places where stronger evidence would make the argument more persuasive. Do not invent citations.

HELP ME GET UNSTUCK

I'm stuck on [describe the problem]. Do not finish the piece for me. Ask me up to five targeted questions that could unlock the next step. Then give me 2–3 possible directions I could take, explaining the tradeoffs of each.

9. Weak Prompt → Better Prompt

WEAK: Make this sound better.

BETTER: Read this as an editor. Tell me what is unclear, generic, repetitive, or weaker than the rest. Preserve my voice. Diagnose first; do not rewrite until I ask.

WEAK: Write me a LinkedIn post about leadership.

BETTER: I have a point of view about [idea]. Interview me to uncover the strongest argument and one concrete example. Then help me outline a LinkedIn post in my voice. Do not draft it until we agree on the thesis.

WEAK: Make this more human.

BETTER: Compare this passage to my writing samples. Identify exactly what feels less like me — word choice, sentence rhythm, formality, clichés, over-polish, or missing personality — and recommend what I should change.

10. Rules of Engagement

- Your thinking stays yours. AI can help surface, organize, challenge, and sharpen it.
- Give context before asking for output. Audience, purpose, format, and desired outcome matter.
- Use real writing samples as evidence of voice. ‘Make it human’ is far less useful than showing how you actually write.
- Ask for diagnosis before revision. Otherwise AI tends to over-rewrite.
- Never let AI manufacture a personal story, quote, experience, or opinion for you.
- Verify facts, statistics, quotations, names, dates, and sources before publishing.
- Treat AI output as a draft, recommendation, or sparring partner — not authority.
- If a passage becomes technically perfect but stops sounding like you, it is not finished.

11. Quick-Start Exercise: 20 Minutes

1. Choose one idea you have wanted to write about.
2. Open your Writing Partner and use THE INTERVIEWER prompt.
3. Answer conversationally. Do not try to sound polished.
4. Ask: ‘Based only on what I have told you, what do you think my strongest thesis is? Give me three options.’
5. Choose or revise the thesis.
6. Ask for structure only — no prose yet.
7. Write the opening yourself.
8. Run THE EDITOR and then THE VOICE CHECK.
9. Decide what feedback to accept. You are still the editor-in-chief.

The One Sentence to Remember

Don't start by asking AI to write. Start by deciding what role you want it to play in your writing process.

AI can accelerate the process. Your judgment, experience, point of view, and voice are what make the writing worth reading.