

MAKE AI SOUND LIKE YOU

Build a reusable voice kit and test it on one real message.

TIME

About 35 minutes

YOU'LL NEED

- ChatGPT, Claude, Gemini, Grok, or Copilot
- Three to five samples of one message type
- One real message you need to write
- A blank document you control

BEFORE WE START

You don't need another way to ask AI to sound conversational. You need something it can follow. Otherwise, “more friendly” can turn a simple email into a small parade.

You'll build a voice kit: clean samples, a short description of your writing habits, and one useful correction. Then you'll test it on a real message. No special settings required.

THE AH-HA

YOUR EDITS TEACH WHAT SAMPLES CAN'T

A sample shows AI the choice you made. An edit shows which choice you rejected—and why. Save both versions with your reason, and you've given it something more useful than “make this sound like me.”

Before: “I was wondering if you might be able to send the file by Friday.” After: “Could you send the file by Friday?” The lesson isn't just “write less.” It's “cut the hesitant lead-in, but keep the request polite and the deadline intact.” That's a choice you can test on the next draft.

THE PLAN

1

GATHER SAMPLES FROM ONE LANE

5 min

Start with one kind of writing, such as client follow-ups. Similar readers and purposes matter more than collecting a large pile.

1. Open a blank document titled “Voice kit — [message type].”
2. Add the heading “REUSABLE VOICE KIT.”
3. Paste three to five messages you'd happily send again under a “STYLE SAMPLES” label.
4. Replace private names, internal numbers, and confidential details with neutral placeholders.

Chuck's note: Keep sentence shapes and punctuation when removing private details. AI needs to see how you ask—not who owes you money.

2

ASK FOR EVIDENCE BEFORE WRITING

5 min

A prompt is the instruction you give AI. This first one asks for patterns, so you can catch bad guesses before they become drafting rules.

1. Open a new chat in your chosen AI tool.
2. Paste the prompt below into the message box.
3. Replace its brackets with your message type and cleaned samples.
4. Send the prompt.

COPY & PASTE

These samples show how I write [MESSAGE TYPE]. Analyze them before drafting anything.

Identify recurring choices in openings, closings, sentence length, vocabulary, background, and directness. Quote brief evidence for each observation. Separate repeated patterns from one-off choices. Don't infer my personality or treat a phrase missing from these samples as something I never say.

End with a proposed voice brief: three to six plain-language rules describing my writing habits for this context. Describe specific choices, not labels like "friendly" or "professional." Don't draft a message yet.

STYLE SAMPLES

[PASTE CLEANED SAMPLES]

Chuck's note: "You sound professional" isn't much of a finding. "You state the request before explaining the background" gives you something to work with.

3

KEEP ONLY PATTERNS YOU RECOGNIZE

4 min

AI can mistake one memorable line for your entire style. Check the proposed rules before letting them steer a draft.

1. Copy the proposed brief beneath your saved samples.
2. Check each rule against the quoted evidence.
3. Delete rules based on guesses or one-off habits.
4. Label the remaining rules "APPROVED VOICE BRIEF."

Chuck's note: Keep "lead with the request in routine follow-ups," not "always be direct." A useful rule has a place where it belongs.

4

SET ASIDE TODAY'S FACTS

4 min

A separate worksheet tells AI which facts belong here—and gives you something to check the draft against. Your old emails aren't sources for today's deadline.

1. Add a separate heading, "TODAY'S MESSAGE," below your reusable kit.
2. Copy the worksheet below under that heading.
3. Fill its six fields for one real message.

4. Write "unknown" beside any detail you haven't confirmed.

Chuck's note: Include limits that matter: "may help" isn't "will fix." Those little words often carry the whole promise.

5

BUILD THE FIRST DRAFT

4 min

Now give AI two distinct inputs: how you write and what this message needs to say. Ask for one draft so you have one thing to inspect.

1. Paste the drafting prompt below into your existing chat.
2. Replace its brackets with your approved brief, cleaned samples, and completed worksheet.
3. Send the prompt.
4. Copy the returned draft and missing-details list under "TODAY'S MESSAGE."

COPY & PASTE

Write one message using the inputs below.

STYLE ONLY

Approved voice brief:

[PASTE APPROVED BRIEF]

Cleaned writing samples:

[PASTE SAMPLES]

CONTENT FOR THIS MESSAGE ONLY

[PASTE COMPLETED WORKSHEET]

Follow the brief's recurring choices without forcing favorite phrases into the draft. Use the samples only for style; don't borrow their facts.

Preserve the worksheet's facts, limits, and requested action. Don't add benefits, urgency, scarcity, motives, or promises. Don't guess unknown details or carry over facts from earlier messages in this chat.

Return one draft. Below it, list missing details that matter before sending.

Chuck's note: Five versions give you five openings to debate before you've checked the date.

6

CHECK FACTS, THEN SAVE ONE EDIT

7 min

These instructions don't replace your review. Check the meaning first, then turn one awkward line into a lesson the next draft can use.

1. Check names, dates, numbers, and promises against your worksheet and records.
2. Fix anything AI changed, added, or left out.

3. Read the draft aloud to find one line you wouldn't say.
4. Save that line, your replacement, and your reason under "EDIT PAIRS" in "REUSABLE VOICE KIT."

Chuck's note: Use "Before → After → Why." Make "Why" name the choice: "Cut the long lead-in; keep the question and deadline."

7

TEST YOUR KIT IN A FRESH CHAT

6 min

A fresh chat tests whether your saved kit carries the lesson without the earlier back-and-forth. That's more useful than hoping the tool remembers you.

1. Open a new chat in your chosen AI tool.
2. Send the prompt below with its brackets replaced by your saved kit and completed worksheet.
3. Check the new draft against every worksheet fact and your saved edit's reason.
4. Save any needed rule change under "APPROVED VOICE BRIEF" in your document.

COPY & PASTE

Write one fresh message using the material below.

REUSABLE VOICE KIT – STYLE ONLY

Approved voice brief:

[PASTE BRIEF]

Cleaned style samples:

[PASTE SAMPLES]

Edit pairs:

[PASTE BEFORE → AFTER → WHY]

TODAY'S MESSAGE – CONTENT ONLY

[PASTE COMPLETED WORKSHEET]

Use the brief and samples to guide structure, rhythm, wording, and directness. Apply each edit's reason where it fits; don't copy its exact wording just to sound familiar.

Only the worksheet supplies facts for this message. Keep its facts and limits unchanged. Don't invent missing details, benefits, urgency, or promises.

Return one draft, followed by missing details that need my attention. Then point to a line where you applied the saved edit's lesson, or explain why that lesson didn't fit.

Chuck's note: Judge the draft, not AI's explanation of its own work. Before sending, resolve the missing details and check any commitments.

TODAY'S MESSAGE

Fill in these six lines before drafting; the example shows how to pin down a fact without turning a limit into a promise.

Message type and purpose:

Reader and what they already know:

Facts and limits AI must keep — example: The estimate is \$500–\$700, not a fixed price.

Action I want the reader to take, or none:

Claims, promises, or urgency AI must not add:

Unknown details to flag before sending:

TRAPS I'D SKIP

× One phrase becomes your uniform

✓ If every draft starts with your favorite opening, change the brief to describe its job: "Open with the point." Exact wording is optional.

× Shorter quietly becomes stronger

✓ Look for lost words such as "may," "usually," and "if." Put them back when cutting them changes what you're claiming.

× A correction spreads too far

✓ Keep rules tied to their setting. "Skip background in routine follow-ups" shouldn't become "never explain a decision."

× The chat becomes your storage plan

✓ Keep samples, the approved brief, and edit pairs under "REUSABLE VOICE KIT" in your own document. Keep worksheets and drafts under "TODAY'S MESSAGE"; what AI remembers depends on the tool and its settings.

YOUR NEXT 7 DAYS

Day 1 ☐ Build your first voice kit using one real message.

Day 2 ☐ Test the kit on a second message with a new worksheet.

Day 3 ☐ Save one new before-and-after edit with a specific reason.

Day 4 ☐ Replace any copied catchphrase rule with the writing choice behind it.

Day 5 ☐ Remove one rule that hasn't helped.

Day 6 ☐ Use the kit on another message; check whether your saved edit still helps.

Day 7 ☐ Test your updated kit in a fresh chat on a new message.

You're not trying to make AI become you; you're giving it better evidence while keeping the decisions that matter. Put it to work on something you actually need to send. For your next message, fill out a new worksheet and use the Step 7 prompt in a fresh chat.

– **Chuck**