

Step-by-Step Guide

MASTER THE ART OF CREATING YOUR OWN CUSTOM GPT

Build a custom GPT in minutes



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WHAT YOU WILL LEARN

- What a custom GPT is ●
- Step by step creation ●
- Personlize your GPT ●
- Enhance your writing ●

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No coding required!

Artificial Intelligence (AI) tools like ChatGPT are transforming how we work, create, and automate tasks. But did you know you can build your own Custom GPT with a personalized purpose, personality, and instructions?

Why Create a Custom GPT?



1 2 3

Personalized Help

A custom GPT can be made to help you with exactly what you need, like planning trips, giving homework tips, or making shopping lists. It can feel like having your own personal helper made just for you.

Saves Time

It remembers what you like and how you work, so it gives faster answers without you having to explain everything over and over again. This makes tasks like writing emails or learning new things quicker and easier.

Fun and Creative

You can design it to match your style! Want it to tell jokes, write stories, or sound like your favorite coach? A custom GPT can be fun while still being super useful.

Section 1: What is a Custom GPT?



YOU'RE IN CONTROL

A custom GPT is a personalized version of ChatGPT where you can control:

- Personality: Adjust how the AI responds (formal, friendly, etc.).
- Capabilities: Customize it for specific tasks like lead generation, content creation, or customer service.
- Knowledge Base: Upload documents to give it specialized knowledge.

Benefits of Custom GPTs:

- Time-saving: Automate tasks like email drafting, brainstorming, or research.
- Scalable: Use it for customer support, marketing, or even educational courses.
- Cost-effective: Replace some tasks typically handled by freelancers or VAs.

Section 2: Setting Up Your ChatGPT Account

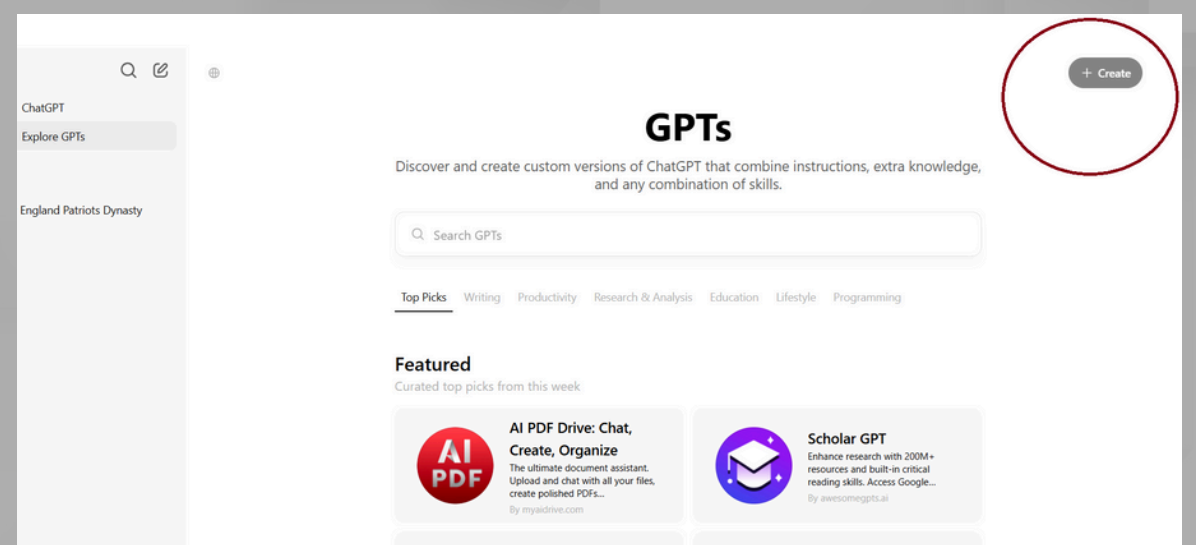
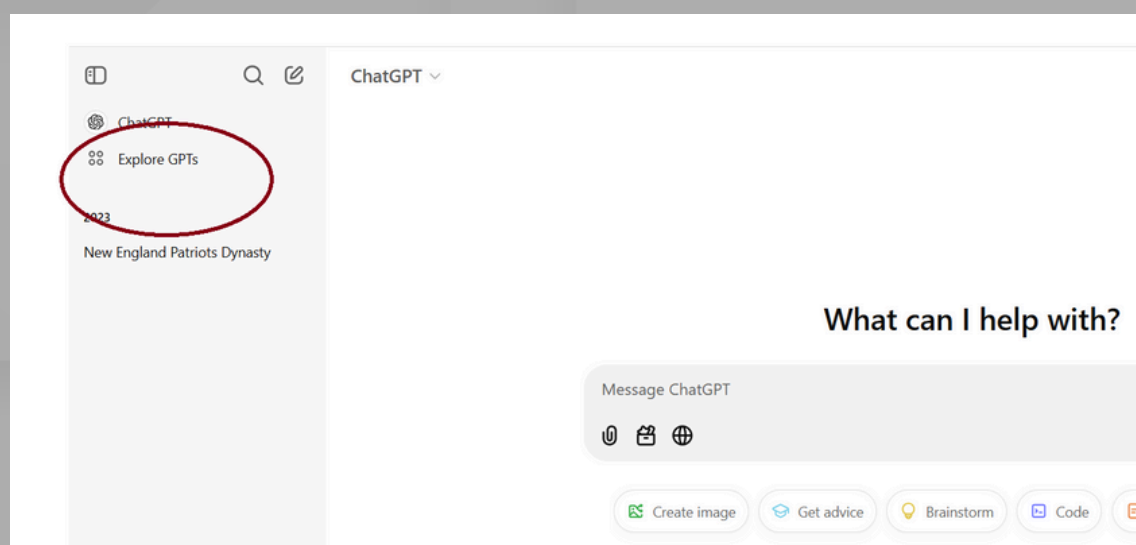


GETTING SET UP

Before you can create a Custom GPT, you'll need to sign up for ChatGPT Plus. This feature is only available with the paid version of ChatGPT.

Steps to Access the Custom GPT Builder:

- Log into ChatGPT at chat.openai.com.
- Ensure you have a Plus subscription (\$20/month).
- Click Explore GPTs in the sidebar.
- Select Create to start building your Custom GPT.

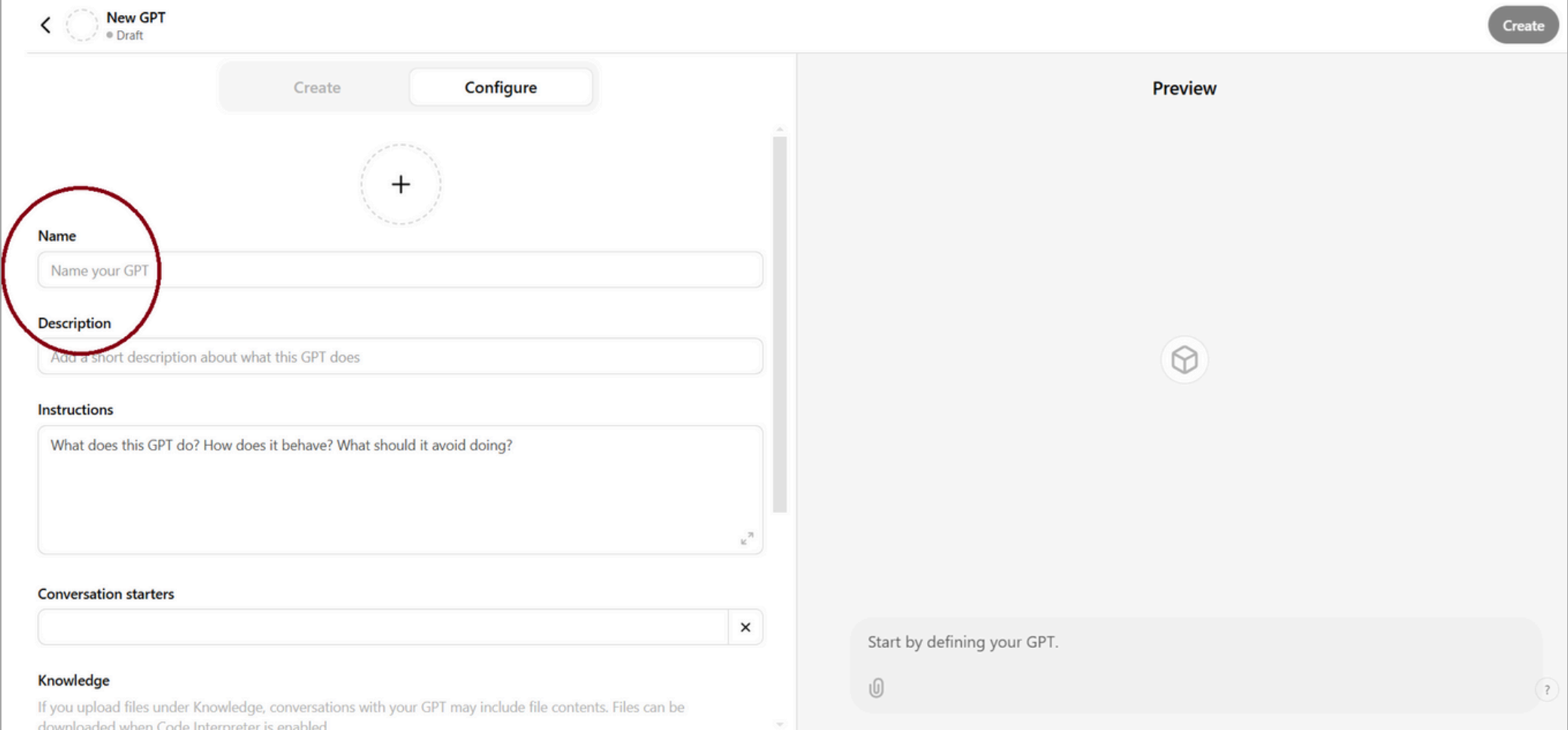


Section 3: Creating Your Custom GPT (Step by Step)

Step 1: Choose a Name and Description

- **Name:** Pick a name relevant to your audience or purpose (e.g., "Real Estate Deal Analyzer" or "Marketing Content Expert").
- **Description:** Write a 1-2 sentence summary explaining what your GPT does.
- You can use ChatGPT to generate ideas for the name and description.

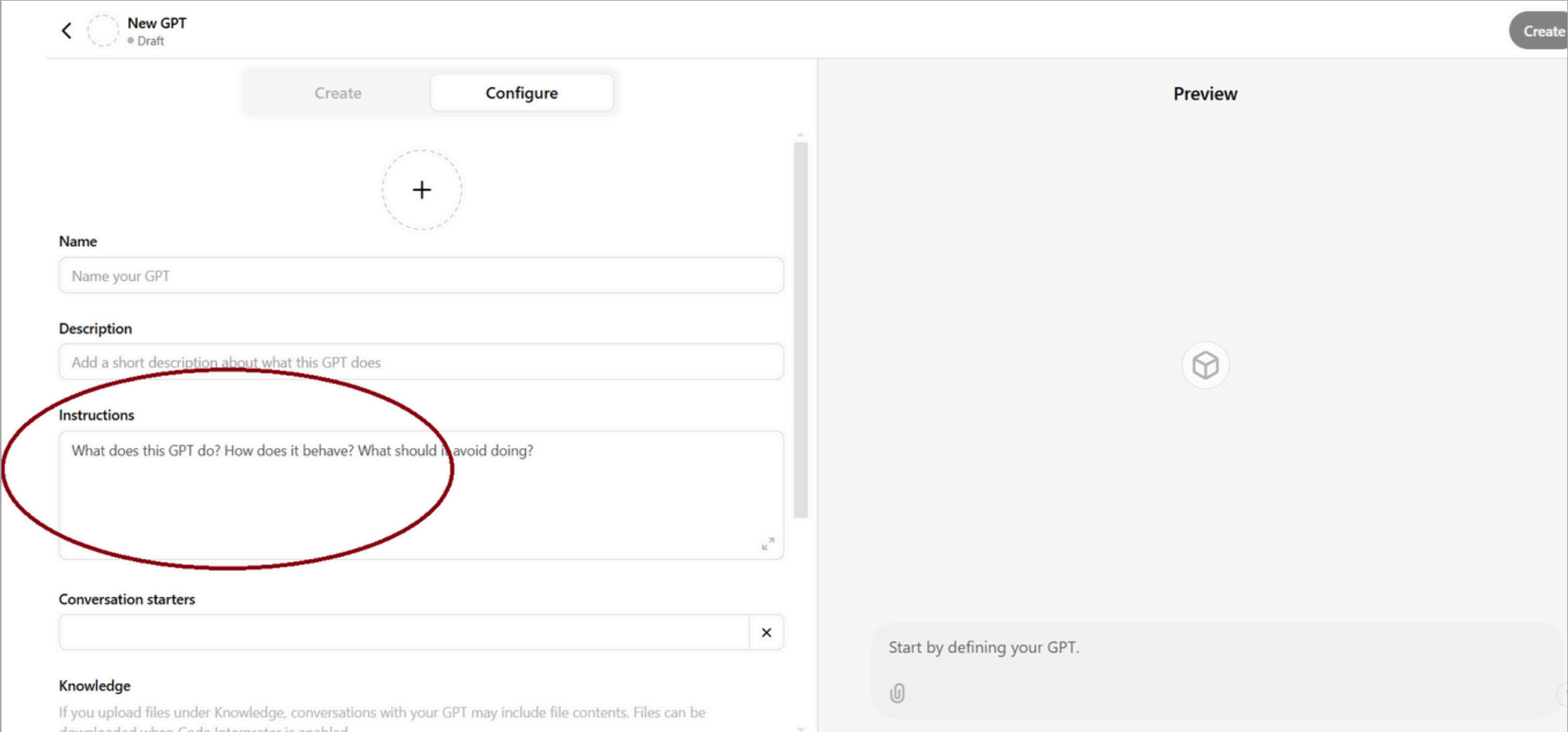
Example: "I help real estate investors analyze potential deals by calculating ROI, cash flow, and expenses instantly."



Step 2: Set Personality and Instructions

- **Tone & Style:** Adjust the language style (professional, friendly, humorous).
- **Instructions:** Clearly define how the GPT should respond.

Example for a Real Estate GPT: "Speak in a professional tone, avoid slang, and focus on delivering clear investment insights. Always clarify ROI calculations with step-by-step breakdowns."



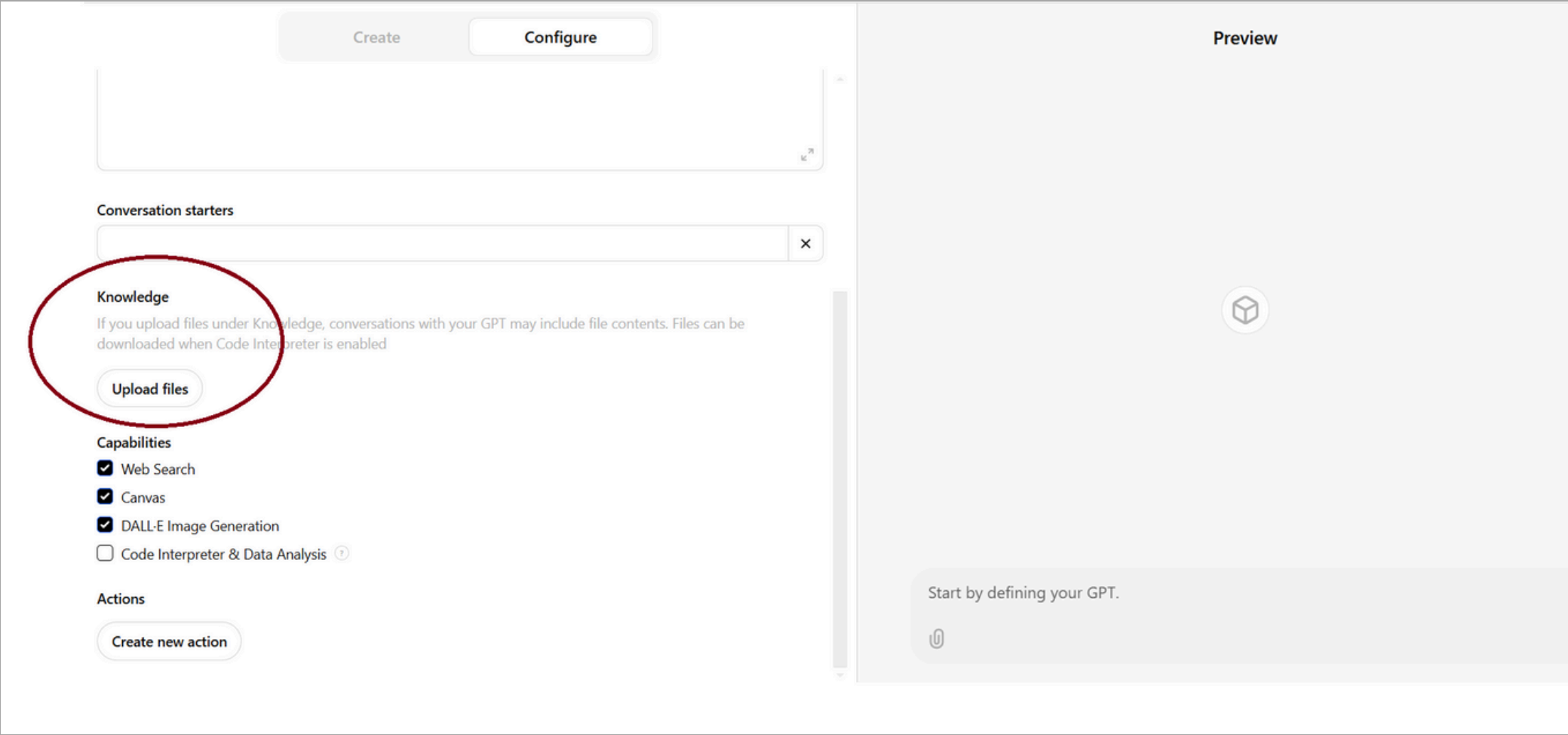
Section 3:

Creating Your Custom GPT (Step by Step)

Step 3: Add Custom Knowledge (Optional)

If you want the GPT to use specific knowledge, you can upload files like PDFs, spreadsheets, or text documents.

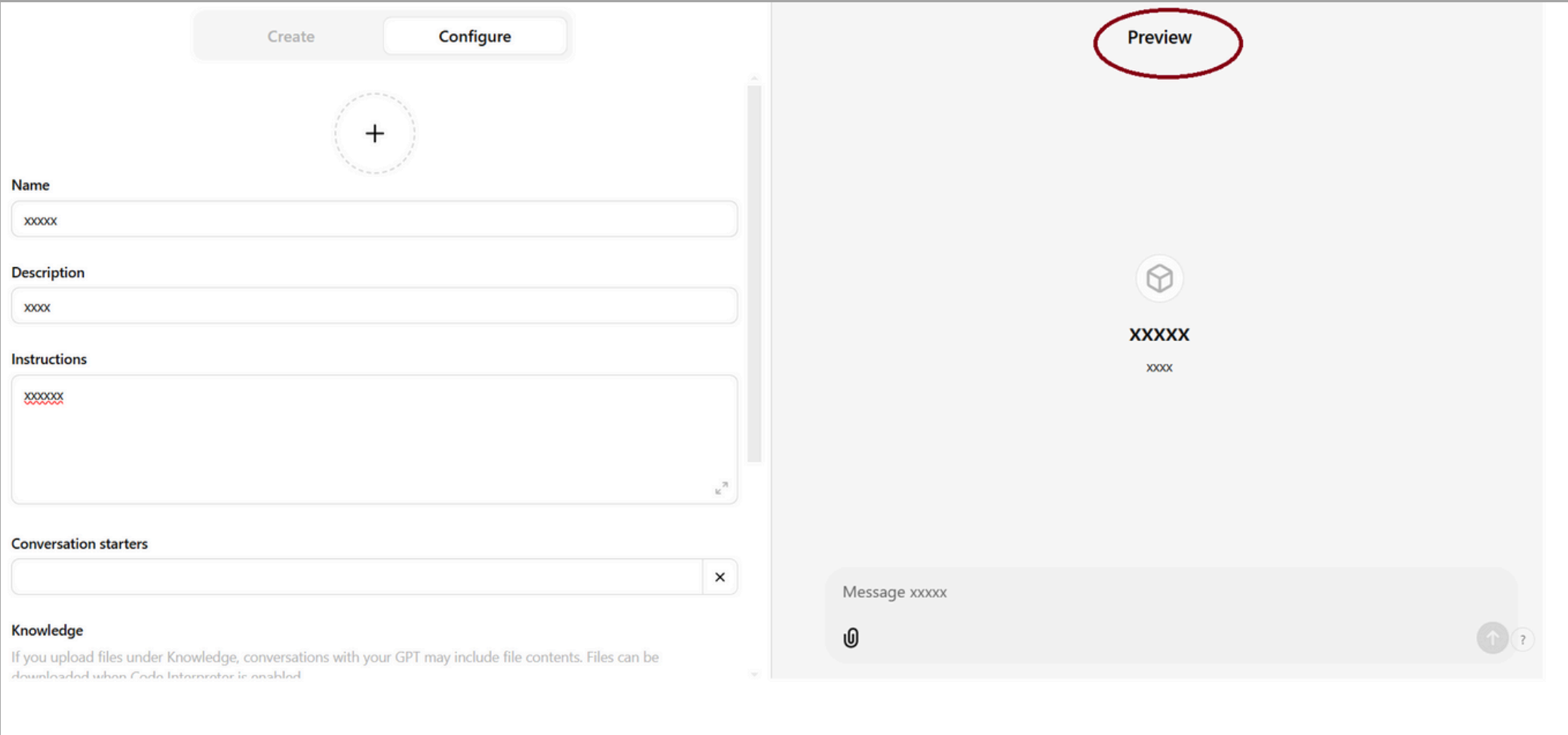
- Upload files with key data your GPT should reference (e.g., product pricing sheets, investment calculators).
- The GPT will use the data for more tailored responses.



Step 4: Preview Your Custom GPT

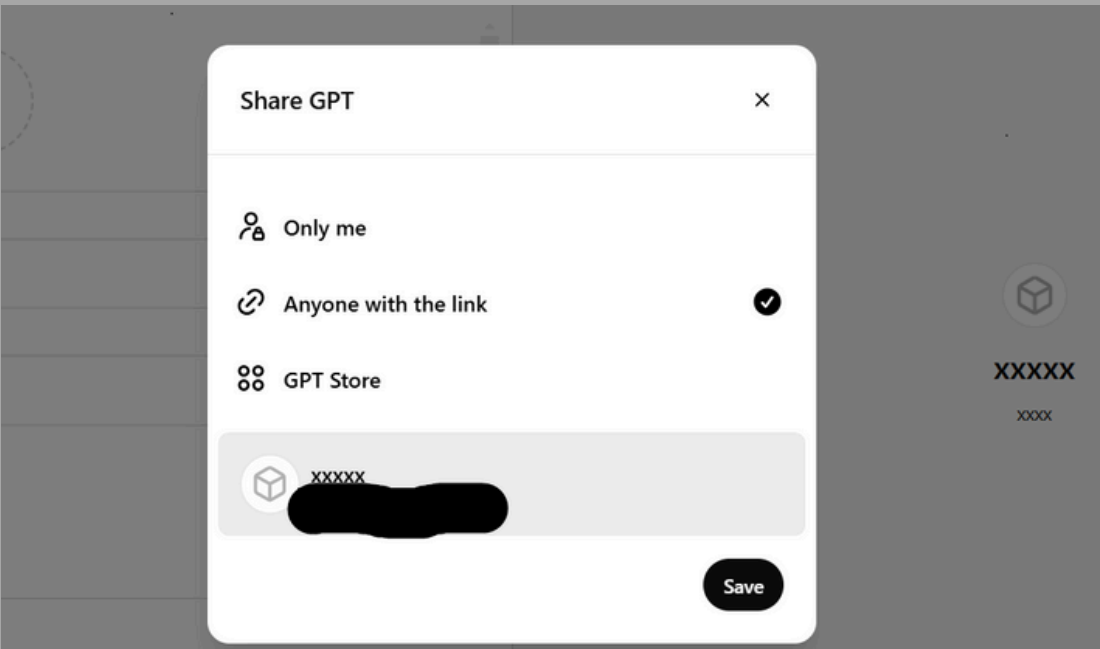
Once your basic setup is complete:

- Click Preview to interact with your GPT.
- Ask it questions based on its intended use case (e.g., "What's the ROI on a \$300k property with 20% down?").
- Adjust instructions if needed to improve the responses.



Step 5: Save and Share Your GPT

- Once satisfied, click Publish.
- Share your custom GPT using a unique link generated by ChatGPT.
- Congratulations, you have just created a Custom GPT!



Your Next Idea Could Change Everything



THE JOURNEY BEGINS HERE

You now have the tools to build and customize AI on your terms. What you create next could transform how you work, learn, and share ideas. Stay curious. Keep building.



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