wellspirit

CUSTOMISING CHATGPT FOR BETTER OUTPUTS

Learn how to Customise ChatGPT

YOUR CHATGPT TOOLKIT

HOW TO CUSTOMISE CHATGPT

Here's how to ensure ChatGPT is fully customised to your needs for higher quality outputs.

1) PRIVACY & DATA SETTINGS

DO THIS FIRST:

- Turn off training on your chats: Profile → Settings → Data Controls → "Improve the model for everyone" = OFF.
- If you're in a team/enterprise workspace, confirm org-level privacy settings with your admin.

2) SET CRYSTAL-CLEAR CUSTOM INSTRUCTIONS

Tell ChatGPT how to think, write, and behave - once - so every chat starts on the right foot.

Where: New chat → top bar menu → Customize ChatGPT (or via Settings).

What to include: Some considerations are:

- Role & audience: who you are; who outputs are for.
- Tone & style rules: plain (NZ) English, active voice, no fluff.
- Quality bar: cite sources when factual; ask if info is missing.
- Formatting defaults: headings, bullets, tables/JSON when useful.
- Things to avoid: clichés, emojis, generic praise.

Paste-ready examples (pick one style):

- "Focus on substance over praise. Be concise. Challenge assumptions when needed and ground responses in reasoning or evidence. No emojis."
- "Default to a 3-step plan first (overview → approach → answer), then deliver the output."

3) CALIBRATE & CLEAN AI'S MEMORY

Check that ChatGPT is memorising what is true about you/your team, and delete any erroneous memories.

STEP 1: Check what ChatGPT knows about you. Ask these questions in a new chat.

- "What do you think you know about me/my brand?"
- "What are you unsure about?"
- "What's missing to serve me well?"

STEP 2: Then correct or add any details about you that ChatGPT does not know or hasn't stored as memories by prompting it with the additional or accurate information.

STEP 3: Go into **Memory,** check what memories have been stored and remove any irrelevant items in Memory. (You will also see the toggle for having Memory on or turned off).

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PRO TIP: Use Settings Memory for stable facts & preferences for use across all chats —not one-off project details