

A GUIDE FOR CURIOUS PROFESSIONALS

# Build Your Amazing Intern This Weekend

*A simple way to get AI to think and work like you.*

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## INTRODUCTION

# **You've probably wondered if there's more to AI than what you've been getting out of it.**

Maybe you've used a tool like ChatGPT or Claude for a while. You've drafted emails, summarized notes, asked a quick question or two. It's been useful. Maybe even impressive in spots.

You're not wrong. There is more. And it's closer than you think.

The shift isn't a new tool or a longer prompt. It's a different way of working with what you already have.

Picture an intern who shows up just for you. They sit next to your desk. They're sharp, they're eager, and they'll work whenever you need them. The catch is they're a little too eager. They'll jump in before they understand the assignment unless you slow them down and give them context.

That's AI. That's the lens.

Once you treat it like an amazing intern, you stop typing one-line questions and start having actual conversations. You tell it who you are. You explain what you're trying to do and why. You give it the same context you'd give a real person sitting next to you.

That's when AI stops feeling like a search engine and starts feeling like a problem-solving partner.

Personal. Professional.

Wherever you point it.

THE LENS

# Your intern is sharp and eager. They just don't know *you* yet.

AI shows up capable. It doesn't show up knowing you, your work, or what you actually need. Until you fill that in, the answers you get are answers for anyone.

Three things are worth remembering before we walk through the six exercises.

**They don't know who you are.** They've never read your work, sat in on one of your calls, or seen how you talk to a client. Until you tell them, they're guessing.

**They don't know what you're trying to do.** The same question can have ten different right answers depending on the situation. Without yours, they pick a generic one.

**They don't know how you think.** They have no sense of your style, your standards, or the way you'd approach the problem yourself. Until you show them, they default to average.

The good news is, they learn fast. The more you bring to the conversation, the better the work gets.

It's a small shift. It changes everything that comes next.

*Stop wondering why AI doesn't get you. Start telling it who you are.*

That's the whole guide in one sentence. Keep it in your head as we walk through the six exercises.

## EXERCISE ONE

# Build Your About Me File

*If your intern walked in tomorrow morning, would they know enough about you to do good work?*

### **Why it matters**

Many people use AI without telling it anything about themselves. They type a question, hit enter, and hope it figures the rest out. The intern is doing its best, but it's working from nothing. Every answer ends up generic because every answer is built for anyone.

### **What this does for you**

Once your intern knows who you are, the answers stop sounding like they were written for everyone else. The recommendations get more specific. The writing starts to sound more like you. You stop having to reintroduce yourself every time you start a new conversation.

### **Try this**

Open your AI tool and say: *"I want to create an "About Me" file so you understand more about what I do and how I work. Interview me so you can help me build it."*

This file is the foundation for everything else.

Once it's built, you can paste it into custom instructions or use it as a resource inside a focused project.

Both come up later in this guide.

## EXERCISE TWO

# Capture Your Voice, Tone, and Style

*If your intern wrote an email for you tomorrow, would it sound like you, or like everyone else?*

### **Why it matters**

AI is good at writing. It's not naturally good at writing like you. Without something to anchor your voice, the output drifts toward a generic professional tone. Polished, technically correct, and not quite yours. Most people end up rewriting it anyway.

### **What this does for you**

When your intern knows how you sound, the writing it gives back needs less editing. It uses words you actually use. It matches your rhythm. It saves you the time you'd otherwise spend making it sound like you in the first place.

### **Try this**

Pick five pieces of your own writing. Emails, blog posts, LinkedIn posts, anything that sounds like you on a good day. Paste them into your AI tool and ask it to analyze your voice, tone, and style and describe what it sees.

### **What you might find**

Patterns you didn't realize were yours. Sentence rhythms you fall into. Words you reach for. The way you start things. The way you close them. A clearer picture of your voice than you'd be able to write from scratch.

### **Where to start**

Take what your intern gives you, edit it for what's actually true, and save it as a document called *Voice, Tone, and Style*. Like the About Me file, this one becomes a resource you can plug into custom instructions or a focused project.

## EXERCISE THREE

# Talk to It

*If you talked to your intern the way you talk to AI, would they get anything done?*

### **Why it matters**

Many people use AI like a search engine. One line in, one answer out. Then they get something generic back and decide the tool isn't very good. The tool is fine. The conversation never started.

### **What this does for you**

When you treat AI like a person sitting next to you, the output changes. You give it more context. It asks follow-up questions. You correct it. It refines. You end up with something useful in five minutes that would have taken thirty if you'd kept rewording one-liners.

### **Try this**

Use full sentences. Get thoughts out of your head. Actual have a conversation with the tool. Yes, I realize it may sound odd at first, but you'll see what an amazing difference it makes in the quality of the work you get from it.

### **What you might find**

The first answer is sharper than what you usually get. The questions it asks back are useful. You catch things you would have missed if you'd just hit enter on the short version.

## EXERCISE FOUR

# Use the Four-Part Framework

*Your intern works better with structure. So does AI.*

### Why it matters

Even when you're having a real conversation with AI, it helps to have a shape for the request. Not a script. A structure. Most generic answers come from skipping a piece of the setup. The intern fills in the gap with a guess, and the guess is usually average.

### What this does for you

A simple four-part structure gives your intern everything it needs to do good work the first time. You stop rewording. You stop fixing. The first answer is closer to the answer you actually wanted.

### Try this

Next time you ask AI for help, walk through these four parts in your head before you type.

1. **What are we doing?** Fully explain what you're looking to do.
2. **Why are we doing it?** Give the context. The bigger goal, the situation, what's at stake.
3. **What does success look like?** Describe the outcome you hope to achieve from this. This could be something simple like a finished document or as specific as "I want my customer to fully understand the options so they can make an informed decision."
4. **Do you have any questions for me?** Literally ask if the tool has any questions or needs any additional information to do its best work.

You don't have to type the headers. You just have to cover the four parts. The more natural the conversation, the better the understanding will be.

## EXERCISE FIVE

# Build a Project

*Your intern works better when they have one job, a desk, and the resources they need to do it well.*

### **Why it matters**

Most AI conversations live in a long sidebar of one-off chats. Useful in the moment, hard to find again, and starting from zero every time. There's a better way to set things up. Most people don't know it's there.

### **What this does for you**

A project is a focused workspace inside your AI tool. It has its own instructions, its own resources, and its own memory. You can give it the About Me file from Exercise One and the Voice, Tone, and Style file from Exercise Two so your intern reads them before every task. You stop reintroducing yourself. You stop pasting in the same context. The conversations stay organized in one place instead of scattered across the sidebar.

### **Try this**

In ChatGPT or Claude, create a new project. Give it a clear name tied to what it's for. *Marketing Assistant. Email Coach. Client Strategy.* Then do two things.

**Add** your About Me and Voice, Tone, and Style files as resources.

**Write** instructions that tell your intern its role, its purpose, and which files to read before answering anything.

### **What you might find**

The first conversation inside your project lands closer to useful than anything you've gotten from a one-off chat. The intern picks up on context you used to have to re-explain. The work gets faster the longer you stay in the project.

**Where to start**

Don't try to build one project that does everything. Pick one job your intern can own, set it up well, and use it. You can build more later. A focused intern is a useful intern.

## EXERCISE SIX

# Find Your One Thing

*Don't get overwhelmed with everything AI can do. For real value to you, find just one mor thing that can help you in your day and go from there.*

### **Why it matters**

I see a lot of anxiety around having to “learn AI”. That’s a big ask. Especially when things keep evolving, changing, and advancing. Know this – you’re not behind and you don’t need to learn everything to find value. You just need to find things that make a difference in your day and go from there.

### **What this does for you**

When you simplify it down to one thing, you can focus on how the tool works, responds, and delivers and learn the skills that help get benefit from the tool. When you’re more comfortable with that one thing, move on and try another. It’s that simple!

### **Try this**

Tell your AI tool a version of the following: “I’m not aware of all you can do but I hear it’s a lot and I’m wondering where you can help me. Ask me questions about my job and my tasks to better understand what I do so you can share with me ideas on how to help.”

**What does the intern need to know to do this well?** Your complete answers. They don’t have to be perfect. In fact you can ramble. But give it your daily responsibilities, tasks, challenges, goals, etc and watch what it brings back to you.

**What does success look like every time?** Ideas and understanding. What you’re looking for is insight into what type of things you can work with it on and the benefit you can gain.

MONDAY MORNING

# You don't need to do all six this weekend. In fact, you shouldn't.

A long list is what kills momentum before it starts. The list gets ambitious, the weekend gets busy, and Monday comes and nothing changes.

Here's what to do instead.

Pick the two or three exercises that fit what you do most. If you write a lot, the About Me file and the Voice, Tone, and Style file probably matter most. If you're stuck on the same task every week, the Project and the One Thing are where to start. If you've been frustrated with generic answers, the Four-Part Framework and Talk to It will change more than you expect.

You don't have to get this right. You have to get it started.

So this weekend, do this.

Pick your two or three.

Set them up. Don't worry about perfect. Your intern will get smarter as you use it.

Pick one task to run through your new setup on Monday morning. Just one.

Notice what's different. That's it. That's the plan.

You're not trying to master AI this weekend. You're trying to set up your intern a little better than they were on Friday. Do that two or three times this year and you'll have an intern that works alongside you instead of just answering questions.

AI isn't software you use. It's an intern you build.

This weekend is where the building starts.

NICE WORK

# **If you set up your intern this weekend, you did something most AI users never do.**

That matters.

Most people will keep typing one-line questions into AI and wondering why the answers feel generic. You won't. You've taught your intern who you are, how you sound, and how you think. Whatever you point them at next will be sharper than what you used to get.

Your intern is one piece of a bigger picture, though. A more useful AI is great. A clearer sense of how you work, what you're trying to do, and where AI fits into the rest of your day is better.

That's a different conversation, and it's the one I have with people every day.

If you'd like to think through what AI could look like in your work or your business, I'd welcome the conversation. We sit down together, look at where you are, what's working, and where AI fits in a way that makes sense for you. From there, we build a clear picture of what to do next.

Simple as that.

You can reach me at [chatgptexperiment.com](http://chatgptexperiment.com).

## WHO WROTE THIS

I'm Cary Weston.

I'm an independent marketing coach and consultant, and I host The ChatGPT Experiment podcast.

I work with curious, learning-ready people who want to get more out of AI than the basics, and with business owners and marketing teams who want their work to feel less like a treadmill.

You can find my full library of podcast episodes designed specifically to help curious beginners do more with AI at [www.ChatGPTEexperiment.com](http://www.ChatGPTEexperiment.com).

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Stay curious!