

Have you updated your personalization lately?

When you personalize your AI system, it becomes your digital counterpart.

As you work together, tools like ChatGPT, Claude, and Copilot can build an understanding of your role, priorities, preferences, projects, and ways of working. That context helps your AI give you increasingly relevant support.

But your work evolves.

Consider how you manage an employee. You would not brief someone once and expect that context to stay accurate forever. You debrief them on what changed and how you want to work.

Do the same with your AI tools.

PERIODICALLY REVIEW WHAT IT REMEMBERS AND UPDATE

- ✦ **What changed:** new responsibilities, projects, goals, or priorities
- ✦ **What you learned:** approaches that worked well or poorly
- ✦ **How you work:** preferred formats, communication styles, and processes
- ✦ **What is outdated:** assumptions or context that no longer applies

The goal is for your digital counterpart to learn, adapt, and evolve alongside you, becoming a stronger partner over time.

WHERE TO UPDATE

ChatGPT

Settings → Personalization → Custom Instructions & More about you

Claude

Settings → General → Instructions for Claude

Copilot

Settings → Personalization → Custom Instructions → Edit instructions