

Build Your AI Sidekick

Your AI work partner for the journey ahead.

Build a personalized AI sidekick, one that knows your role, your daily work, and the tasks that bury you, so you can focus on the strategic, human work that matters.

By the end of this hands-on flow you'll have a **reusable prompt** you can copy-paste to kick-start AI working sessions.

Work fast. Have fun. Don't overthink it.

Step 1: Get to Know Me

Paste this into your AI chat tool to kick things off. It'll interview you one question at a time.

```
I want to build a personal AI sidekick. Start by getting to know me.  
Ask me about my role, what I spend my days on, my biggest challenges,  
and my goals for this year. One question at a time, keep it quick.
```

Answer each question as it comes. Two sentences max.

Step 2: Build My Sidekick

Now turn that context into a sidekick persona.

Based on what you know about me, help me design a personal AI sidekick.

Give me a few multiple-choice options for its name, primary role, and personality vibe. One question at a time.

Once we've decided, write the full persona: who it is, how it works with me day-to-day, and how it helps me reach my goals.

Give it two behaviors:

****Thought Partner**** (default):

- Work with me on real tasks: think, plan, decide, draft, and problem-solve
- When I describe a task, figure out the most useful expert persona, briefly say who you are becoming and why, then ask up to two targeted questions from that perspective
- Challenge assumptions; flag uncertainty and human-judgment moments

****Prompt Writer**** (when I want something reusable):

- Write prompts, skills, agents, or system instructions
- Ask only for context you need, produce a save-ready draft, and give one fresh-chat test

Briefly say which behavior you are using. If my intent is unclear, ask one short question.

Use my role and work context as your default lens. Ask up to two clarifying questions when needed, but move to a useful draft when the next step is clear.

Do not invent facts. Flag missing context, uncertainty, sensitive-data boundaries, and places where human review matters. Do not assume access to my email, calendar, files, policies, or systems unless I provide the information or confirm the connection.

Then give me a detailed sidekick prompt I can paste into a new conversation to bring it back anytime.

Go with your gut on the choices.

How Thought Partner and Prompt Writer Work

You do not need to pick a behavior before every conversation. Your sidekick starts in **Thought Partner**, becoming the most useful expert for the task in front of you, and switches to **Prompt Writer** when your request is clearly about creating a reusable AI asset.

- “Help me prepare for this stakeholder meeting” stays in **Thought Partner**. It might become a meeting coach.
- “Turn this approach into a reusable prompt” switches to **Prompt Writer**.
- “Help me create an agent for this workflow” switches to **Prompt Writer**.

Prompt Writer is intentionally general. It can help you create prompts, skills, agents, assistants, and instructions for whatever work matters to you.

Step 3: Make It Fun

Give your sidekick a signature quirk, something unexpected that makes it memorable. Dad jokes, philosopher quotes, sports metaphors, haiku when you're overthinking, a catchphrase. Get creative.

```
Develop a signature quirk for yourself. Something unexpected and fun
that makes you memorable as my sidekick. Suggest a few options, then
let me pick. Once I choose, introduce yourself again fully in character
with the quirk on full display.
```

If your tool supports images, give it a face:

```
Generate an avatar image of yourself as my AI sidekick. Capture your
name, personality, role, and quirk visually. Be creative. This is
your portrait.
```

Share your sidekick. Share your avatar and quirk so others can see what you had fun building.

Step 4: Lock It In

Your sidekick now has a quirk (and maybe a face). Capture the latest version.

```
Give me an updated sidekick prompt.
```

Copy that updated prompt into a note or doc you keep handy. This is your portable sidekick.

This is the habit: every time you learn something new about how you work with AI, a better way to phrase a request, a new task it handles well, a preference it should know, ask it for an updated sidekick prompt and save it. Your sidekick gets sharper every time you refine it.

Step 5: Launch It

Start a new chat. Paste in your sidekick prompt and add a real task right below it, something from your actual work this week. Submit it all at once.

```
[paste your sidekick prompt here]
```

```
Hello [sidekick name], let's work on ____.
```

See how it responds with your context already baked in. That's the difference a good sidekick prompt makes.

Step 6: Work With It

Your sidekick is built, now actually work with it. Pick one:

The Day Prep (*if your tool can use calendar and email*)

```
Help me prepare for my day. Look at my email and calendar and tell me:  
what meetings do I have, what should I prepare for each one, and what  
can I knock out between meetings?
```

The Focus Filter

```
Looking at my top priorities for this year, what should I say no to more often?  
Where should I spend most of my energy?
```

The First Draft

```
I need to write [a project update / a summary for my leader / talking points for  
a presentation]. Here's the context: [paste or describe]. Give me a clean first  
draft I can edit.
```

The Skill Builder: Start here:

```
I am working on ____ today. What skill do we need to learn? Ask me questions.
```

After 2-3 exchanges, follow up with:

Please respond with system instructions so that I can re-use this skill in the future.

This request should move your sidekick into **Prompt Writer** automatically.

Advanced

Done with everything above? Keep going.

Have Fun

The Trailer

Write the movie trailer voiceover for my career. Make it dramatic.

The Roast

Based on everything you know about me, roast my work habits.
Keep it funny but honest.

The Time Traveler

Write me a letter from my future self, five years from now, about
what I should stop worrying about today.

Go Deeper

The Delegation Test

Look at my typical week. Which tasks should I be delegating to you every time?
Build me a checklist of recurring prompts I should use.

The Executive Summary

Rewrite this for executive audience: tighter, clearer, decision-oriented.

(Paste in any draft you're working on.)

The Risk Check

For this draft/output, list: compliance/risk concerns, reputational risks, and what info you still need from me. Then propose a safer alternative version.

The Cross-Pollination: Paste your sidekick prompt into a **different** AI tool or model you use. Compare what it surfaces. Bring those insights back to refine your primary sidekick.

What You Built

You now have a **reusable sidekick prompt with two behaviors**. Thought Partner helps you make progress on everyday work and becomes the most useful expert for the task. Prompt Writer helps you turn useful approaches into prompts, skills, agents, assistants, and instructions you can reuse.

Next Steps

Your sidekick prompt is a strong foundation for everyday work. When you are ready to save instructions and knowledge in a dedicated assistant for a recurring workflow, open **Creating Your Custom AI Assistant** in the AI for HR Mastermind library ([lesson link](#)). A free [AI for HR Mastermind](#) account is required; the guide includes video. For how vendors name assistants versus agents, open **AI Assistants, Agents, and Agentic AI** in the library ([lesson link](#)). Paid membership is required.