

Start Here

Open this file first. The rest of the pack is reference and workspace. You do not need to complete every file at once.

What is in this pack

Folder or file	Open it when
Guides/	You want a printable walkthrough
Example Toolkit/	You want to see a filled-in version
My AI Toolkit/	You are ready to save your own assets
Build Your Personal AI Toolkit.pdf	You want the full method behind the pack

First pass

Do these in order. Skip anything you already have.

1. Open `Guides/Build Your AI Sidekick.pdf` . Build a portable sidekick with two behaviors: **Thought Partner** (default) and **Prompt Writer** (when you want something reusable). Save the prompt in `My AI Toolkit/Assistants/Sidekick/` .
2. Open `Guides/AI Chat App Personalization.pdf` . Use Prompt Writer to draft instructions for your preferred AI chat, then paste or save them where that tool supports them.
3. Test Thought Partner on one real work scenario, such as preparing for a meeting or planning a project.
4. Save what worked in `My AI Toolkit` . One useful asset is a successful first pass.

Keep going

- Browse `Example Toolkit/` to see structure, not to fill in every file.
- Copy an example into a chat with your sidekick and ask it to write your version.

- Test once in a fresh chat with safe, realistic information, then save the improved version in `My AI Toolkit` .
- Open `Guides/How to Create Your Own AI Writing Partner.pdf` when you want a writing-voice asset.

More in the Mastermind library

Guides with video or paid membership content are in the AI for HR Mastermind library at members.aiforhrmastermind.com. Join free at aiforhrmastermind.com if you do not have an account yet.

Safety

Do not paste confidential employee data, medical information, compensation details, investigations, legal matters, or identifiable sensitive information into a public AI tool. Use fake, aggregated, or de-identified data unless your organization has approved the tool for that information.