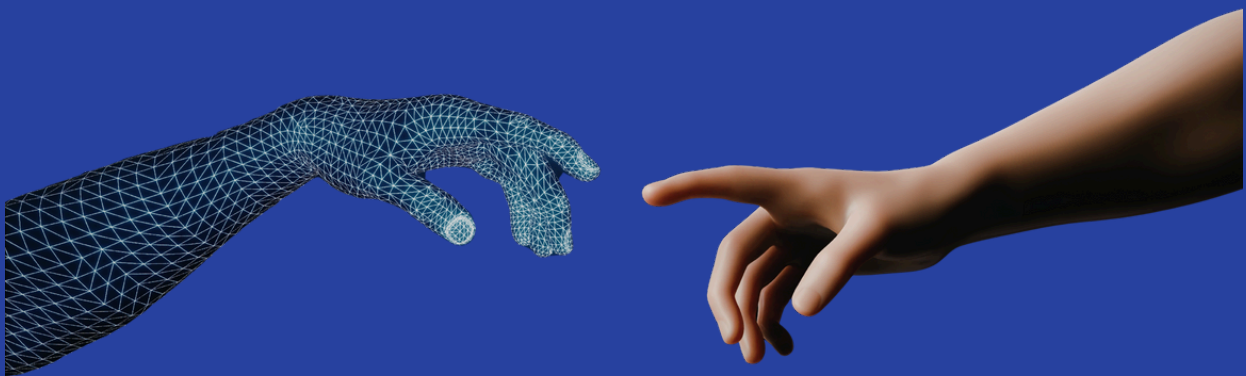


The 5-Minute System Prompt Builder

How to Build a Reusable AI Prompt That Thinks Like You



In just 5 minutes, create your first System Prompt—the secret behind consistent, high-quality ChatGPT outputs.



Why You're Only Getting Half of What AI Can Do?

Most small business owners and solopreneurs use ChatGPT like a search bar—asking it random questions and hoping for gold.

But what separates AI dabblers from AI directors is one thing :

They teach ChatGPT how to think before asking it to act.

This guide gives you a 5-minute structure that does exactly that.

By the end, you'll have your first reusable System Prompt—a permanent instruction that sets the tone, role, and logic for everything your AI does next.

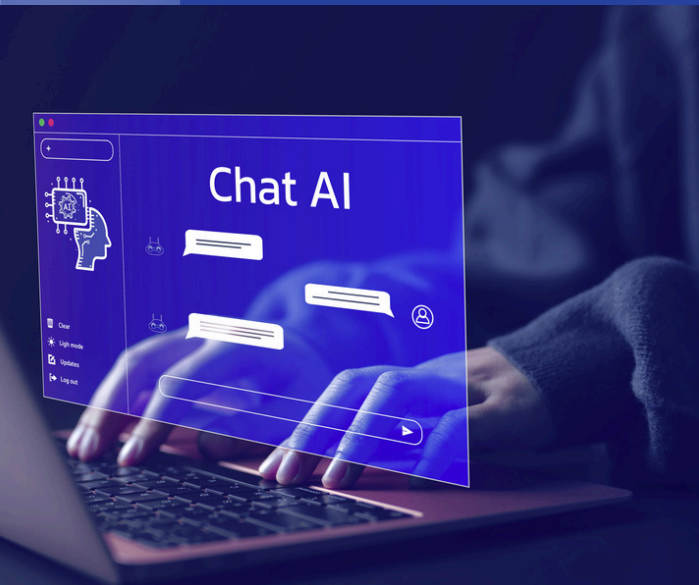


WHAT IS A SYSTEM PROMPT?

Your AI's Operating System

Definition:

A System Prompt is the invisible instruction layer that tells ChatGPT who it is, what to care about, and how to deliver results.



Simple Analogy:

Think of ChatGPT like an employee.

A System Prompt is their job description.

A User Prompt is the daily task you give them.

- Without the job description, they're just guessing.

THE 5-MINUTE FORMULA

The MetOS System Prompt Formula

The 5 Core Elements:

- **Role:** Who the AI is supposed to be.
- **Context:** What environment or situation it's operating in.
- **Goal:** The measurable outcome it's aiming for.
- **Constraints:** What it must avoid or respect.
- **Output Format:** How results should be presented.

(Each will have one concise example on the next page.)

EXAMPLE: THE SOLOPRENEUR CONSULTANT

Example in Action – A Marketing Consultant Prompt

Scenario:

You're a solopreneur who helps small businesses grow on social media. You want ChatGPT to act as your strategy co-pilot.

System Prompt Example:

- **Role:** You are my AI Marketing Strategist.
- **Context:** I help small business owners grow their audiences through authentic, educational content on LinkedIn.
- **Goal:** Help me generate smart, strategic, and high-value ideas that position me as a trusted voice.
- **Constraints:** Avoid generic advice, trend-chasing, or influencer clichés. Keep tone thoughtful and practical.
- **Output Format:** 3 structured content ideas with a headline, hook, and key talking point for each.

Result:

The next time you ask, "Give me 3 post ideas about consistency," ChatGPT will already think like your strategist—clear, on-brand, and useful.

DO THIS NOW (LDR MICRO-LAB)

Your 5-Minute System Prompt Lab

LEARN:

You've seen how the 5 elements work together.

DO:

- 👉 Open ChatGPT in a new tab.
- 👉 Copy the 5-part structure below.
- 👉 Fill it out for your business or creative work.

Role:

Context:

Goal:

Constraints:

Output Format:

REFLECT:

Ask yourself:

- Does this sound like a "personality" I'd trust to help me?
- Would my AI know what success looks like?
- Is there anything missing about how I want things done?

You've just written your first System Prompt.

THE SYSTEM PROMPT BUILDER WORKSHEET

Your Reusable Template

This page doubles as a fillable PDF worksheet (printable or digital).

Sections:

1- My Role Definition:

Who should my AI become?

2- My Context:

What world or environment is it operating in?

3-My Goal:

What specific outcomes do I want from this AI?

4-My Constraints:

What to avoid, limit, or focus on?

5- My Output Format:

What structure do I want results in?

6- Reflection Prompt:

How does this prompt represent how I think and make decisions?

TROUBLESHOOTING & UPGRADES

Refine, Reflect, Repeat

Common Fixes:

- If responses sound generic, tighten your role and context.
- If results feel off-tone, add a tone or style instruction.
- If you get messy output, specify the output format (table, numbered list, paragraph).



Upgrade Tip:

Save your System Prompt in a Notion page or pinned Chat.

Label it: "My Base AI Persona."

Every project starts faster from here.

BEHIND THE METHOD



Why **MetOS** Works ?

- MetOS turns AI from a guessing machine into a thinking system.
- By applying structure to your input, you multiply the quality of your output.
- This “System Prompt Builder” is your first taste of the full MetOS Blueprint— a practical, habit-based framework for designing AI-driven workflows that scale with you.

CONTINUE YOUR METOS JOURNEY

Want the Next Step?

Join MetOS Weekly Digest

→ Join the MetOS Weekly Digest – concise, high-signal insights on system thinking, prompting, and AI business design.

→ Follow Me on LinkedIn.

Comment “Prompt” on the pinned post to get the mini-course directly in your inbox.

→ **Closing Line:**

- MetOS is where curiosity becomes clarity.
- Keep building systems that think with you.

BONUS: System Prompt Builder Worksheet **(Summary Page)**

MetOS System Prompt Builder Worksheet

Element	Your Input	Quick Notes
Role		Who should your AI "be"?
Context		What environment or scenario are they in?
Goal		What clear outcome do you want?
Constraints		What limits or tone rules apply?
Output Format		How do you want results delivered?

Reflection Box:

If your AI was a team member, would this brief make sense to them?