



Creating Your Personal DNA

A Step-by-Step Guide for AI Precision

Overview: What is a Personal DNA File?

A **Personal DNA file** is the difference between a generic tool and a dedicated co-pilot. While a standard AI provides general advice, an AI powered by your Personal DNA understands your actual story. It knows what you are optimizing for—such as prioritizing family time over maximum revenue—and can hold you accountable to your own stated values.

By replacing vague statements with specific details, you ensure the AI thinks like *you* rather than a generic assistant.

Step 1: Initiate the Guided Dialogue

The most efficient way to build your initial DNA file is through a guided interview with the AI. Copy and paste the prompt below into your AI chat to begin:

"I want to create a Personal DNA file to help you understand my context, goals, and style. Please act as a professional interviewer and researcher. You will interview me one category at a time, asking 2-3 targeted questions per turn. Wait for my response before moving to the next category.

The categories we will cover are:

1. Who You Are: My name, roles (e.g., owner, parent), time zone, and background.
2. What You Do: My business, domains of expertise, and the tasks I want you to handle repeatedly.
3. What is Important to You: My 90-day/12-month goals, core values, and the constraints (time, cash flow, family) that dominate my decisions.
4. Communication Preferences: My preferred tone, format (bullet points vs. narrative), and level of detail.
5. Boundaries & Privacy: Topics that are off-limits and how to handle sensitive data.
6. Tools & Workflow: The software I use and my preferred drafting process.

Let's start with Category 1: Who You Are."

Three must-haves. Whatever else you include, your DNA file must clearly establish **Who You Are**, **What You Do**, and **What is Important to You**. These three categories form the foundation every other answer builds on.

Step 2: Refine Generic Statements

Once the AI produces a draft, review it for "generic" language and replace it with specific precision:

Instead of:	I value family time.
Use:	I want to coach my son's baseball team on Tuesday afternoons without checking my phone.
Instead of:	I want to grow my business.
Use:	I want to scale my consulting practice from \$200K to \$500K in the next 18 months while working no more than 25 hours per week.

Step 3: The “Talk To Me” Challenge

To verify that your DNA file is working, have **5 meaningful conversations** with the AI using different categories of questions:

Career Strategy	Ask what opportunities you might be missing based on your context.
Decision Support	Provide a choice between two options and ask the AI to advise you based on your specific constraints.
Prioritization	Give the AI your current to-do list and ask it to prioritize tasks based on your 90-day goals.

Step 4: Identify “Wow Moments”

A successful Personal DNA file is proven when the AI has a **“wow moment”**—answering in a way that shows it truly “gets you”.

Example Wow Moment: Instead of just giving business advice, the AI reminds you that a specific opportunity conflicts with your core value of non-negotiable family time.

If the AI provides a generic answer, return to **Step 2** and add more specific details to your DNA file. Precision is the key to personalization.

Optional Step 5: Conduct a 5-Day Task Audit

Want to sharpen your DNA file even further? This optional step helps you identify exactly where your time actually goes, so your file reflects real, measurable work patterns rather than guesses.

- ◆ **Track your digital tasks:** For five days, record every digital action you take (e.g., writing emails, drafting proposals, researching competitors).
- ◆ **Note duration and frequency:** For each task, estimate how long it took and how often you perform it.
- ◆ **Goal:** Identify **10–15 specific tasks** that represent your biggest time-saving opportunities.

Tip: Feed the results of your task audit back into Step 2 to refine your “What You Do” category with concrete, time-stamped detail.

Quick Reference: 5-Step Summary

Step	Action	Outcome
1. Guided Dialogue	Run the interview prompt with AI	Draft DNA file created
2. Refine Statements	Replace generic with specific language	Precise, actionable DNA
3. Talk To Me Challenge	5 conversations across 3 categories	Verify AI personalization
4. Wow Moments	Look for responses that truly 'get you'	Confirm DNA is working
5. Task Audit (optional)	Track 5 days of digital activity	Add measurable detail to your DNA

Ready to get started? Visit <https://www.TechBridgeUnlimited.com> for workshops, templates, and expert guidance from TechBridge Unlimited.

How to Configure a Personal DNA File in Each AI Platform

1. ChatGPT (OpenAI)

Best method: Personalization settings or a Custom GPT with your DNA file uploaded.

Option A — Personalization Settings (global, always active)

Source confirms: *Settings → Personalization*

Steps:

1. Go to Settings → Personalization.
2. Under Custom Instructions, add any additional behavior, style, and tone preferences.
3. Under About You, fill in Nickname, Occupation, and More About You (interests, values, or preferences to keep in mind) with the relevant portions of your Personal DNA file.
4. Save.

Pros: Always applied, simple, no technical skill required.

Cons: Each field (Custom Instructions, Occupation, More About You) is limited to approximately 1,500 characters; cannot upload the full file.

Field limit: Custom Instructions, Occupation, and More About You are each capped at roughly 1,500 characters. Keep each field concise and prioritize your most important DNA file details, or use Option B below for the complete file.

Option B — Create a Custom GPT (best for full DNA file)

Source confirms: *Custom GPTs allow uploaded knowledge files + instructions*

Steps:

1. Go to Explore → Create a GPT.
2. In Instructions, paste your behavioral rules.
3. In Knowledge, upload your full Personal DNA file (PDF, TXT, MD, etc.).
4. Save.

Pros: Full file upload, persistent behavior, can add tools/APIs.

Cons: Only applies when using that specific GPT.

2. Microsoft Copilot (Microsoft 365 / Windows / Edge)

Best method: Settings → Memory.

Source confirms: Copilot stores personalization as individual memory "facts" under Settings → Memory

Steps:

1. Open Copilot and go to Settings → Memory.
2. Select View Memory, then click Add a Fact.
3. This opens the chat box pre-filled with "Remember this:" — paste in a section of your Personal DNA file (one fact or category at a time).
4. Repeat for each key section of your DNA file (identity, goals, preferences, etc.). Submit each entry.

Important: Copilot does not have a single "About Me" text box under Preferences. Personalization is built from individual saved memory facts rather than one pasted document, and Copilot does not currently allow uploading a full file directly into the consumer UI.

Advanced Option — Copilot Studio (for enterprise or power users)

Steps:

1. Go to Copilot Studio.
2. Create a new Copilot.
3. Add your DNA file under Knowledge → Add data source.
4. Add your behavioral rules under System Instructions.

You can create a custom Copilot and upload your DNA file as a grounding document.

Pros: Full file grounding, deterministic behavior.

Cons: Requires Microsoft 365 or Azure environment.

3. Google Gemini

Best method: Settings → Personal Intelligence → Instructions for Gemini (global baseline), with optional Custom Gems for specialized workflows.

Source confirms: Personal Intelligence settings store global Instructions for Gemini

Steps:

1. Open Gemini and go to Settings → Personal Intelligence.
2. Select Instructions for Gemini.
3. Add the relevant portions of your Personal DNA file as concise, bulleted instructions.
4. Save.

Pros: Applies automatically to all new standard chats; no need to repeat yourself each time.

Cons: Best kept concise (see character limits below); no ability to attach reference files.

Known limitations of Instructions for Gemini:

Google doesn't publish a strict character limit, but community testing has identified a few practical constraints:

- **Mobile App Limit (~1,500 characters):** Long instructions entered via the iOS/Android app often trigger an error around 1,500 characters. *Fix:* enter longer instructions at gemini.google.com on desktop, which accepts significantly more text.
- **The “Slot” Limit:** Empirical user testing suggests a structural limit of roughly 10 distinct rules or slots before Gemini prevents new entries or starts overwriting existing ones.
- **Context Degradation:** Even on desktop, pasting long, complex, multi-page rulesets can cause Gemini to ignore, mix up, or hallucinate around certain instructions.

Best Practice: Treat Instructions for Gemini like a quick reference sheet, not a textbook. Keep it concise, bulleted, and focused only on your most critical preferences (job role, preferred tone, strict formatting rules) so Gemini applies it consistently to every chat.

Instructions for Gemini vs. Custom Gems

Think of Instructions for Gemini as your global baseline, and Custom Gems as your specialized experts. They work together but serve different purposes and have different capabilities.

Feature	Instructions for Gemini	Custom Gems
Scope	Global — applies automatically to all new standard chats.	Task-specific — only active when you explicitly open that Gem.
Character Limit	Lower (best kept under ~1,500 characters).	Much higher (Google recommends 500–2,000, but accepts far more).
Knowledge Files	No ability to attach reference files.	Yes — upload documents or link Google Drive files.
Priority	Acts as the default baseline behavior.	Overrides global settings. If instructions conflict, the Gem wins.
Best Used For	Broad preferences (e.g., your name, general tone, formatting).	Specific workflows (e.g., Python coding coach, marketing email drafter).

How they work together: If you set up both, they follow a strict hierarchy. In a standard chat, your global Personal Intelligence instructions apply. In a Custom Gem, its specific instructions take priority — so if your global setting says “always be brief” but your Gem says “provide highly detailed, multi-paragraph answers,” the Gem’s rule wins while you’re using it.

Optional — Create a Custom Gem (best for full DNA file + specialized use)

Source confirms: Gemini Gems allow custom instructions + uploaded reference documents

Steps:

1. Open Gemini → Gems → Create a Gem.
2. In the Configuration fields, paste your behavioral rules.
3. Upload your Personal DNA file as a reference document.
4. Save.

Pros: Full file upload, persistent behavior, integrates with Google Drive, overrides global instructions when active.

Cons: Only applies when using that specific Gem.

4. Claude (Anthropic)

Best method: Settings → General (Instructions for Claude) + Claude Projects for the full file.

Sources confirm: Claude's Profile settings include an "Instructions for Claude" field that applies across chats and Cowork, and Claude Projects allow uploaded documents + project-level instructions.

Step 1 — Set Instructions for Claude (behavioral rules)

Steps:

1. Go to Settings → General.
2. Under Profile, find Instructions for Claude.
3. Paste the behavioral portion of your DNA file (tone, style, constraints, key context). Claude will keep these in mind across chats and Cowork.

Step 2 — Create a Claude Project (full DNA file upload)

Steps:

1. Go to Projects → New Project.
2. Upload your full Personal DNA file.
3. Add your behavioral instructions in Project Instructions.

Pros: Claude Projects have the strongest long-term memory, can store large document libraries, and Claude uses the file as persistent context.

Cons: Only applies inside that Project.

Platform Comparison At a Glance

Platform	Best Method	Supports File Upload?	Applies Globally?
ChatGPT	Custom GPT	✓ Yes	✗ No
ChatGPT	Personalization Settings	✗ No (text only)	✓ Yes
Copilot	Memory → Add a Fact	✗ No	✓ Yes
Copilot Studio	Custom Copilot w/ grounding	✓ Yes	✓ If deployed org-wide
Gemini	Instructions for Gemini	✗ No	✓ Yes
Gemini	Custom Gems	✓ Yes	✗ No
Claude	Projects	✓ Yes	✗ No
Claude	Instructions for Claude	✗ No	✓ Yes