A FREE GUIDE · JADELE.AI

AI BASICS

HOW TO GET STARTED



With Jenn Miranda

Brand designer, founder of Jadele®.
How to talk to AI so it actually helps,
and how to set it up so it knows you.

PUT AI ON STAFF ✦ COPY BEFORE DESIGN. ALWAYS ✦

YOU'RE NOT BEHIND. YOU'RE RIGHT ON TIME.

Hi, I'm Jenn. I'm a brand designer, the founder of Jadele, a mom of four who homeschools, and a mom in tech. I use AI every day to run my studio and my house.

If you've been meaning to start something and keep putting it off because AI feels like one more thing to learn, this guide is for you. It doesn't ask for a whole weekend. It asks for one evening.

What you need: ChatGPT or Claude. The free plan is fine. That's it.

How to use this guide: every prompt is in a box, ready to copy and paste. Swap anything in [brackets] for your own details. Do the pages in order, because each one builds on the last.

One honest note before we start: I can't promise you'll make money, and I'd be careful with anyone who does. What I can give you is the steps, the prompts and a designer's eye, so AI starts helping you this week.

Jenn

HOW TO TALK TO AI SO IT ACTUALLY HELPS.

Most people use AI like Google. They type a short question and get a generic answer. Three small changes fix that, and you'll use them every day this week.

1. Give it a role, context and a task.

- **Role:** who should it be? "Act like a marketing strategist."
- **Context:** what does it need to know? Your business, your customer, your goal.
- **Task:** exactly what you want back. "Three captions, under 50 words each."

2. Let it interview you. Add "Ask me five questions first, one at a time." The answers get far more specific.

3. Ask for options, not answers. "Give me three versions and tell me which you'd pick."

Five words that fix AI writing. Type these after any answer:

- **"In my voice."** Paste a few things you've written first.
- **"Shorter."** Cuts the fluff every time.
- **"No hype."** No more "transform your life."
- **"Ask me first."** Gets you questions before it guesses.
- **"Make it warmer."** Perfect for anything a client will read.

COPY THIS PROMPT — YOUR EVERYDAY STARTER

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Act like a [role, for example business coach, marketing strategist, copywriter].
Here's my context: [two sentences about you, your business and your customer].
Your task: [exactly what you want back, including length and format].
Before you answer, ask me 3 questions, one at a time. Then give me 3 options and tell me which one you'd pick.
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TEACH YOUR AI WHO YOU ARE.

Whether you pay for ChatGPT or use the free one, you probably use about ten percent of it. That's because it doesn't know you. Today you fix that with one short document: your About Me.

Your About Me doc covers:

- who you are and what your life looks like right now, including how many hours you really have
- your skills, past jobs and what people already ask you for help with
- the work you enjoy and the work that drains you
- how you sound when you write

COPY THIS PROMPT — BUILD YOUR ABOUT ME DOC

I want you to help me build an "About Me" document that I'll give you at the start of every conversation.

Interview me first. Ask me 10 questions, one at a time, and wait for each answer. Cover:
- who I am and what my life looks like right now (schedule, family, how many hours a week I have)
- my skills, past jobs, and what people already ask me for help with
- the kind of work I enjoy and the kind that drains me
- what I want this business to make possible in my life

When we're done, turn my answers into a one-page About Me doc with clear headings. Keep my own words wherever you can.

SAVE IT. ADD YOUR VOICE.

Where to save it:

- **ChatGPT:** create a Project and paste it into the project instructions, or paste it into Custom Instructions in settings.
- **Claude:** create a Project and add it to the project knowledge.
- **Free plan with neither:** keep it in a note and paste it at the top of any new chat.

Then add one more section: your voice (below).

Your About Me doc tells AI who you are. This prompt teaches it how you sound, so everything it writes for you starts closer to done.

COPY THIS PROMPT — ADD YOUR VOICE

Here are 3 things I've written: [paste 3 captions, texts or emails].

Describe my voice in 3 words. List the words and phrases I use often, and the words I'd never say. Then write a "My Voice" section I can add to my About Me doc.

From now on, when you write for me: in my voice, shorter, warmer, no hype.

Done when: your About Me doc is saved where your AI can find it.

KEEP GOING

You've set up AI so it knows you. Where to go next, whenever you're ready:

PROMPT CARDS

Every prompt from my posts, written out with the steps. Comment the word on any @jadele.ai post, or open them here.

jadele.ai/cards

THE 7-DAY AI BUSINESS STARTER

The full week, free to read online: pick your path, write your offer, build your page, start your first conversations.

jadele.ai/starter

OPEN FOR BUSINESS

The 30-day course. Join the waitlist for the next round.

jadele.ai/course

WORK WITH ME

One on one, with my eye on every piece. Inquiry only.

jadele.ai/work-with-jenn

PUT AI on staff.