

Step 1. Define Your GPT's Purpose

<p>What problem or task do I want help with? (Be specific—avoid “help me write better”)</p>	
<p>Who is this GPT for? (Me, students, staff, clients, beginners, experts)</p>	
<p>What does “success” look like? (What should the GPT produce or help accomplish?)</p>	
<p>What should this GPT NOT do? (Optional but powerful)</p>	