THE OPERATOR PROFILE

Set Up Claude Like an Operator — The Complete System

Component 1 of the system. Two files. You fill them in once, with the guided walkthrough below, and from then on Claude works from your identity and your voice instead of guessing.

How this component works: each file below is presented in two parts — first the guidance (how to fill it in, what good answers look like, what to avoid), then the file itself, ready to copy. Work through File 1, copy it, save it as `about-me.md` in your About Me folder. Then do the same with File 2 as `anti-ai-style.md`.

You've probably seen these two templates on their own. On their own, they're blank forms. What makes them a Profile is filling them in *well* — specific answers, real rules, your actual voice — and that's what the guidance in this component is for.

FILE 1 — ABOUT ME

Guidance: how to fill in each section

Who I am. One plain sentence for what you do — the way you'd say it to a person at a barbecue, not your LinkedIn headline. Then who you do it for, *specific*: "homeowners in my county replacing a roof" beats "customers." Claude calibrates everything to this audience, so name it like you mean it.

What I'm working on right now. Your main project is the one thing that matters most this month. Secondary is anything else Claude should know exists so it doesn't get confused. Your goal needs a date and a number or a concrete outcome — "sign 6 new clients by December 1" gives Claude something to aim at; "grow the business" gives it nothing.

How I talk and write. Pick the tone that's actually yours. Then 3–5 words or phrases you really say, and the words you'd never use — the ones that would embarrass you if a client saw them. This section is what stops Claude from sanding your personality off everything it writes.

My rules. This is the highest-value section in the file. "Always" = your non-negotiables (answer first, short sentences, no jargon). "Never" = your hard lines — including the most important one most people forget: *never invent prices, dates, or facts; ask instead.* "When you're unsure" = pick one: ask you one question, or make its best guess and flag it. Either works; pick the one you'll actually tolerate.

My tools and files. Where your work lives, so Claude can point you at the right place instead of describing a place you don't use.

The test. Don't skip the last line. That one question — would you actually send this as-is? — is the quality gate on everything the system produces.

The file — copy from here

ABOUT ME — fill this in once, Claude remembers how to work for you

Copy this file, replace every [bracket], and save it as `about-me.md` in your Claude project. Ten minutes here saves you re-explaining yourself in every chat.

Who I am

- Name: [your name]
- What I do: [job / business / role, in one plain sentence]
- Who I do it for: [customers, clients, audience — be specific]

What I'm working on right now

- Main project: [the one thing that matters most this month]
- Secondary: [anything else Claude should know exists]
- My goal by [date]: [a number or outcome, not a feeling]

How I talk and write

- My normal tone: [direct / friendly / funny / formal — pick what sounds like YOU]
- Words I actually use: [3–5 examples]
- Words I never use: [words that would embarrass you if a client saw them]

My rules

- Always: [e.g. short sentences, no jargon, give me the answer first]
- Never: [e.g. never invent prices, dates, or facts — ask me instead]
- When you're unsure: [ask me one question / make your best guess and flag it]

My tools and files

- I keep my work in: [Google Drive / Notion / folders on my computer]
- My templates live in: [the Templates folder next to this file]

The test

Before you finish anything for me, ask: "Would [your name] actually send this as-is?" If not, fix it before you show me.

(End of File 1. Save it before moving on — a half-finished Profile still beats none, and you can sharpen it any time.)

FILE 2 — ANTI-AI STYLE

Guidance: how to fill in each section

The banned-phrase list. The starter list is below — phrases that instantly mark writing as machine-made. Your job: read it, then add your own. Everyone has phrases that make their eyes roll; the moment one shows up in a draft, it goes on your list, and it never shows up again. This list should grow for as long as you use the system.

How real people write. Five rules, already written. Read them and keep them unless one truly isn't you. The pattern behind all five: people write unevenly — mixed sentence lengths, contractions, specific details instead of general claims — and machines write smoothly. Smooth is the tell.

The humanizer pass. Leave the 5 steps exactly as written. This pass runs on every draft at the end of the Master Prompt routine (the Operator Engine, Component 2, explains where it fires). You ran it by hand once in the Setup Sprint so you'd know what it's doing; from here it's automatic.

My voice, in one line. The most important blank in this file. Write one sentence the way you actually talk — slang, bluntness, warmth, whatever is real. Claude matches this register. If you write this line like a textbook, Claude will write like a textbook while thinking it's matching you. One honest sentence: how you'd explain what you do to a friend.

The file — copy from here

ANTI-AI STYLE FILE — make Claude stop sounding like a robot

Save this as `anti-ai-style.md` next to your about-me file. Claude reads both before it writes anything for you.

Banned phrases — never use these

delve, leverage, utilize, furthermore, moreover, in conclusion, it's important to note, in today's fast-paced world, game-changer, unlock, elevate, seamless, robust, tapestry, landscape (as a metaphor), journey (as a metaphor), "not just X, but Y", TL;DR

Add your own: any phrase that makes you roll your eyes goes on this list.

How real people write

- Mix sentence lengths. Short ones hit. Then a longer one can carry the detail when it needs to.
- Start some sentences with And, But, or So — people do.
- Use contractions. "Don't" beats "do not" almost every time.
- One idea per paragraph. White space is free.
- Say the specific thing: a name, a number, a place. "Last Tuesday" beats "recently."

The humanizer pass (run this on every draft before showing me)

1. Read it out loud in your head. Where would a person run out of breath or get bored? Fix there first.
2. Cut every banned phrase above — replace it with the plain word a person would say.
3. Add one real detail only I would know (a name, a place, a mistake I made). Generic is the tell.
4. Vary the rhythm: if three sentences in a row are the same length, break one.
5. Check the last line. End on the point, not a summary of the point.

My voice, in one line

[Write one sentence the way YOU actually talk — Claude: match this register, not a textbook's.]

(End of File 2.)

Keeping your Profile alive

Your Profile is finished the day you fill it in — and it starts going stale the day your work changes. Keep it true:

- **New project or new goal?** Update "What I'm working on" — two minutes.
- **A draft came back with a phrase you hate?** It goes on the banned list before you do anything else.
- **Claude broke one of your rules?** The rule probably isn't written plainly enough. Sharpen the wording in the file, not in the chat.
- **Your voice line feels off?** Replace it with a sentence from something you actually sent recently — a real email, a real post.

Edit the file once, and every run after that uses the new version. That's the whole maintenance schedule.