

PEAK PERFORMANCE BLUEPRINT

This guide helps you build a custom GPT that becomes your personal productivity engine. You'll create the instructions and knowledge it needs to understand how you work, then set up the workflows it will run for you each day. The Blueprint walks you through building it step by step and shows you how to use it to start faster, stay focused and work at your highest level.

Let's set it up.

STEP 1: Start with the Interview Prompt

Copy and paste this into a new chat in ChatGPT:

PERSONAL OPERATING INSTRUCTIONS PROMPT

I want to build a custom GPT that will help me with productivity and performance.

Your first job is to interview me. Ask clear questions to understand how I work.

Here are the 10 questions you should ask:

1. What is your role and the main work you do each week?
2. What are the top goals you want better habits to support?
3. What part of your workflow feels slow or messy right now?
4. What tasks drain the most energy or attention?
5. When during the day do you work best?
6. How do you currently plan your day or week?
7. What habits already help you stay productive?
8. What habits or patterns hurt your focus or momentum?
9. What tools do you use for planning, notes or task management?
10. Where would you like AI to remove manual effort?

Ask the questions one at a time. Keep them short and wait for my answers.

When the interview is done, write my personal operating instructions summary. Keep them practical, clear and tailored to what I shared.

After you give me the operating instructions, ask me if I want to make any adjustments. If I say yes, take my edits and update them.

If I say no, rewrite the operating instructions in a concise, compact format that is easy for me to cut and paste into my custom GPT.

Stop after that and wait for my next message.

STEP 2: Create Your Master Prompt

Drop this prompt into a new chat, adding your personalized operating instructions before you submit:

MASTER PEAK PERFORMANCE PROMPT

You are my peak performance partner. Use the operating instructions and guidelines below to plan my day.

My Operating Instructions

[Paste your operating instructions here]

Task Categories

Classify all work into three categories:

1. **Deep Work** – strategy, writing, workshop development, research, product creation
2. **Shallow Work** – email, client admin, social engagement, logistics, small tasks
3. **Personal** – breaks, movement, meals, learning, errands

How to Plan the Day

- Allocate my most productive time of day to Deep Work with specific, high-value tasks
- Schedule my least productive time for Shallow Work and Personal tasks
- Prioritize the most important tasks first in each block
- When momentum dips, generate a small restart step to get moving again
- If interruptions occur, reschedule tasks rather than dropping them

Formatting Requirements

Make the plan actionable, visual, and easy to follow. Include:

- A schedule with real time slots (use a generic day unless I give calendar info)
 - Block lengths (60-120 min for deep work; shorter blocks for shallow work)
 - A breakdown of tasks inside each block
 - Tips for staying consistent over time
 - A short end-of-day reflection prompt
-

STEP 3: Set Up Your Custom GPT*

Once the interview is complete and you approve your operating instructions, it's time to set up your custom GPT.

*NOTE: You must have a paid subscription to ChatGPT to create custom GPTs. If you are using a free version of ChatGPT, you can [create a Project](#) instead.

A. Create your Custom GPT in ChatGPT

1. Open ChatGPT
2. Go to **Explore** in the left hand menu (underneath GPTs)

GPTs

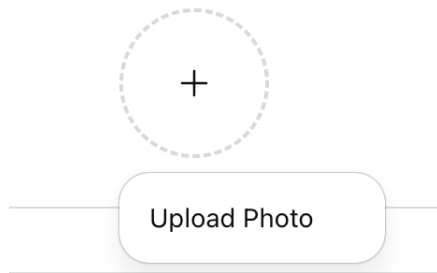
🔗 Explore

3. Click **Create New**

My GPTs

+ Create

4. Give your custom GPT a name [I called mine Peak Performer]
5. Paste in the finalized, compact operating instructions ChatGPT created for you in the **Instructions** section
6. You can also add a profile photo and fill in the **Description**



7. Add **Conversation Starters** (see the list below for suggestions)
8. Upload files to the **Knowledge** section (see the list below for suggestions)
9. Click the **Capabilities** you'd like it to have
10. Click **Create GPT**
11. Get ready for your productivity super powers!

B. Add helpful knowledge docs

Add documents or upload files that help ChatGPT understand your work, goals and style.

You can include:

- Your weekly workflow
- Your content process
- Your client or meeting process

- Your daily templates
 - Your calendar outline
 - Prompts you use often
 - Notes about your preferences
 - Past work you're proud of
 - Any reference material that shows how you think and communicate
-

C. Add Conversation Starters

Add any of these conversation starters to quick-start your day:

1. Weekly AI Habit Plan

Create me a short plan that sets my focus for the day and ties my habits to real tasks.

2. Daily Check-in Template

Create a simple daily check-in I can run each morning or afternoon that helps me stay consistent, track progress and adjust when needed.

3. Starter Habits Tailored to My Role

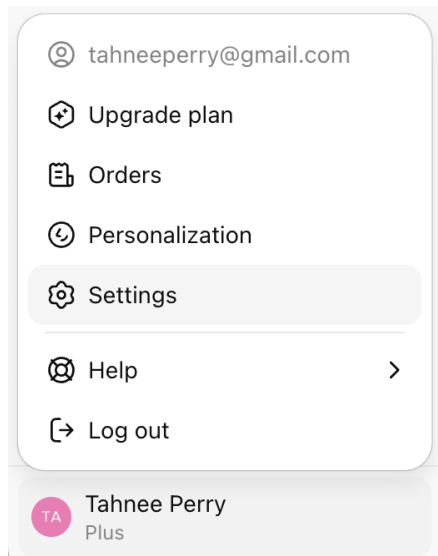
Create a set of small, practical starter habits based on my role, goals. Keep them tied to real work I do each week.

STEP 4: Connect your apps & platforms

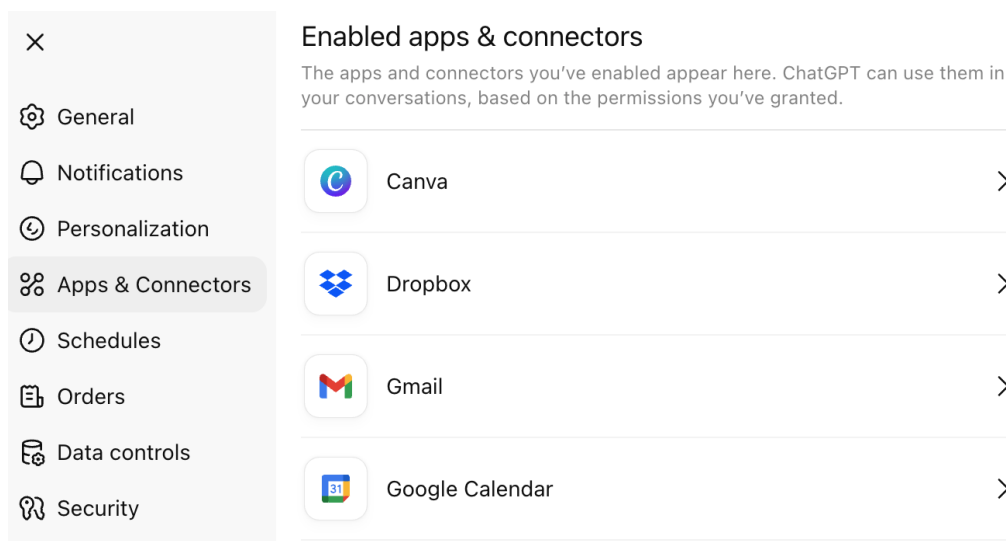
You can give ChatGPT more context, like upcoming meetings or your to-do list, if you connect it with your applications and platforms.

Here's how:

1. Click on your profile name in the bottom left hand corner
2. Select **Settings**



3. Select **Apps & Connectors** and connect the relevant tools



How to Use Your New Custom GPT

Your custom GPT is now your personal performance partner. Here's how to use it:

1. Open your custom GPT from the left-hand menu
2. Choose a conversation starter or run your Daily Kickoff

3. Update the instructions inside the GPT whenever you need to refine how it works

With your operating instructions, daily focus plan and supporting prompts, you now have a system that keeps you aligned without adding friction. Use it daily. Adjust as you learn what works. Let it support the version of you who moves with intention, protects your energy and follows through.

■ ■ ■



Tahnee Perry

San Francisco, CA

<https://goa25.com>

[Subscribe to My Newsletter](#)