

The AI Context File Template

The one-file trick that makes any AI tool stop forgetting your project — from @soulisanadiii

What This Is

This is a template for a single file you write once and reuse in every AI chat, tool, or project. Instead of explaining your project from scratch every time, you keep this file somewhere handy — pasted into the chat, saved in your project folder, or added to whatever AI tool you use that supports a "memory" or "instructions" file (most do now). The AI reads it and instantly knows your project, the way a teammate who's worked with you for months would.

How To Use It

1. Copy the 5 sections below into a blank document.
 2. Fill in the blanks in plain, simple sentences — don't overthink it, a few lines per section is enough to start.
 3. Save the file somewhere easy to find (Notes app, Google Doc, Notion page, or a file called PROJECT.md if you're comfortable with folders).
 4. Next time you open a new AI chat, paste the whole file in first, or point the tool at where it's saved. Update it whenever something important about your project changes.
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The Template

1. What I'm building (one sentence)

Example: "A free Instagram growth system for my personal account, built around giving away useful templates."

Your answer:

2. Who it's for

Example: "People who want to grow an audience without knowing video editing or the algorithm."

Your answer:

3. Rules to always follow

Example: "Keep answers short and simple. Never make up facts or statistics. Always write in my voice — direct, casual, first person."

Your answer:

4. Things to avoid

Example: "Don't use corporate or 'salesy' language. Don't suggest anything that needs expensive tools or editing skills I don't have."

Your answer:

5. Where my files/data live

Example: "My content calendar is in [file name]. Past posts are saved in [folder name]. Any new output should go in [folder name]."

Your answer:

One Filled-In Example (So You Can See It In Action)

Section	Filled-In Answer
1. What I'm building	A weekly Instagram Reel series that gives away one useful AI/builder resource per post to grow my personal page.
2. Who it's for	Solo builders and creators who want practical AI tips without jargon.
3. Rules to always follow	Keep scripts simple enough for a 10-year-old to follow. Never invent stats or news. Always end with a clear call to action.
4. Things to avoid	No corporate tone. No assuming the viewer has editing software or stock footage.
5. Where my files live	Calendar in content_calendar.xlsx. Finished posts saved in generated/, one file per date.