



PRACTICAL PROMPTING

Build a better prompt.

Start with the work. Give AI what it needs. Keep the conversation moving.

1 NAME THE TASK

What do you want help doing?

I want AI to help me:

2 DEFINE THE OUTCOME

What should the result accomplish?

When this is useful, I will have:

3 ADD CONTEXT

What does AI need to understand?

The situation, background, or current process:

4 IDENTIFY THE AUDIENCE

Who will use or read the result?

This is for:

5 PROVIDE TRUSTED MATERIAL

Which facts or examples should it use?

Examples, documents, facts, or prior work:

Use only information you are allowed to share.

6 SET REQUIREMENTS & FORMAT

What must it include, avoid, and look like?

Include:

Avoid:

Return it as:

7 INVITE CLARIFYING QUESTIONS

Before you begin, ask me two or three clarifying questions that will make this process more effective and efficient, and the result more useful and accurate.

PUT IT TOGETHER | REUSABLE PROMPT

Help me [TASK]. My goal is [OUTCOME].

Here is the context: [CONTEXT]. This is for [AUDIENCE].

Use [TRUSTED SOURCES OR EXAMPLES].

Include [REQUIREMENTS]. Avoid [LIMITS]. Return it as [FORMAT].

Before you begin, ask me two or three clarifying questions that will make this process more effective and efficient, and the result more useful and accurate.