

Choose one real task worth improving

Start with something frequent, repetitive, and low-risk.

01

The task I want to improve

02

How often does it happen?

03

The most time-consuming or frustrating step

04

What does a successful result look like?

QUICK CHECK

- ☐ Happens at least weekly
- ☐ Does not make a high-impact decision
- ☐ Has a clear definition of done

Turn the task into a reusable prompt

Each block can be copied directly into your AI tool.

01

Goal

What should AI accomplish?

02

Context

Who will use the result, and why?

03

Input

What information, files, or examples will I provide?

04

Constraints

What must not be guessed? What rules must be followed?

05

Output format

What structure, length, and language should the result use?

Map the path from trigger to output

Make the flow work before adding more tools or automation.

1

Task

I want less...

2

Trigger

When...

3

Input

I provide...

4

AI step

AI will...

5

Human review

I verify...

6

Output

I get...

One test, one variable

Failures matter: they show exactly what to change next.

01

Test input

02

Expected result

03

Actual result and issues

04

What is the one change for the next version?

BEFORE YOU USE THE OUTPUT

- ☐ Facts checked
- ☐ Privacy protected
- ☐ High-impact output reviewed