AI Prompt Builder Recipe

Step 1: Define Role and Goal (required)

*What is your goal and what role is the AI playing in helping you achieve your goal?*

Step 2: Provide Contextual Information (required)

*Include specific contextual details that will help the AI better understand its role and your goal.*

Step 3: Provide Specific Instructions (optional)

*Include detailed specifics about the desired output, such as the format, length, format, medium, and tone.*

Step 4: Ask Open-ended Questions (optional)

*Ask the AI an open-ended question that it can use to enhance its response.*

Step 5: Define Constraints (optional)

*As an example: Incorporate guidelines that restrict the AI to only use data released by government bodies, and financial, business, health, and academic research institutions. The AI must reference the sources of its information within the output, indicating precisely where these citations are used.*

Step 6: Put Steps 1 – 5 Together

You are a [1a. Role]. +

 [1b. Goal] +

 [2. Contextual Information] +

 [3. Specific Instructions] +

 [4. Open-ended questions] +

 [5. Define Constraints]

Next Steps

* Run your prompt and evaluate the generated output.
* Refine output as needed by providing further direction to the AI in the same chat session.
* Refine your prompt if needed.
* Save your prompt in your prompt library (Google Drive, OneDrive, etc.) for future use.