Creating an AI Prompt

Mastering the 6 elements

Great Prompt Writing

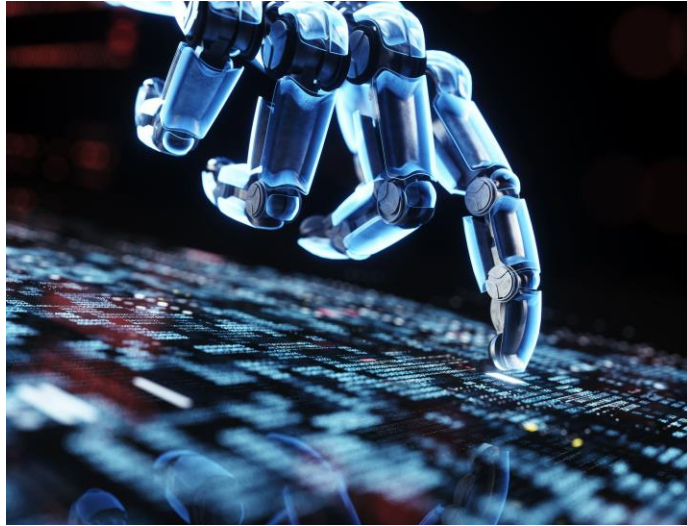Great prompts include 6 different prompt elements to maximize results while minimizing effort.

Explanation of Prompt Elements

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Elements of an AI Prompt: Role

- Specifies who the AI is within the scenario.
- Guides their perspective and responsibilities.
- Sets the stage for the actions they need to consider and decisions they must make.

Elements of an AI Prompt: Goal

- States what the prompter is trying to achieve.

- Aligns the AI's activities towards a specific outcome.

- Provides a clear and unambiguous target for the AI to hit.

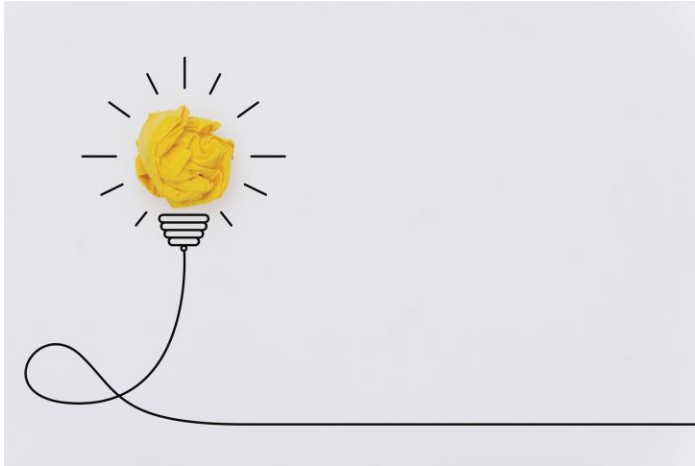# Elements of an AI Prompt: Contextual Information

- Offers specific and key background details essential for the AI to better understand the goal.

Elements of an AI Prompt: Specific Instructions

- Helps in structuring the AI's approach to the task
- Ensures that the AI output matches prompter expectations.
- Format, data sources, citations, etc.

Elements of an AI Prompt: Open-ended Questions

- Ask the AI to think beyond what's been stated.
- Encourages consideration of broader ideas.
- Stimulates innovative thinking.
- Promotes continuous improvement.

Elements of an AI Prompt: Constraints

- Set boundaries and guardrails for task accomplishment
- Can be data, budgetary, time-based, or resource-oriented
- Challenge the AI to be efficient and innovative within limited means

Putting it all together

Define your problem

- Issue: Environmental degradation in public spaces
- Visible litter and pollution in beaches, parks, and roadsides
- Negatively impacts community's quality of life and local wildlife habitats
- Need: Coordinated efforts to address the issue
- Enhance community engagement and education
- Organize large-scale community clean-up event
- Challenge: Organize event within budget and time constraints
- Budget: $5,000
- Planning window: four weeks
- Ensure maximum participation and impact
- Adhere to local health and safety regulations

Operationalize your solution

- Recruit volunteers from local Kiwanis and Key Clubs, schools, businesses, and residents
- Expected number of participants: 300
- Source needed cleaning supplies and coordinate waste disposal with local authorities
- Incorporate environmental education activities
- Adhere to local health and safety regulations
- Organize event within a budget of $5,000 and finalize plans within four weeks

Human in the Loop

As AI users, we need to supervise and guide the AI to ensure the results are what we expect and are of high quality.

Build The Prompt

https://www.kiwanis.org/textprompt

Hello. Would you help me with a task, please? You are a Volunteer Coordinator. Your task is to organize a community clean-up day to promote environmental awareness and community involvement. The contextual information of this task are: The event will take place in Stevensville, Michigan, at Grand Mere State Park, involving local Kiwanis Clubs, Key Clubs, schools, businesses, and residents. The expected number of participants is around 300. The clean-up areas include beaches, parks, and roadside areas. Apply the following specific instructions when generating the output: Develop a detailed plan that includes recruitment of volunteers, sourcing of cleaning supplies, environmental education, and coordination with local authorities for waste disposal. Ensure that all activities adhere to local health and safety regulations. Apply the following open-ended questions to your output: What innovative methods can you propose to increase community participation in the event? How might we incorporate educational activities about environmental preservation during the event? What feedback mechanisms can we implement to assess the impact of the clean-up day? Remember to adhere to these constraints when creating your output: The entire event must be organized with a budget of $5,000, and all plans must be finalized within the next four weeks. Thank you.

Thank you!

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