

AI PROMPT DESIGN WORKSHEET

A well-designed prompt provides AI with the information it needs to generate accurate, relevant, and useful responses.



ROLE

Tell the AI who it should act as.



TASK

Clearly describe what you want the AI to do.



AUDIENCE

Identify who will use or read the final product.



CONTEXT

Provide background information that will help the AI generate a better response.



REQUIREMENTS

Specify any expectations or constraints, such as tone, length, key points, or deadlines.



OUTPUT FORMAT

Tell the AI how you want the response organized.

YOUR EXAMPLES

YOUR PROMPT

PROMPT IMPROVEMENT CHECKLIST



☐ Did I define the AI's role?

☐ Did I clearly explain the task?

☐ Did I provide enough context?

☐ Did I identify the intended audience?

☐ Did I specify my requirements or restraints?

☐ Did I request the desired output format?