

PROMPT CHECKLIST

Curiosity drives good problem-solving. Work through all five steps before you send a prompt.

1. DEFINE THE ROLE

Tell the AI who it should be: the expertise, perspective, or job title it should step into. This sets the quality and tone of what comes back.

The AI should act as: e.g. a nonprofit communications director

2. DEFINE THE READER / AUDIENCE

Tell the AI who the output is for. The same content is written differently for a donor, a board member, or the public.

The output is written for: who will read it

3. REQUIRED INPUT

The facts, context, and source material the AI needs to do the task well. The AI cannot know your specifics. If you do not give them, it will guess. List everything it needs to know.

4. CONSTRAINTS

The limits and rules the output must respect: length, tone, format, what to include, what to leave out. Clear constraints keep the result usable.

Length: word / paragraph count

Tone: e.g. warm, formal, plain

Must include / must avoid

5. REQUIRED OUTPUT: DEFINITION OF DONE

Describe what a finished, acceptable result looks like: the format and the standard it must meet. If you cannot picture done, the AI cannot deliver it.

Format: e.g. a letter, a table, bullet points

Done means: what makes it acceptable

CHALLENGE TASK 1: ANNUAL BANQUET THANK YOU LETTER

Put the checklist to work. Use all five steps to write one prompt that produces a thank you letter to the people who attended your annual banquet. Fill in each item below, combine them into a single prompt, and run it.

Before you write the prompt, answer these:

[] Role:

[] Audience:

[] Input the AI needs (event name, date, key people, impact, dollars raised):

[] Constraints (length, tone, what to include / avoid):

[] Definition of done (format and standard):

Self-check: Could someone who has never met you produce the right letter from your prompt alone, without asking a single question? If not, a checklist item is still missing.

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AI WORDS OF THE WEEK

Prompt: the instruction you give an AI. A strong prompt names the role, audience, input, constraints, and definition of done, the same five items in the checklist above. The clearer the prompt, the more usable the first result.

Iterate: to improve the output by adjusting your prompt and running it again. Treat the first result as a draft. Tell the AI what to change, add a detail you left out, or tighten a constraint, then run it again. Good work is built through iteration, not pulled from one perfect prompt.

