AI Prompt Sheet

Write it down once. Reuse it every time. Pick a line, fill the blanks, paste it into your AI chat.

The four-step loop

1. Context	Who you are, what you offer, who it is for, the numbers you know.
2. Task	What you want written, and the exact format and length.
3. Constraints	Tone, length, words to avoid, things not to invent.
4. Proof	The facts, figures or quotes the answer must use.

Copy-paste skeletons

Write a post	`Write a post for {brand} about {topic}. Audience: {audience}. Tone: {tone}. Length: {length}. Use only these facts: {facts}. End with one clear call to action. No hype words, no emoji unless asked.`
Draft an email	`Write a short email to {recipient}. Context: {notes}. Ask: {goal}. Under 120 words, warm and plain, one clear ask, one easy reply.`
Build a plan	`Make a {length} plan for {brand} to reach {goal}. Audience: {audience}. Constraints: {constraint}. Give it in {format}, with who does what and how we measure it.`
Turn notes into a document	`Turn these notes into {format}: {notes}. Audience: {audience}. Length: {length}. Keep my facts exactly. Do not add claims I did not give. Flag anything that is missing as [CHECK].`
Critique my draft	`Critique this draft: {draft}. Tell me the 3 strongest parts, the 3 biggest problems, and the single change that would improve it most. Be specific and reference my words.`
Get 3 versions	`Give me 3 versions of this: {draft}. One plain, one persuasive, one short. Same facts, different angle. Put each in a separate code block.`

Things to say so the output stays clean

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Do not add facts I did not give. If a detail is missing, write [CHECK] instead of guessing. Keep it under {length}. Write in {tone}. No clichés, no hype words, no emoji unless asked. Give a table, not paragraphs. End with one action. Give me 3 versions, labelled.
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Before you publish

- ■ Every number, name and date is one you can vouch for.
- ■ No private details: addresses, phone numbers, health notes, customer lists.
- ■ Any quote is word-for-word, and the person agreed to it.
- ■ No stock photo of a person without permission, especially anyone under 18.
- ■ You have edited it into your own voice and added one detail only you know.