Checklist for creating good AI prompts

Task

☐ What do you want the AI to do?

Context

☐ What is the background information or situation for the task?

Exemplars

☐ What examples, samples, or illustrations show the expected output?

Persona

☐ What role or identity do you want the AI to adopt when performing the task?

Format

☐ How do you want the task presented?

Tone

☐ What is the mood, vibe, or style you want the AI to adopt in the task?