The PROMPT Formula

Six parts of a prompt that gets a usable answer, from any AI assistant.

P **Purpose**
Name the outcome.

O **Output**
Specify the deliverable and its format.

P **Proof**
Ask for evidence and identify what needs checking.

R **Relevant context**
Add facts, source material, audience and constraints.

M **Must-haves**
State quality standards and non-negotiables.

T **Tune**
Request a purposeful revision or next step.

USE A PROMPT IN 60 SECONDS

1. FIND	2. CHOOSE	3. COPY	4. REPLACE	5. CHECK
the task	the stage	the instruction	every [BRACKET]	then refine

THE FIVE STAGES

START	Define the task, surface assumptions, find a first step.
BUILD	Produce a usable draft, plan, checklist or artifact.
IMPROVE	Revise an existing attempt for clarity and fit.
COMPARE	Evaluate alternatives against explicit criteria.
VERIFY	Look for errors, unsupported claims and risks.

THE TEN GOLDEN RULES

01 Say what you want to achieve
02 Give only relevant context
03 Name the audience
04 Specify the output
05 Make the constraints visible
06 Allow uncertainty
07 Ask for evidence when it matters
08 Use examples carefully
09 Iterate with a purpose
10 Keep human control

UNIVERSAL PROMPT BUILDER (APPENDIX A)

My goal is [GOAL]. My current situation is [CONTEXT]. The people affected are [AUDIENCE]. My available materials are [SOURCES / TOOLS]. My non-negotiable conditions are [CONSTRAINTS]. Create a reusable AI prompt that produces [DESIRED DELIVERABLE]. It must request necessary context, avoid invented facts, specify output format, include checks for uncertainty, and offer a useful follow-up. Return the final copy-ready prompt first, then a short checklist of placeholders I should complete. Do not add unnecessary roleplay or pretend to have access to tools.

Before trusting an answer: use current reliable sources for changing facts, inspect calculations, open the original of any citation, and check health, legal, money or safety decisions with a qualified professional.

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