

A strong prompt starts with this master formula:



Copy and paste the text from the following table, and customize it to your needs:

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| <div>CONTEXT</div> <div>Nail the audience, goal, scope, timeframe, and risk.</div> <div>Example:</div> <ul style="list-style-type: none"><li><b>Audience:</b> Executive team deciding immediate controls and near-term investments</li><li><b>Decision date:</b> 2025-09-30</li><li><b>Business goal:</b> Reduce recordables by 30% in Q4 with no throughput loss</li><li><b>Scope:</b> Site Guadalajara lines 1–3; exclude maintenance contractors</li><li><b>Time horizon:</b> Last 12 months</li><li><b>Risk tolerance:</b> Low</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <div>INPUT</div> <div>Provide the exact files, columns, assumptions, and guardrails for analysis</div> <div>Example:</div> <ul style="list-style-type: none"><li><b>Use only:</b> [incidents.csv], [headcount.csv]</li><li><b>Columns:</b> incidents.csv(date, site, department, event_type, severity); headcount.csv(date, site, hours_worked)</li><li><b>Assumptions:</b> Average cost per recordable incident =45,000 USD; Downtime cost per hour = 10,000 USD</li><li><b>Missing data rule:</b> If required fields are missing, list what is missing and stop</li><li><b>Show work:</b> For every number, cite file name and row count used</li></ul> |
| <div>TASK</div> <div>Tell the AI Assistant exactly what to do and how you will judge it.</div> <div>Example:</div> <div><div><ol style="list-style-type: none"><li>Diagnose top drivers using Pareto of event_type and department</li><li>Quantify financial impact (formula: incidents*avg_cost_per_recordable + downtime_hours*downtime_cost_per_hour)</li><li>Recommend top 3 controls mapped to the hierarchy of controls</li><li>Build a 30-60-90 plan with owners and expected impact</li></ol></div><div>Acceptance criteria:</div><ul style="list-style-type: none"><li>Formulas and inputs shown</li><li>Table with columns [Driver, Incidents, Share %, Estimated Cost, Proposed Control, Owner]</li><li>Recommendations are feasible within [budget cap]</li></ul></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <div>FORMAT</div> <div>Provide the scaffolding that the output should fill</div> <div>Examples:</div> <div><div><ul style="list-style-type: none"><li><b>Format:</b> One-page Decision Brief</li><li><b>Tone:</b> Executive and persuasive, avoid jargon</li><li><b>Sections:</b><ul style="list-style-type: none"><li>Executive Summary (80–120 words)</li><li>Data Analysis (include a table: [Driver, Incidents, Share %, Cost Impact])</li><li>Controls &amp; ROI (top 3 actions with expected impact and payback)</li><li>30-60-90 Plan (bullets with owners)</li></ul></li><li><b>Constraints:</b> 350–450 words; bullets allowed; numbers rounded to whole units</li><li><b>Show your work:</b> Show formulas and inputs inline. Cite file and column for each number.</li></ul></div><div><ul style="list-style-type: none"><li><b>Format:</b> Compliance Gap Report</li><li><b>Tone:</b> Technical but plain; active voice</li><li><b>Sections:</b><ul style="list-style-type: none"><li>Overview (scope, standard, sites)</li><li>Clause-by-Clause Table (Clause, Evidence, Status, Gap Type, Action, Owner, Due)</li><li>Prioritized Action List (top 10)</li></ul></li><li><b>Constraints:</b> Provide CSV-ready table</li><li><b>Show your work:</b> Include verification method for each action. Add a short method note: steps taken and why.</li></ul></div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

# Best Practices for Iterative Prompting

It's normal to go back and forth to get the output you want.  
Treat iteration as part of the workflow.

## Put yourself in the loop:

### ■ Start with a plan/outline:

Ask for a one-paragraph plan or outline before the full draft.

### ■ Constrain and pin variables:

Keep a small "Variables" block (audience, length, files, KPIs). Tell the model to retain and display it in every revision.

### ■ Set acceptance criteria up front:

Define success (sections, metrics, word limits, tone, must-include facts).

### ■ Invite questions:

"Before drafting, ask me up to 5 clarifying questions that would most change your answer."

### ■ Request deltas:

"Revise only the ROI section; keep everything else unchanged."

## Handy revision prompts:

- "List unknowns/assumptions that could change the result; mark which you need from me."
- "Provide three options with trade-offs (conservative, balanced, aggressive); recommend one."
- "Rewrite for [audience] in [length]; preserve the key numbers."
- "Use only these sources/files: [names]. If data is missing, state what's missing and stop."
- "Critique your last answer against this rubric — accuracy, completeness, clarity, evidence, alignment to data—then fix it."
- "Show a short diff of what changed and why."

## When to stop iterating:

- Acceptance criteria are met and no new clarifications change the output
- Recommendations are actionable, measurable, and grounded in your data
- Stakeholders can review and decide in one pass

