THE LEARNING STRATEGIST

The Pre-Prompt Brief

Fill it in before you open the AI prompt. A task needs a roadmap when you need one to keep control of how it's executed. How much detail you put in depends on how risky and delicate the outcome is.

The task, in one line: _____

1 GOAL

What result do you want, described as if it already existed?

Who is it for (audience)? Why do they need it (purpose)? In what form (format)? What context can't the AI know?

Test: if you received this task, what would you want to know? Can't answer? Stop and improve your goal setting.

2 ROADMAP

What are the milestones, the intermediate outcomes AI must go through to reach the goal?

Set them as if you did the task yourself. Validate them before AI executes. Don't let AI decide the route unchecked.

3 GUARDRAILS

What constraints and assumptions (policies) must AI follow while moving across the milestones?

Say explicitly what to do and what not to do at each one, as you'd need to know from your boss to execute the task properly.

4 RED LINES

What must AI never do without your authorization?

Hard stops: values more than constraints, such as laws that must be met. When the plan would cross one, AI must stop and ask for your approval.