

Prompt Writing Cheat Sheet

One-page quick reference for practical AI use. Keep the human in command.

- Role: who should the AI act as?
- Task: what should it produce?
- Context: what safe details matter?
- Format: bullets, table, email, checklist, plan?
- Review rule: ask it to flag uncertainty.

Field rule: AI drafts. Humans decide. Verify anything important before using it.