

Level Up Your AI Prompt Engineering Skills

Use these tips to boost your productivity and get the information you need from generative AI tools - by asking the right questions.



Formula for Prompt Engineering

01. Remember: garbage in, garbage out!
02. Define your goal and problem.
03. Refine your input to achieve a more desirable output
04. Write with specificity
05. Iterate and improve your prompt if you aren't satisfied with the answer
06. Synthesize the information so it's easier for you to consume.

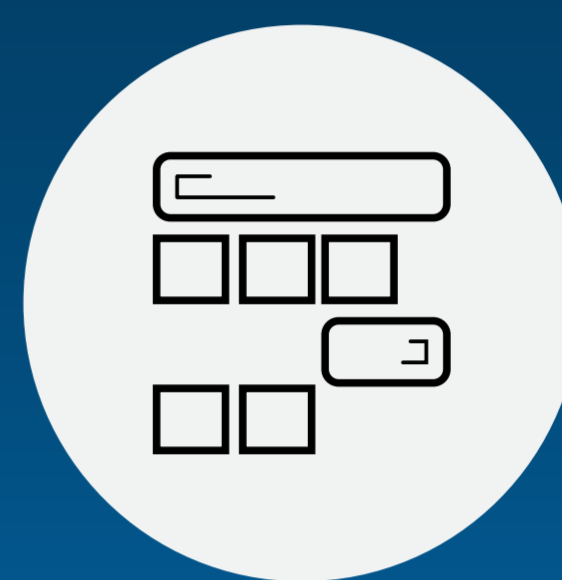
Ways To Synthesize Information With Your AI Prompts



Use tabular or categories. In your prompt, define what you want the tabs to look like



Create a mindmap



Generate a matrix of a complex topic

Use AI To Close The Knowledge Gap

Research using the Pareto Principle, the 80/20 rule

Text: This framework assumes that 20% of causes or inputs lead to 80% of the outcomes or effects of an initiative.

Ex: I want to learn Spanish. Can you use the Pareto Principle to teach me 20% of the skills needed to understand 80% of the language?

Act as a [profession] and [describe behaviour]

Text: Act as a potential client of my business and ask me questions to determine whether my services are the right fit for you.

Practice Prompt Engineering

Define the problem concisely.

Ex: I want to learn more about how to develop my leadership skills.

Ex: Create a learning plan for me to help me improve my leadership skills.

Write a prompt to address the question.

Refine the prompt using adjectives or enhance it with specificity.

A) Add timeline and frequency.

Ex: Could you design an 8-week learning plan for me to enhance my leadership skills? I can dedicate an hour, three times a week.

B) Think about your desired solution.

Ex: Make sure the lesson plan includes details about learning modality and potential learning sources.

Rewrite using tabular or categories, or other ways to synthesize information.

Ex: Using tabular, can you categorize the lesson plan based on level of difficulty, modality, and potential sources?



Before asking the next question, give feedback on chatGPT's responses.

Ask chatGPT if there are any other questions you should ask to help get a better prompt.

Prime it by asking a question like "Ready?"

Figure out how to get the knowledge you are looking for without disclosing sensitive information.

Ask ChatGPT to help you ask the right question "I'm not sure how to ask you the question, list 5 prompts I can use to learn more..."

Use ChatGPT to help you better use ChatGPT.

Interested in unlocking the power of AI for your organization?
Gain access to our three exclusive AI-focused training videos [HERE](#).

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