



AI Prompt Checklist™

A practical checklist for writing clearer prompts and reviewing AI-generated work responsibly.

TASK / PROJECT: _____

DATE: _____

AI TOOL: _____

OWNER: _____

1 | Define the Outcome

- ☐ State the task you want the AI to complete.
- ☐ Describe who will use the result and what they need from it.
- ☐ Define what a successful answer should help you decide, create or do.
- ☐ Choose the right task size; split complex work into sensible stages.
- ☐ Confirm that AI is appropriate for the task.

2 | Provide Useful Context

- ☐ Explain the relevant background, situation or business goal.
- ☐ Identify the intended audience and their level of knowledge.
- ☐ Define important terms, products, people or acronyms.
- ☐ State what has already been decided and what remains open.
- ☐ Include only context that helps the model complete the task.

3 | Give Clear Instructions

- ☐ Lead with a specific action verb such as draft, compare, explain or analyse.
- ☐ State the required scope and level of detail.
- ☐ Break multi-part requests into an ordered list.
- ☐ Separate source material from instructions using clear labels.
- ☐ Say what to prioritise when requirements compete.
- ☐ Avoid vague requests such as “make it better” without defining better.

4 | Supply the Inputs

- ☐ Include the facts, data, examples or source text needed for the task.
- ☐ Label each input so its purpose is unambiguous.
- ☐ Check that copied information is complete and current.

THE FUTURE™

- ☐ Remove irrelevant material that may distract from the goal.
- ☐ Use representative examples when style or classification matters.
- ☐ Explain how missing information should be handled.

5 | Specify the Output

- ☐ Name the required format: email, table, checklist, summary, code or another form.
- ☐ Set an appropriate length, structure and level of detail.
- ☐ Define the tone, reading level and point of view.
- ☐ List any headings, fields or sections that must appear.
- ☐ State whether you want one answer, alternatives or a recommendation.
- ☐ Ask the model to identify assumptions or uncertainty when relevant.

6 | Set Boundaries

- ☐ State what the response must not include or change.
- ☐ Identify facts, wording, policy or brand rules that must be preserved.
- ☐ Set geographic, legal, technical or time boundaries.
- ☐ Tell the model not to invent missing facts, quotations, sources or results.
- ☐ Specify when it should pause, ask a question or say it cannot confirm something.
- ☐ Define any word, budget, tool or deadline constraints.

7 | Add Quality Criteria

- ☐ Describe the qualities the answer must demonstrate.
- ☐ Ask for clear reasoning or a brief rationale when it helps evaluation.
- ☐ Request examples, edge cases or trade-offs where useful.
- ☐ Define how options should be compared.
- ☐ Ask the model to check its answer against the stated requirements.
- ☐ Provide a strong example when exact style or structure matters.

8 | Protect Privacy & Security

- ☐ Remove personal, confidential or commercially sensitive information unless approved.
- ☐ Do not paste passwords, access keys, private links or authentication details.
- ☐ Minimise customer, employee, health, financial and legal data.
- ☐ Follow organisational rules for approved AI tools and data handling.
- ☐ Check whether uploaded files contain hidden or unnecessary sensitive material.
- ☐ Use anonymised or fictional examples when real details are not required.

9 | Review Factual Accuracy

- ☐ Treat AI output as a draft, not automatic proof.
- ☐ Check names, dates, calculations, claims and quotations.
- ☐ Verify important information using reliable current sources.
- ☐ Open cited links and confirm that they support the stated claim.
- ☐ Look for omitted context, invented details and overconfident wording.
- ☐ Use qualified professional review for high-stakes decisions.

10 | Review Quality & Fairness

- ☐ Confirm the answer actually addresses the requested outcome.
- ☐ Check logic, completeness, consistency and internal contradictions.
- ☐ Look for stereotypes, unfair assumptions or missing perspectives.
- ☐ Check that the tone suits the audience and situation.
- ☐ Remove repetition, filler and unnecessary jargon.
- ☐ Make the final result accessible and easy to use.

11 | Iterate Deliberately

- ☐ Identify the specific weakness before asking for a revision.
- ☐ Give targeted feedback rather than restarting with a vague request.
- ☐ Ask for missing reasoning, evidence, examples or alternatives.
- ☐ Change one important variable at a time when comparing versions.
- ☐ Preserve strong parts while revising weak sections.
- ☐ Stop when additional prompting is no longer improving the result.

12 | Final Human Check

- ☐ Take responsibility for the final decision and published result.
- ☐ Edit the output so it reflects your real knowledge and voice.
- ☐ Confirm required approvals have been completed.
- ☐ Check intellectual-property, disclosure and attribution requirements.
- ☐ Remove prompt notes, placeholders and unverified content.
- ☐ Save reusable prompts only after removing sensitive information.

13 | Builder Tip

CLEAR PROMPTS HELP — CAREFUL REVIEW MATTERS MORE.

Tell the AI what good looks like, then use your judgment. The strongest workflow combines clear direction, useful context, verification and accountable human decisions.

The future isn't something you wait for. It's something you build.