AI Prompting
Checklist

- [ ] **AI LIMITS**

  Learn what the AI tool can and cannot do.

- [ ] **CONTEXT**

  Make sure the AI understands the context.

- [ ] **CLEAR OBJECTIVES**

  Clearly state what you want the AI to do.

- [ ] **SPECIFIC DETAILS**

  Add specific details to your request.

- [ ] **EXAMPLES**

  If necessary, provide examples to clarify.

- [ ] **SIMPLE LANGUAGE**

  Use straightforward and simple language.

- [ ] **NO AMBIGUITY**

  Avoid vague or ambiguous instructions.

- [ ] **REVISION**

  Review and edit your prompt if necessary.

- [ ] **ETHICAL CONSIDERATIONS**

  Check for potential bias or ethical concerns.

AI Conversation

PROMPTS FOR BEGINNERS

Choose a prompt below. Copy the full text and paste it into ChatGPT. Replace the blank with your specific details. Use the AI's response as a starting point — then apply your own judgement.

“Can you explain _____ in a simpler way?”

“Can you rephrase that?”

“Tell me more about _____.”

“Can you give me a step-by-step explanation of _____?”

“Can you break down _____ into smaller parts?”

“Show me how _____ relates to everyday life.”

“Give me an example or analogy to illustrate _____.”

“What are some ways you can help me with _____?”

SENSIBLE PRACTICE

Sensible AI Starter

PROMPTS FOR CHATGPT

Choose a prompt below. Copy the full text and paste it into ChatGPT. Replace the {bracketed text} with your specific details. Use the AI's response as a starting point — then apply your own judgement.

A *Identifying Priorities*

1. The 80/20 Analysis

Use this to find the small number of activities driving most of your results.

I run a [your business type] business. My main activities each week are:
- [Activity 1]
- [Activity 2]
- [Activity 3]
- [Activity 4]
- [Activity 5]

Based on the 80/20 principle, which 20% of these activities are likely generating 80% of my results (revenue, client satisfaction, or growth)?

Provide a reasoned analysis and suggest which activities I should prioritize and which I should consider reducing or delegating.

2. The One Thing Focus

Use this when you have multiple goals and need to find the single most important one.

My current business goals are:
- [Goal 1]
- [Goal 2]
- [Goal 3]

If I could only achieve ONE of these goals this quarter, which one would make the others easier or less important?

Act as a business strategist. Explain your reasoning clearly.

3. The Weekly Priority Clarifier

Use this at the start of each week to identify your highest-value task.

My role is [your role, e.g. 'a solo practitioner running a health coaching business']. This week I have the following tasks on my list:
- [Task 1]
- [Task 2]
- [Task 3]
- [Task 4]
- [Task 5]

Which single task, if completed this week, would have the greatest positive impact on my business? Please rank all tasks by strategic importance and explain your reasoning.

SENSIBLE PRACTICE

Choose a prompt below. Copy the full text and paste it into ChatGPT. Replace the {bracketed text} with your specific details. Use the AI's response as a starting point — then apply your own judgement.

B *Simplifying Your Business*

4. The Stop-Doing List

Use this when you feel overwhelmed and need to identify what to cut, delegate, or automate.

I am feeling overwhelmed. My weekly business tasks include:
- [Task 1]
- [Task 2]
- [Task 3]
- [Task 4]
- [Task 5]

Analyse these tasks and suggest 1-2 things I could stop doing, delegate to someone else, or automate using simple tools - without significantly harming my business.

Provide a brief justification for each suggestion.

5. The Offer Simplifier

Use this to streamline your services and create a more focused, profitable business

My business, [Business Name], currently offers the following services or products:
- [Service/Product 1]
- [Service/Product 2]
- [Service/Product 3]

I want to simplify my business model to reduce complexity and increase focus. Which of these offerings could I combine, package differently, or eliminate to create a cleaner, more profitable business?

Please consider potential trade-offs.

6. The Decision Clarifier

Use this when you are stuck on a business decision and need a clear framework.

I am trying to decide whether to [describe your decision, e.g. 'invest in a new software tool / take on a new client / launch a new service'].

The potential benefits are: [list them].
The potential downsides or risks are: [list them].
My current business priority is: [your ONE weekly focus].

Based on this, what is the most sensible decision? Please provide a structured analysis with a clear recommendation.