VISIONARY AI LABS | PRACTICAL AI

A better prompt starts here

A reusable one-page template for beginners

Fill in the four parts, then check the answer before using it.

1 TASK

What specific thing should the AI produce?

2 CONTEXT

Who is it for? Add the purpose and relevant, permitted source facts.

3 CONSTRAINTS

Set length, tone, required details and things to avoid.

4 OUTPUT FORMAT

Choose sections, bullets, a table or another useful structure.

Add this instruction:

Use only the facts I provide. List missing information instead of inventing it.

Example

Write a friendly welcome email for a beginner AI workshop in under 120 words. Use the supplied facts only; do not invent a date or link. Return a subject line, the email and a short list of missing details.

REVIEW BEFORE YOU USE IT

Check claims against reliable sources. Confirm dates, names and commitments.
Remove sensitive material unless you are permitted to use it with your chosen tool.