Mastering AI
Make AI Work for You

Smart Prompt Checklist

🧠 Prompt Smarter (Before You Hit Send)

Use this quick checklist to make any prompt smarter, clearer, and more useful:

✅	Question
❓	Does it include a **clear goal** or question?
🧩	Did I provide **enough context** (who / what / why)?
🧠	Is it **specific** instead of vague or open-ended?
📚	Did I request a **format**? (list, table, steps, etc.)
👥	Did I mention the **audience** or point of view?
💼	Should I ask it to "act as a [role]" for better focus?

🧠 Prompt Refining (Optional — Polish It Further)

For higher-stakes prompts (like content creation, marketing, or strategy), run a quick polish pass:

✨	Question
🔄	Can I make it shorter or clearer?
🎯	Is there a better way to phrase what I need?
💬	Would it help to give examples or sample format?
👀	Did I check spelling and tone?
📥	Should I reuse this as a template for the future?

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