Mastering AI
Make AI Work for You

ONE-PAGE CHECKLIST / PROMPTING / OCTOBER 2026

Smart Prompt Checklist

A quick review before you send a prompt and before you use the answer.

Use the questions that matter for the task. A creative exploration may stay open-ended; a factual or high-stakes request needs stronger constraints and verification.

Before you send

- Is the goal or question clear?
- Did I include the context that materially affects the answer?
- Did I provide the source text, data, or examples the assistant should use?
- Did I state the audience, tone, length, and output format if they matter?
- Did I identify anything that must be preserved or avoided?
- Did I ask it to flag assumptions, uncertainty, or missing information?
- Have I removed information I should not share?

After you receive the answer

- Does it actually answer the request?
- Are names, dates, numbers, links, and quotations accurate?
- Are current claims supported by reliable sources?
- Did it invent access, actions, evidence, or certainty it does not have?
- Does the result preserve the intended meaning and voice?
- What would a credible alternative or counterargument say?
- What must I revise, verify, or decide before using it?

Useful final instruction

> *Before finalizing, list the assumptions you made, the claims I should verify, and any missing information that could materially change the result.*

> For high-stakes decisions, use AI to organize questions and evidence, then consult an appropriate qualified professional.