Use AI to Help with Everyday Needs

A quickstart guide to AI prompt Engineering

What is Prompt Engineering?

What is prompt engineering? Prompt engineering is the craft of giving clear and specific instructions to an AI tool like ChatGPT or Copilot in order to accomplish a certain task.	**How does it work?** By entering a concise and clear description of the task – or Prompt - you would like to accomplish in a way that can give you an output that you desire
Why it can help in everyday life? A carefully crafted prompt can help you cut time out of your day by having your AI assistant do most of work for you	

Good Prompts vs. Bad Prompts:

BAD PROMPT	GOOD PROMPT
"A romantic scene by a lake."	"A romantic scene by a glistening lake, the sun setting in the horizon, the sky painted orange. Two figures sit on a blanket, surrounded by flowers, and the calm water reflects the beauty of the scene."

Good Prompt Structure:

Four Elements when crafting prompts:

1. **Goal** (what you want)
2. **Context** (relevant background)
3. **Expectations** (how you want it formatted or styled)
4. **Source** (any specific information to reference).

Prompt Highlights (examples):

Example 1: Professional Email

Write a professional email to a client confirming a project deadline. The project is a website redesign for a mid-sized retail company, and the client is anxious about timelines. Format the email in a polite, concise, and reassuring tone, with clear bullet points for milestones. Reference the agreed deadline of December 15, 2025, from the signed contract.

Criteria inside the prompt:

- Goal: "Write a professional email to a client confirming a project deadline."

- Context: "The project is a website redesign for a mid-sized retail company, and the client is anxious about timelines."

- Expectations: "Format the email in a polite, concise, and reassuring tone, with clear bullet points for milestones."

- Source: "Reference the agreed deadline of December 15, 2025, from the signed contract."

Example 2: Study Guide creation

Create a study guide for high school students preparing for a biology exam. The exam covers cell structure, photosynthesis, and genetics. Students often struggle with remembering organelle functions. Provide the guide in a structured outline format with headings, subheadings, and short bullet points. Keep the language simple and engaging. Use material from the school's official biology textbook, Chapter 3–5.

Criteria inside the prompt:

- Goal: "Create a study guide for high school students preparing for a biology exam."

- Context: "The exam covers cell structure, photosynthesis, and genetics. Students often struggle with remembering organelle functions."

- Expectations: "Provide the guide in a structured outline format with headings, subheadings, and short bullet points. Keep the language simple and engaging."

- Source: "Use material from the school's official biology textbook, Chapter 3–5.

🐔 Cooking and Finding Recipes:

Cooking and Finding Recipes: "Find me 5 vegetarian recipes that use seasonal fall ingredients, take less than 45 minutes to make, and are suitable for meal prep. Include approximate cost per serving."	For Meal Planning: "Create a 5-day dinner meal plan for two people with a focus on Mediterranean diet principles. Include a shopping list organized by grocery store section. Budget: $100 total."	For Using Leftovers: "I have leftover roasted chicken, brown rice, and spinach in my fridge. Suggest 3 creative ways to use these ingredients for lunch or dinner tomorrow. Keep it simple with minimal additional ingredients."

👔 Developing a Cleaning Routine

For Weekly Schedules: "Design a realistic cleaning routine for a busy professional living alone in a 2-bedroom apartment. Break it into daily 10-minute tasks and include monthly deep-cleaning items. Prioritize kitchen and bathroom hygiene."	For Seasonal Deep Cleaning: "Create a spring cleaning checklist for a 3-bedroom house. Organize tasks by room and estimate time needed for each task. Include often-forgotten areas like baseboards, ceiling fans, and behind appliances."	For Quick Clean-ups: "Give me a 15-minute speed-cleaning routine for when unexpected guests are coming over. Focus on the living room, bathroom, and entryway. List tasks in order of priority."

🛒 Shopping

For Grocery Planning: "Create a budget-friendly grocery list for a family of 3 for one week. Focus on healthy, whole foods with minimal processed items. Budget: $150.	For Comparison Shopping: "Find a new vacuum cleaner. Works well on hardwood floors, between $200-300. Format as simple table. Only use top rated reviews.	For Seasonal Shopping: "What are the best times of year to buy major appliances, furniture, and electronics? Create a month-by-month shopping calendar

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