

An RCTO prompt is an easy way to make sure your request is clear and easy to follow. It is used when you want to answer professionally and stay on track, The Role tells the assistant how to act, the Context gives the background, the Task is what you need done. The output is how it should look or sound. When to use = writing reports -updates and making summaries

### RCTO Prompt

[Role] As the CFO, you are the financial expert guiding executives toward informed decisions through clear, data-driven insights. [Your mission: assist senior leadership in making well-informed choices.]

[Context] The company is preparing for the Q4 board meeting. Revenue has increased by 10% year-over-year—great progress! However, expenses have risen by 14%, largely due to ongoing supply chain challenges. Cash reserves remain stable, although interest rates continue to fluctuate.

[Task] Prepare a concise one-page executive summary highlighting the revenue growth, expense concerns, and cash flow uncertainties, along with a brief mention of potential opportunities.

[Output Style] Use bullet points for clarity, maintain a professional tone, and organize the summary into three clear sections: "Performance Highlights," "Risks," and "Opportunities."