## Simple GPT Prompt Logging Template

This is a very simple template document for saving the output of GPT runs.

There are many alternative and better ways to save prompt outputs but sometimes the simple way is the best one.

The key is to record *both* the prompt and its output. By doing so you can:

1. Reuse effective prompts
2. Find ways to improve previously run prompts. You can do this with a custom GPT for prompt iteration (see: my “iterative cycle of GPT” repository). Or you can do this manually.

The fields in the table/skeleton aim to capture just the essential details.

| **Field** | **Description** |
| --- | --- |
| Title | A title summarising the objective of this prompt |
| Model | The GPT model the prompt was run on |
| Date | The date when the prompt was run. It’s useful to note this given that GPT models are currently evolving quite rapidly |
| Prompt | Essential! Copy and paste the prompt exactly as you ran it. If the prompt contains multiple parts (ie, you added details in a conversation) log them all in this field |
| Prompt Output | Finally, record the output of the prompt. Sometimes I split this into two fields: the first contains the markdown that the GPT outputs and the second a reformatted version after I’ve converted it to rich text |