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# AI Workflow Quick Guide

Consistent Practice for Reliable Results

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## Purpose

This guide shows the full AI workflow in plain steps. The goal is consistent practice and reliable results.

## Step 1. Define the Goal

State the problem in one sentence. State what a good result looks like.

Goal:

Outcome:

## Step 2. Prepare the Input

Describe the information the model will use. Confirm clarity and relevance.

**Input:****Context:**

### Step 3. Write the First Prompt

Give clear instructions. State structure, tone, and format.

**Prompt:****Output:**

## Step 4. Review the Result

Check accuracy, usefulness, and risk. Record strengths and weaknesses.

Strengths:

Weaknesses:

## Step 5. Improve the Prompt

Add clarity. Add structure. Add context.

Revised Prompt:

New Output:

Difference Noticed:

## Step 6. Reflect and Record

What worked:

What changed:

What you would try next: