
AI Workflow Quick Guide

Consistent Practice for Reliable Results

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: