

The AI Prompt Card

One page. Every task, every tool. Pin it up, use it daily.

THE 4-STEP METHOD

1

Choose the task

What exactly do you need? Decide the audience, the purpose and the tone before you type a word.

2

Give context

Paste the background the tool needs. Generic in, generic out — context is what makes output usable.

3

Shape the output

Say what you want back: an email, a checklist, a table, a summary — and how long it should be.

4

Check the result

Facts, tone, privacy, fairness. You sign it, you check it — every time, no exceptions.

BEFORE YOU PASTE ANYTHING, ASK

- ☐ Is there a **person's data** in this — names, emails, anything that identifies someone?
- ☐ Is this **confidential** to the business or a client?
- ☐ Would I be comfortable if this input were **seen by a stranger**?

One yes → stop. Strip it out, or don't use the tool.

THE GOLDEN RULES

- **AI drafts. Humans decide.** Nothing important goes out unreviewed.
- **Read it twice** before you send AI-written words under your name.
- **Verify every fact** AI states. Confidence is not accuracy.
- **Repeat task? Build a workflow:** inputs → steps → checks → human decision.

Want the habits behind the card? The free 8-lesson course takes about an hour.

waynefrancis.co.uk/free-ai-starter-course