

ASSEMBLY INSTRUCTIONS

BUILD A PROMPT

7 LEVELS · LEVEL 2

3 steps

One instruction

Nothing to buy

PARTS The job you named in Guide 01 The tool you picked in Guide 02 Whatever you already wrote down

WHAT YOU TYPED “Write a follow up email.”

*Polite. And empty. It could have gone to anybody.***1** Say who it is for

WHO

 Your customer Your boss A new hire on day one

The same message does not work for all three. So say which one.

2 Give it what you already have

DETAILS

Your notes. The email you are replying to. The numbers off the invoice. Paste it in, or upload the file. Messy is fine. Those details give it something specific to work from.

3 Say what you want back

SHAPE

Five bullet points

A short email

A table

Under 200 words

If you do not name it, you get whatever it picks.

PUT IT TOGETHER · WORKED EXAMPLE

Write a follow up email to the owner I met with this morning. Use these notes. [paste] Keep it under 150 words, and end with one question.

WHO It is for

DETAILS I am handing it

SHAPE I want back

It cannot read your mind.
Give it enough to work with.NEXT · GUIDE 04
ADD YOUR VOICE