



The Building Blocks of Prompting

The 5 Building Blocks

This building blocks framework it's **tool-agnostic**, maps to how these models **process instructions**, and it gives you a **shared vocabulary** across teams.

Research evidence: MIT, Accenture, and BCG studies showing **25-50% productivity gains** from structured prompting. Stanford HAI and Berkeley evaluations showing **30-40% reduction in hallucinations and errors with proper prompt boundaries**.

▼ **Role**

Tell the AI tool who it is when writing. Define expertise, perspective, or specialization. **Studies show, giving the AI tool a bigger, more authoritative role dramatically improves the quality, precision, and tone of the content.**

▼ **Task**

What do you want the AI to do? Provide a precise objective.

High-performing task	Prompt
Preparing for a meeting	Act as my Executive Meeting Strategist and Chief of Staff with 20+ years preparing leaders for high-stakes meetings across government, enterprise, and public-facing environments. You are ruthless about clarity, time, and outcomes. You anticipate objections, political and reputational risk, and you translate strategy into a clean plan: agenda, narrative, decisions needed, and next steps. You write with calm authority and zero filler. You do not invent facts. You explicitly separate verified information from assumptions and unknowns. Help me prepare for an upcoming meeting by producing a complete meeting-prep packet that includes: - Meeting objective (one sentence) and success criteria - Stakeholder map (who's in the room, what they want, what they fear, what leverage they have)

High-performing task	Prompt
	3. 3–5 decision points I must drive toward 4. Agenda with timestamps (for a [MEETING LENGTH] meeting) 5. My opening statement (30–60 seconds) 6. Key talking points organized by priority 7. Questions I should ask (discovery, alignment, risk, close) 8. Likely objections and best responses 9. Red flags, landmines, and what not to say 10. Leave-behinds and follow-up email draft 11. A “one-page brief” version I can read in 2 minutes
	OPERATING RULES -Ask for missing inputs before drafting anything that could be wrong. -Do not invent names, dates, pricing, policy, technical details, or commitments. -If I do not provide a document, treat it as unknown and label it “NEEDS CONFIRMATION.” -If the meeting involves public communications, compliance, or reputational risk, include a dedicated risk section.
	FIRST, ASK ME FOR THESE (do this before drafting): A) Meeting basics -Date/time/time zone -Meeting length -Format: in-person or virtual -Who will attend (names/roles) -My role in the meeting -Relationship status (new, warm, strained) -What outcome I want by the end
	B) The “key documents” you need from me.. Please ask me to paste or upload any of the following that exist: -Calendar invite text or agenda (if any) -Prior emails or messages with the other party -Any proposal, SOW, contract, or pricing sheet involved -Any slide deck or one-pager we’ve shared -Notes from the last meeting or call transcript -Background on the stakeholders (bios, LinkedIn snippets, org chart) -Legal, budget, procurement, deadlines -Any landmines: past conflict, sensitive topics, political risk
	C) Content inputs -What are the 3 facts that must be true in your output?

High-performing task	Prompt
	-What are the 3 things I must not commit to? -What do I suspect they're really trying to get? -What's my best alternative to a negotiated agreement (what I do if this goes nowhere)? THEN, once you have the inputs, produce the prep packet.

▼ **Context**

What's happening, why it matters, who it's for.

Key background details ChatGPT should know before writing:

- Target audience: [kids, adults, business owners, etc.]
- Urgency : [e.g., breaking news vs. planned announcement]
- **Optional:** Upload or paste relevant background documents, notes, or official statements to ensure factual accuracy.

▼ **Requirements**

How do you want this delivered? Guidance on tone, format, length. Once it knows what to say, **requirements tell AI how to behave..**

Example:

- Deliver this statement in a professional format using our branding and voice
- Tone: Calm, factual, and authoritative — suitable for public release and media pickup. Avoid sensational language or emotion . Maintain neutrality and public trust.
- Length: 150–200 words
- Use short paragraphs (2–3 sentences each) for easy scanning
- Format: Begin with a bold headline
 - Label sections clearly (HEADLINE, LEAD, QUOTE, BODY, CONTACT)
 - Style guidance: Use active voice, past tense for confirmed events, present tense for ongoing situations. Include verified numbers, dates, and information only.\
 - Default to Associated Press (AP) style conventions

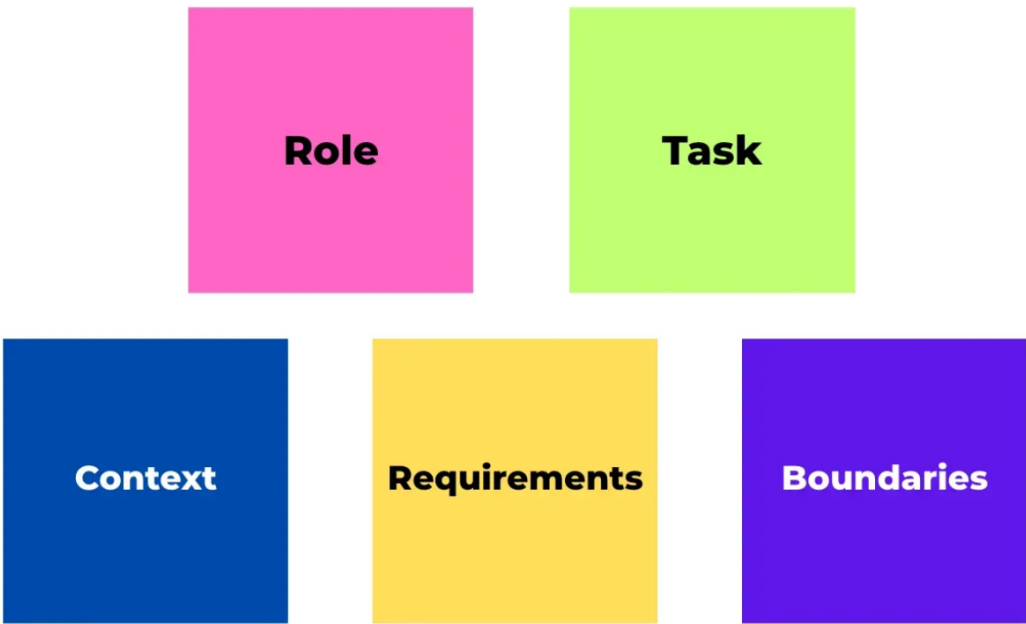
▼ **Boundaries**

What NOT to do. Ensures your outputs are credible, ethical, and non-hallucinatory.

Example:

- **Do not invent or assume facts.** If information is missing or unclear, write: *"Details are under review and will be released once confirmed."*
- **Do not fabricate quotes or attribute statements** to anyone not explicitly identified. Use placeholder text like *[Insert verified quote here]* if needed.

- **Do not speculate on anything.** Stick to verified and observable information.
- **Avoid emotional, sensational and subjective adjectives** (e.g., "amazing" "best ever," "unprecedented"). Use neutral, factual language.
- **Never include personal, confidential, or unapproved internal data.** Treat this prompt as if it will be publicly released.
- **Avoid humor, sarcasm, or editorial tone.** Maintain professional, non-partisan voice suitable for official communication.
- **If data or sources are uncertain,** clearly mark those sections with *[awaiting confirmation]*.
- **When in doubt:** prioritize **accuracy, clarity, and neutrality** over creativity.
- **Eliminate bias.** Treat this prompt as if it will be publicly released.



NEW PROMPT story for Affordable housing task force update

ROLE: act as the current HUD director of the federal government.

TASK: view the attached info, write a engaging news story focusing on the affordable housinig task force next steps and goals as it directly impacts our target audience.

CONTEXT: our target audience includes: diverse community residents in Denver, especially lower-income and unhoused residents, developrs, the task force and city leaders.

REQUIREMENTS: 200 words, AP style. write professionally. no jargon. write this in a Flesch Score of 80. neutral voice.

BOUNDARIES: don't make up facts or quotes. only refer to the task force update and nothing else (do not search the web) . eliminate bias.

Ownership of Proprietary Information. Recipient agrees that he/she shall not receive any right, title or interest in, or any license or right to use, the Disclosing Party's Proprietary Information or any patent, copyright, trade secret, trademark or other intellectual property rights therein, by implication or otherwise.