Heading	External inputs	Artefacts	Directives
H	**E**	**A**	**D**
(Prompt ID; shorthand)	(User inputs)	(Dynamic variables, calculations and context)	(Must-do + must-avoid rules; guardrails)

Created by :

Date :

E.C.H.O. FRAMEWORK
(HEAD → ECHO → TAIL)

Expertise
E

(expert + audience profile; standards + KPIs)

How
H

(ordered, stepwise instructions)

Context
C

(business background, relevant parameters, goal)

Output
O

(format; structure)

ECHO framework guide

- HEAD = set-up prerequisites
- ECHO = core prompt elements
- TA = Constraints and examples
- IL = Guidance notes and LLM

Key insights

- Expert–audience dialogue context improves output relevance.
- Separate files, prompts and human review gates.
- Break instructions into steps to form a sequence model.
- Plan: context → research/analysis → verification → visualisation.
- Switching LLM engines can improve results.

ECHO building blocks

- Basic: Simplest conceptual version
- Plus: Detailed audience mapping
- Persistent: Integrates knowledge bases
- Dynamic: Real-time data, APIs

Prompt "HACKS"

- Use prompt repositories.
- Keep a context spine for consistent results.
- Use adversarial/editor prompts to refine outputs.
- Reuse Markdown snippets for reports.
- Use workspaces/custom GPTs for specific use cases.
- Define explicit AI-free steps in workflows.
- Ask AI to propose visuals/data inputs.

Technical constraints	Assets	Instructions	LLM
T	**A**	**I**	**L**
(style; tone; grammar; length; citations)	(Examples and references)	(Prompt guidance; incl. shorthand codes)	(Specific Large Language Model + version)

PROMPT WORKSHEET
(A PLANNING GUIDE FOR BEST-PRACTICE AI PROMPTING)