

Prompt Planner Blueprint

A printable layout to plan your next AI request

Why use this planner?

This sheet helps you think through what you want before you start typing into ChatGPT, Claude, Gemini, or any other AI tool. A few minutes of planning can save you a lot of back-and-forth later.

Use it when you are:

- Starting a new project or task
 - Trying something slightly more important (letters, plans, step-by-step help)
 - Feeling stuck and not sure how to explain what you want
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How to use this worksheet

You can print several copies and use a fresh sheet each time.

1. Pick one task or project.

Write the simple version first (“What am I trying to get done?”).

2. Fill in the boxes.

Use the prompts in each section to guide your thinking. Short notes are fine.

3. Turn it into a prompt.

Once you’ve filled it out, either:

- Type your notes into the AI in your own words, or
- Read each section and write one longer, clear prompt that combines them.

4. **Adjust and reuse.**

After you see the AI's first answer, add notes to the bottom of the sheet:

- What worked?
 - What didn't?
 - What would you change next time?
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You do not have to fill in every line.

Use the sections that help you for today's task, and ignore the rest if they aren't needed.

On the following pages you'll find the planner layout you can print and reuse.

Prompt Planner Blueprint – Worksheet

Date: _____

Project or task name:

1. What am I trying to get done?

(Write the plain-language version of your goal. Imagine you're explaining it to a friend.)

2. What should the AI help with first?

(Write the first piece you want help on. You can always come back for more.)

- Brainstorm ideas
- Write a first draft
- Rewrite or improve something I already have
- Summarize and explain something
- Make a step-by-step plan
- Something else:

Notes:

3. Details the AI needs to know

(Who is this for? Any background, facts, or limits the AI should keep in mind.)

- Who is this for? (Audience)

- Any special background or situation?

- Important facts or numbers it must use:

4. Style and limits

(How should the answer sound, and what should it avoid?)

- How clear or simple should it be?

Beginner-friendly

Everyday language

A bit more detailed

- Style notes (for example: friendly, professional, like a patient teacher):

- Things to avoid (for example: sales language, technical jargon, certain topics):

5. What should the answer look like?

(Check the formats that fit, and add any notes.)

- Short list of steps
- Bulleted list
- Outline for a longer piece
- Full paragraph draft
- Table (for comparing options)
- Script / dialogue
- Something else:

Extra notes for the format:

6. Follow-up questions to ask if the first answer isn't quite right

(Write 3–4 questions or requests you can send after the first reply.)

1.

2.

3.

4.

7. What worked / what to repeat next time

(Use this space after you've tried your prompt.)

- What did the AI do well?

What would I change in my prompt if I tried this again?
