The 5-part prompt formula

AskGeeks

Pin it next to your screen.

1. Context

Who you are, who it is for

"I run a two-person plumbing business. This is for a homeowner."

2. Task

Exactly what you want

"Write a reply to this email."

3. Facts

What it must use

Paste your prices, policies or notes.

4. Rules

What it must not do

"Do not invent prices. Under 100 words. Say if unsure."

5. Format

How you want it

"An email with a subject line" or "a table".

Then

Check before you send

Facts, prices, names and dates. You are responsible for what goes out.

Download it again
askgeeks.com

Sources: Written by AskGeeks editors from everyday prompting practice. Checked October 2026.
Prompt library: askgeeks.com/prompts