

TECHLOOMIX

AI Prompt Framework Cheat Sheet

Use a structured prompt instead of relying on vague or magical command phrases.

Prompt Formula

Part	What to provide
GOAL	The exact task or decision you need
CONTEXT	Relevant situation, audience, environment and background
INPUTS	Text, data, constraints or facts the model should use
CONSTRAINTS	What it must avoid, limits, tone, length, safety rules
OUTPUT	Required format: steps, table, email, checklist, code, etc.
VERIFICATION	Ask it to identify assumptions, uncertainties or checks

IT Example

- Goal: Diagnose why one workstation cannot reach an internal application.
- Context: Other users on the same floor can connect; the affected PC has network link.
- Constraints: Do not recommend destructive changes. Start with evidence and reversible checks.
- Output: Give a prioritized troubleshooting sequence with what each result would mean.
- Verification: Separate confirmed facts from assumptions and identify when escalation is appropriate.

Responsible Use

- Do not paste passwords, secrets, private keys, protected personal data, or confidential customer data into an AI system without authorization
- Verify current commands, certification requirements, prices, policies, and vendor-specific facts with authoritative sources
- Do not use AI to fabricate resume experience or credentials

Educational resource. Adapt procedures to your environment, employer policies, safety rules, current vendor documentation, and authorized scope.