



GetITDoneWith.AI
KNOWLEDGE TO ACTION

AI 103

How To Prompt for Better Results



Time to read:
8 minutes

This document is for you if:
**You use chat AI tools but not sure if you
are getting the best results**

Your superpower after reading this:
**“Prompting” doesn’t sound so scary, you
can confidently chat with AI!**



Don't memorize “prompts” - just remember simple tricks.

6 Techniques. That's all you need to remember.

With AI101, you understood the absolute basics of what AI is, and what it is not.

With (or without) AI102, I hope you now have the habit of using chat AI tools to get things done. (If you haven't read them, download them free from [here](#).)

Now it's time to take the next step: **improving how you use them.**

“Prompt” is just the fancy tech word people use to describe *what you type or say to AI*. Think of it as - communication.

The reason why I don't give away a “100 prompts to boost your productivity 10x” list, is because copying and pasting doesn't help you build the muscles. Imagine you meet a person who is hard to communicate with. Relying on phrases that someone else says it would work better, may get you through one conversation with him, but you will always find the person “hard to communicate with”. In order to be effective, you need to understand the basic traits of AI, and learn the best way to communicate with him.

Human or AI, we all have traits - talking with AI requires similar tactics to get the most out of it!

The list is short - enough to prepare you to get things done - and they are all the skills you probably already have.



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A Quick Reminder

Easy to say, hard to do..



Whether you use AI to get things done, or do it your way, **you still own the results.**



Whether that's research, a presentation, a report, marketing content, or anything else, AI can help you, but - **your standard and commitment to quality should never drop just because AI is part of the process.**

AI can easily make us lazy - let us be all self-aware.

I've seen it happen:

- A marketing pitch that was clearly a direct copy-paste from AI.
- A legal draft that started with, *"Sure, let me write the XXX agreement you can use."*

People would see through it more than you realize. Let's make sure we stay just as committed to the results as before using AI, shall we?



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6 Techniques to Remember When Talking to an AI

6 is not too much to remember, is it?.



Technique 1: Clarify the Goal

WHY + WHAT

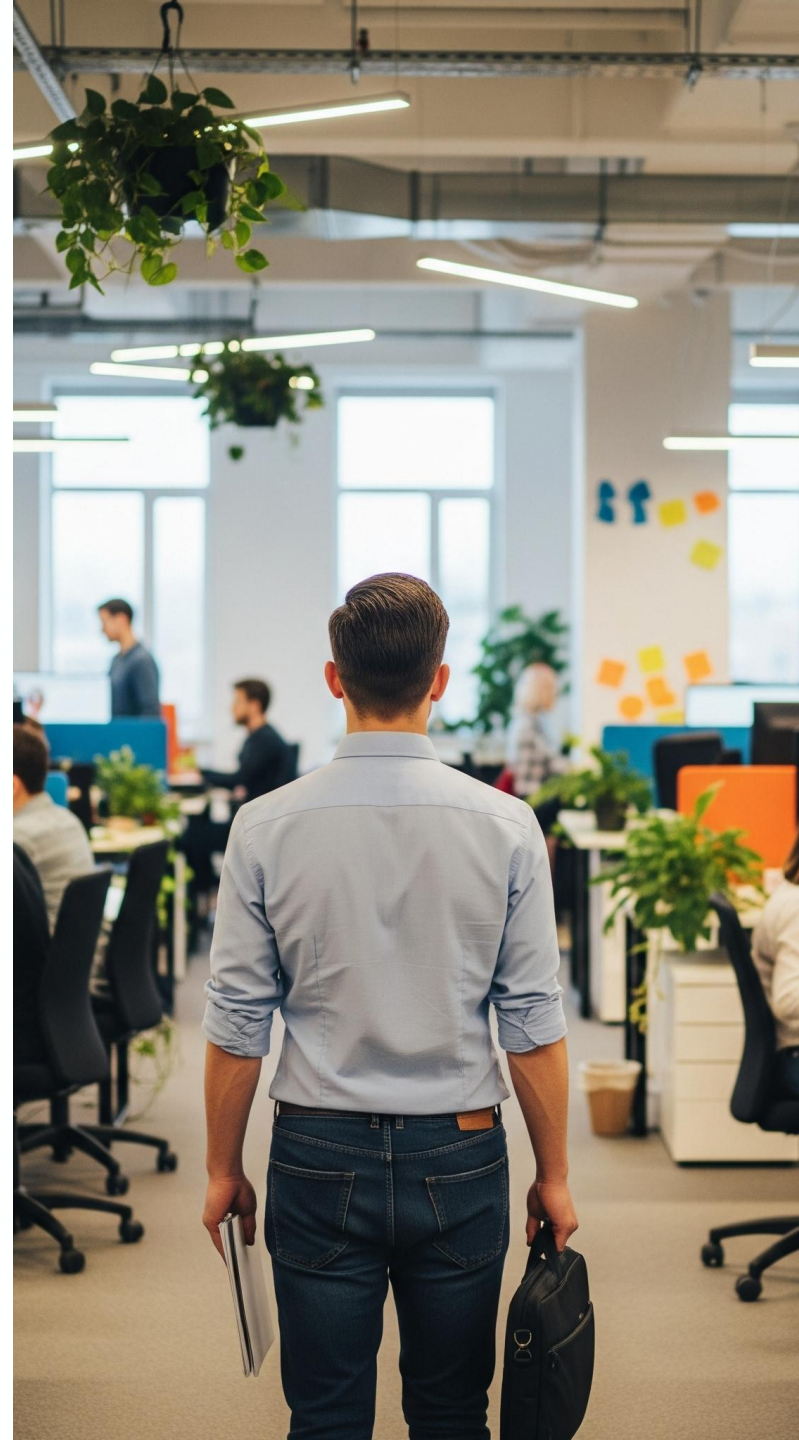
Think of AI as an intern.

If you've managed an intern, you may know that giving them a task without stating the goal is a recipe for failure.

It's the same with AI.

When talking to an AI, clarifying the goal helps to improve the answers you get from them.

Simple enough? Let's see how the difference looks like.



Technique 1 Example

Without Stating A Goal

“What is Generative AI?”



AI Response:

Generative AI refers to artificial intelligence systems that can generate new content, such as text, images, audio, or code. These models are trained on large datasets and use machine learning techniques like neural networks to create outputs that resemble human-made content.

With A Goal

“I’m a product manager in a retail company, and people keep talking about using Generative AI. I don’t have a technical background, I just want to understand what it actually is and how it might be useful to my job.”



AI Response:

Sure! Here’s a simple way to look at it:

Generative AI is like a really smart assistant that can create things — not just analyze them.

It can write text, generate images, summarize documents, draft emails, brainstorm product names, or even answer customer questions — all automatically.

For a product manager in retail, here’s how it could help you:

- Product descriptions
- Customer support
- Market research
- Idea generation

You don’t need to code — many tools use GenAI behind the scenes to save time and spark creativity.

Technique 2: Give Context

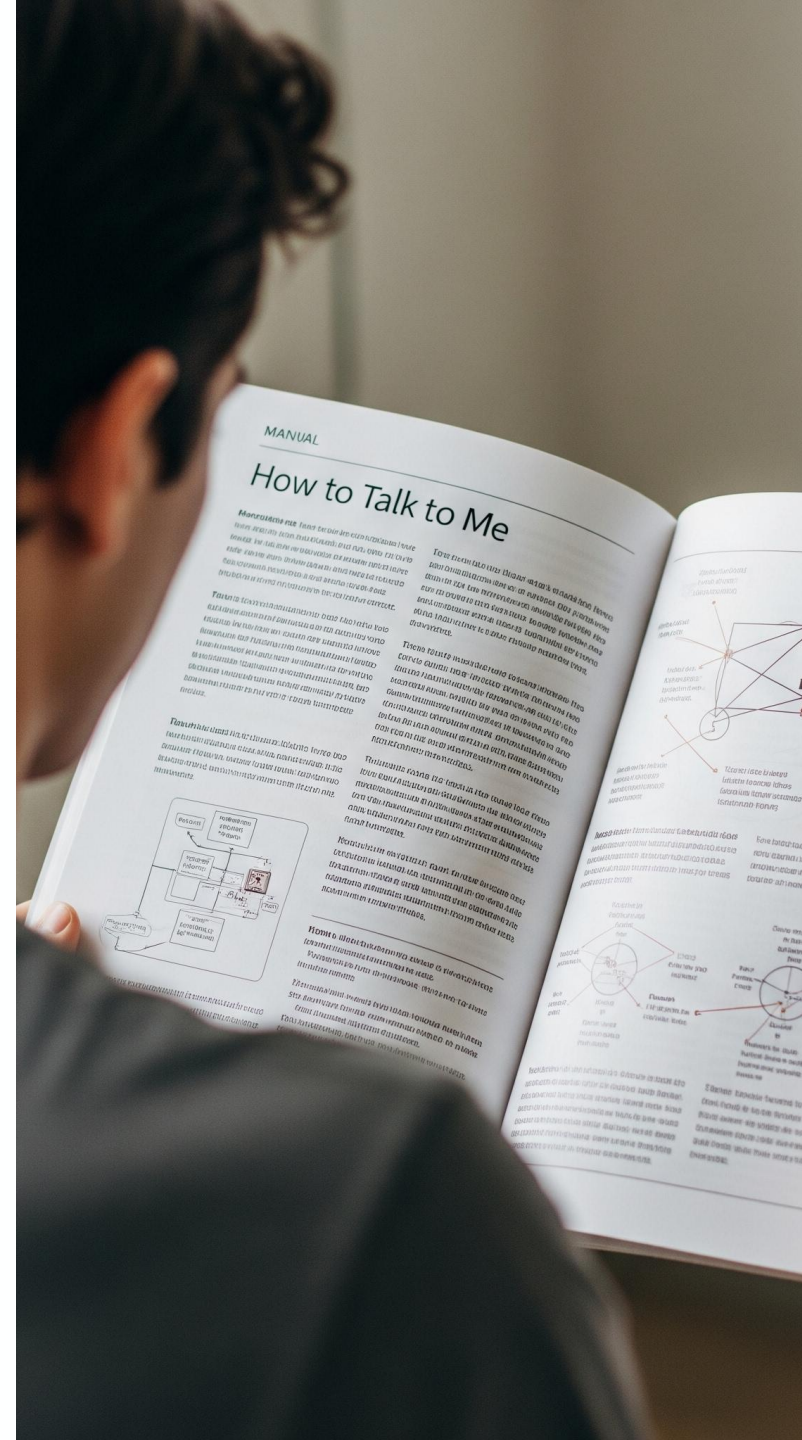
HOW + WHAT'S AROUND

When interns join a company, they will learn not only about the past and present work, but also about the company culture, who is who, the “language” spoken (acronyms, special terms, preferred words), people’s communication style and preferences, and so on.

Also by giving more instructions on how to do a task - for example, for the summary you want them to provide, you would give guidance on whether you want a simple 1 pager or a full 10 page review - do the same with AI.

AI also thrives when he knows these contexts - so tell as much as you can.

There is a limit to the context you can give, but the size of the limit has been expanding rapidly that for now, just learn “giving more context works better”. In the future I will share how to give a large context to AI in future materials.



Technique 2 Example

Without Giving Context

"Give me a short summary of the book "Hamlet"'"

AI Response:

Sure! Here's a short summary of Hamlet by William Shakespeare:

Hamlet, the Prince of Denmark, is devastated when his father dies and his mother quickly marries his uncle, Claudius. When the ghost of Hamlet's father reveals that Claudius murdered him to seize the throne, Hamlet vows revenge. Torn by doubt and feigning madness, Hamlet's actions lead to a tragic chain of events, including the deaths of Ophelia, Polonius, and eventually himself, his mother, Claudius, and Laertes. The play explores themes of revenge, betrayal, madness, and mortality.

With A Goal

"As a librarian with 25 years of experience, summarize the book "Hamlet" in a way kids of grade 3 - 6 understands. The format should be title, author, the year published, the approx. number of books sold, genre, and a short summary of the book (5 sentences max)."

AI Response:

Sure! Here's a kid-friendly summary of *Hamlet* tailored for students in grades 3–6:

Title: *Hamlet*

Author: William Shakespeare

Year Published: Around 1603

Approx. Number of Copies Sold: Over 2 million (estimated)

Genre: Tragedy / Drama

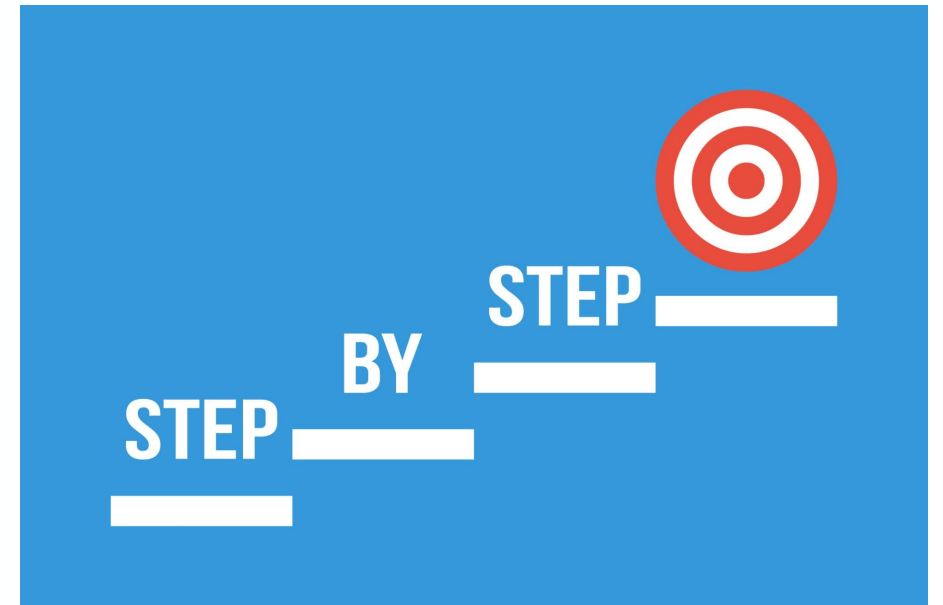
Summary:

Hamlet is a prince whose father, the king, has died. He finds out that his uncle might have done something very bad to become king. Hamlet tries to find the truth while feeling very sad and confused. He pretends to be silly to trick people, but things get more complicated. In the end, many people learn hard lessons about truth and choices.

Technique 3: Break Big Tasks into Steps

Nowadays, AI models are getting better at handling multiple tasks at once, or tackling one big task by breaking it down into smaller ones on their own. Guiding AI step-by-step by asking questions, reviewing, and refining along the way, usually improves the quality of the output.

Plus, you can refine it exactly the way you want.



Technique 3 Example

No Break Down

“Plan a 7-day family trip to Japan for me and my husband, flying in from the United States”

AI Response:

Here’s a 5-day family-friendly Japan itinerary that balances culture, fun, and relaxation — perfect for you and your husband. This plan assumes you’re flying into Tokyo, which is the most accessible city from the U.S.

<Generic, almost unrealistic Itinerary generated>

Breaking It Down

Step 1 – Define preferences

“I want to plan a 7-day family trip to Japan from Los Angeles. We arrive in Narita at 11:20 am on September 30, and our return flight is from Narita at 11:42 pm on September 6. The budget for the hotel is 20,000 per night. It will be for me and my husband. We like to eat different food, and we love being in the nature. We don’t want to travel too far, just stay near Tokyo. Ask me questions about any other questions that would improve the final itinerary.”

Step 2 – Create a draft itinerary

“Based on my answers, suggest a 7-day itinerary with cities, activities, and travel times.”

Step 3 – Refine details

“I want to relax somewhere in the country side on Day 4. Instead of a day in Tokyo, could you suggest a day trip to a nearby city with more nature? I heard Onsen is fun to explore.”

Technique 4: Use Examples to Guide the Style

Just like the intern you hired, giving good examples of past work done, or mistakes you want him to avoid, would guide AI better.



Technique 4 Example

No Example

“Help me with 1 minute elevator pitch as Lead Digital Marketing Manager.”

AI Response:

Absolutely! Here’s a tailored 1-minute elevator pitch for you as a Lead Digital Marketing Manager—professional, clear, and results-oriented:

“Hi, I’m [name], a Digital Marketing Manager with a strong focus on data-driven strategy and customer engagement. I’ve led successful campaigns across SEO, SEM, social, email, and content marketing—always with an eye on performance metrics and ROI. I specialize in turning insights into action, whether it’s scaling lead generation, improving conversion rates, or optimizing multi-channel funnels. I love collaborating with cross-functional teams to align brand messaging and drive measurable growth. Right now, I’m especially excited about using automation and personalization to create more meaningful digital experiences and accelerate business outcomes.”

With Example

“Help me update my 1 minute elevator pitch, reflecting a recent move promotion to be the Lead Digital Marketing Manager at [company name]. The following was what I used use - refer to its writing style.

<paste the previously-used pitch>

AI Response:

Here’s an updated version of your elevator pitch that reflects your recent promotion and expanded regional leadership while maintaining your original tone and writing style:

“Hi, I’m [name]. I was recently promoted to Lead Digital Marketing Manager at [company name], where I now oversee the digital marketing strategy across Latin America. I lead cross-functional teams and collaborate with local markets to create culturally relevant campaigns that drive engagement and growth. I thrive in creative, fast-paced environments, and over the past 10 years, I’ve worked across industries like healthcare, edtech, and automotive. One of my proudest achievements was helping increase the audience pool for Product X at [company Y] by 200% in just six months through targeted campaigns I launched.”

Technique 5: Ask For Multiple Options

Unlike interns, AIs don't get tired.

So ask to generate a few options, instead of 1 answer - Tell AI to give you a few versions so you can choose and combine the best parts. It's totally ok to keep asking for different versions - once I've asked to generate 100 examples (not all at once, but little by little), only to come up with my own idea because I could eliminate what I don't want. This also works, too - AI suggested options can be added to "I won't use them because it's too generic".



Technique 5 Example

Without Option

“Generate an invitation to my birthday party, to be held at "C'est La Vie" on August 18.”

AI Response:

Sure! Here's a polished and festive birthday party invitation you can copy and share via text, email, or print:

You're Invited!

Join me in celebrating my birthday at

C'est La Vie

on **August 18** at [insert time here]!

Expect good vibes, great food, and even better company.

Come hungry, come happy — let's make it a night to remember!

Location: C'est La Vie

Date: Sunday, August 18

Time: [Insert Time]

Dress code: Come as you are (but party-ready!)

Please let me know if you can make it — I'd love to celebrate with you! 

With Options

“Generate an invitation to my birthday party, to be held at "C'est La Vie" on August 18. Give me a few options of the invitation.”

AI Response:

Absolutely! Here are **four different styles** of birthday party invitations you can choose from — feel free to mix and match wording:

Option 1:

Chic & Classy

<Email content>

Option 2:

Playful & Fun

<Email content>

Option 3:

Trendy Minimalist

<Email content>

Option 4:

Elegant & Formal

<Email content>

Technique 6: Don't Forget to Sanity-Check

Your intern is fast, never gets tired, and he can perform so many tasks for you - but you are always responsible for the result, as stated at the beginning.

Check the generated results, and always **make sure it's stating the truth** - AI is not perfect. And he can sound so confident! But AI can make mistakes, so always make sure to double check facts, numbers, and tone before you share.



CHECK



Recap: 6 Techniques to Prompt Better

Technique 1: Clarify the Goal

Technique 2: Give Context

Technique 3: Break Big Tasks into Steps

Technique 4: Use Examples to Guide the Style

Technique 5: Ask For Multiple Options

Technique 6: Don't Forget to Sanity-Check



Final Thought

You may have noticed already - talking to AI is similar to **talking to a person**. You need to improve your **communication skills** in order to be effective at getting better results from AI.

Avoid ambiguity.

Avoid generic asks.

Don't expect AI to understand you perfectly, when you haven't given much information for him to process.

Even if you don't feel like a great communicator, you can lean on AI itself to help refine your request. Just ask, "How should I phrase this to get the best result?"

I highly recommend working on your communication by following these Techniques - it comes in handy when talking with actual people, too!

What's Next

Now you have what it takes to make AI work for you. Practice your prompting skills by chatting with AI daily - just like learning how to drive, you have to do it to get it. If you have already learned these techniques and you are ready for the next step, start exploring different AI tools than a chat tool which could elevate you and your business!

I'm now offering the [Personalized AI Integration Plan](#) with a limited discounted price - you will receive:

- **A curated tool list:** 5–7 no-code third-party AI tools matched to your needs, chosen from my vetted library of 150+ options (example: Otter.ai, InVideo.ai, Brandmark, etc)
- **Action steps:** clear examples of how to use each tool in your day-to-day, so you see results fast

If you're stuck, impatient, or just want to cut through the noise:

[Book a free call](#) or [send us a message](#).

We'll jump right into getting things done.

www.getitdonewith.ai

Email: info@getitdonewith.ai

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MINDSET + AI



ACTIONS + AI



10x RESULTS



The fundamentals of success haven't changed. AI will just make them 10x faster.