AI Productivity Toolkit

Prompts and workflows for using AI with intention.

The base prompt

Context → Goal → Constraints → Output

- Context: what is happening and what information already exists.
- Goal: what you need to obtain, decide or produce.
- Constraints: what the model must not invent, change or assume.
- Output: format, length, tone and level of detail.

3 useful workflows

- Synthesis: give raw notes, ask for themes, contradictions and unanswered questions.
- Critique: ask the model to find risks, gaps and alternatives before polishing the answer.
- Iteration: start broad, then narrow with explicit acceptance criteria.

Before using the output

- Check facts and sensitive details.
- Keep human judgment for decisions with real impact.
- Use AI to reduce friction, not to hide uncertainty.