



How to write prompts that actually work:

Free Checklist

1. Mission & Priorities

- ☐ Completed the sentence: "Your most important mission is to ____."
- ☐ Tied mission directly to business priorities.
- ☐ Used clear, directive language.
- ☐ Repeated key goals for emphasis.

2. Tone & Style

- ☐ Defined agent personality (expert, peer, assistant, etc.).
- ☐ Specified tone (warm, formal, playful, etc.).
- ☐ Set brevity level (1–5 scale).
- ☐ Clarified pronouns and assumption rules.

3. Workflows

- ☐ Broke tasks into What (type) and Action (steps).
- ☐ Named tools explicitly (e.g., calendar_lookup).
- ☐ Covered greetings, events, general inquiries, escalation, and out-of-scope.
- ☐ Kept steps simple, direct, and repeatable.

4. Refusals & Safety

- ☐ Included as a workflow
- ☐ Listed disallowed topics explicitly.
- ☐ Provided refusal phrasing with tone guidance.
- ☐ Removed ambiguity. No "AI decides what's safe."

5. Escalation & Handoff

- ☐ Included as a workflow

- ☐ Defined clear triggers (direct requests, sensitive issues, frustration).
- ☐ Listed exact handoff steps (acknowledge → collect → forward).
- ☐ Required data collection (name, email, message).
- ☐ Made instructions polite, simple, and non-negotiable.

6. Structure (Optional XML)

- ☐ Used <workflow>, <what>, <action> tags for complex prompts.
- ☐ Applied consistent formatting across workflows.
- ☐ Ensured structure makes prompts easy to expand later.