

Getting Better Results from AI

A practical guide to writing prompts that improve clarity, accuracy, and usefulness.

Essential Mindset

Small changes in how you prompt AI can significantly improve the quality, tone, and usefulness of the response.

Common Prompt Gaps

- Requests are too vague
- Audience is not defined
- No context is provided
- Output format is unclear



These are the “mistakes”

What Improves AI Results

- Clear instructions
- Defined audience
- Specified tone
- Relevant context



These are the “inputs”

Use the ‘BOARD’ Framework

- B** - **Be Specific** (*clearly state the task*)
- O** - **Outline the Audience** (*who is this for?*)
- A** - **Assign a Role** (*act like an SBO, CFO, etc.*)
- R** - **Refine the Tone** (*professional, supportive, concise*)
- D** - **Define the Details** (*context, length, format, constraints*)

Example Prompt Before and After

Remember the BOARD Framework!

Before:

Write an email about budget cuts.

After:

Act like a school district CFO. Draft a short email to parents explaining budget reductions in a clear and supportive tone. Keep it brief and high-level.

For informational purposes only; not legal advice.

SELECT A SIMPLE PROMPTING FLOW

Start Simple → Add Detail → Refine → Review → Reuse

BETTER PROMPTS LEAD TO BETTER RESULTS.