

The 5-Part Prompt & the Monday Playbook

Stop spinning. Start building. Geaux Do It.

WHY THIS DECK

Most people lose to AI by prompting harder, not designing better.

Two tools fix that:

1. A 5-part prompt structure so the model actually knows the job.
2. A Monday playbook so you ship one AI-shaped workflow this week.

The 5-Part Prompt

- 01** **ROLE** Who the AI is acting as.
- 02** **TASK** The single outcome you want.
- 03** **CONTEXT** What it needs to know about you / the work.
- 04** **FORMAT** Exact shape of the answer.
- 05** **CONSTRAINTS** What NOT to do. Tone, length, must-haves.

Plug it in

ROLE: You are my ops chief of staff.

TASK: Draft a Monday morning standup agenda.

CONTEXT: Team of 4, weekly cadence, we ship content + client work.

FORMAT: A 6-bullet agenda with time boxes.

CONSTRAINTS: Plain language, no jargon, under 15 minutes total.

The Monday Playbook

One workflow. One morning. Three moves.

01 **AUDIT**

Pick ONE workflow you ran last week.
Write every step in plain English.

02 **CIRCLE**

Circle 3 steps that are repeat, rules-based, or template-shaped.
Those are your AI candidates.

03 **BUILD**

Write 1 prompt for the highest-pain step.
Run it 5 times. Edit the prompt, not the output.

THE SHIFT

**Stop designing prompts.
Start designing workflows.**

Prompts are a tactic. Workflows are the asset.

BOOK A SESSION

**Bring one workflow.
Leave with one shipped tool.**

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