

Prompt Smarter with G.O.O.S.E.

A five-step framework for clearer prompts, better drafts, and responsible AI use.



GOAL

What do you want AI to do?



OUTPUT

What should the result look like?



ORIENTATION

Who is it for, and what's the situation?



SPECIFICS

What details, constraints, or source material matter?



EVALUATE

Check the answer before you use it.

PROMPT UPGRADE

BEFORE

"Write an email about the meeting."

AFTER

"Draft a friendly but professional email to my project team summarizing tomorrow's 10 AM planning meeting. Keep it under 150 words and include a three-item bullet list for the agenda."

HUMAN-IN-THE-LOOP CHECK

Verify important facts, dates, names, numbers, quotes, and citations before using the result.

HAL sounded confident too.

PROTECT THE DATA

Use approved tools and follow your organization's AI, privacy, security, and data-handling policies.

SKYNET training data: denied.

ASK > REVIEW > REFINE > VERIFY > USE

AI creates the starting point. You provide judgment and accountability.