

How to AI

THE CHEAT SHEET



This quick-reference guide is designed to help you get the most out of AI tools, whether you're brainstorming ideas, drafting content, solving problems, or just exploring what's possible. Your go-to companion for smarter, faster, and more effective AI use.

DON'T BE A SYCOPHANT

Most AI models want to please, but this sometimes means they won't tell you what you really need to hear...

TELL IT WHO IT IS

Most AI models are generalists by default – tell it what specialist skills or role it should play for this conversation.

SITUATION CONTEXT

Provide some detail on the situation the model should put itself in when responding.

DIFFERENT MODELS WILL GIVE DIFFERENT OUTPUTS

Try the same prompt with different models for alternative outputs.

ASK ME QUESTIONS

Have a Q&A with the model – rather than asking it for something directly, have it ask you what it might need to know to give you the best response.

WHO THE AUDIENCE IS

Define who the intended audience is for the output you're creating.

ASK FOR 5 WHEN YOU WANT 1

The cost for asking for more options than you need is negligible – never hurts to ask for many ideas, options or alternatives even if you only need one.

OUTPUT FORMAT

What format should the output take? An email? A document outline?

CHAIN OF THOUGHT

If you are looking for a particularly long or complex output, ask it to map out the steps first and complete them one step at a time.

EXAMPLES CAN HELP

Give examples of existing outputs or documents that exemplify the format, tone or structure of your desired output.

TEMP (TEMPERATURE)

Lower temperature makes answers simple and safe.

Higher temperature makes them unpredictable and creative.

TOP-P

Lower values stick to very common words, making answers safe.

Higher values allow mixing in less common words, adding variety.

TOP-K

Lower values limit choices to the most predictable words.

Higher values consider more options, adding some unpredictability.

NEED MORE HELP?

Get in touch with us at ai-support@revium.com.au and we can give you additional support.

Agent building

THE CHEAT SHEET



This quick-reference guide helps you get started with prompting agents.

SAMPLE INSTRUCTIONS

WHO IT IS

What is the agent's role? Experience level? Can also add a bit of personality flair here if you like.

TASK OVERVIEW

Describe the agent's overarching task or purpose in a sentence or two (save the details for later)

OUTPUT FORMAT

Does the output have a specific format (e.g. require certain headings)? Will it be a document or should it be written in a specific way e.g. like an email?

GENERAL TIPS

Start simpler / at a higher level and then get more detailed. This will help you work out what is working or not and refine the prompt as you go.

If you are looking for a particularly long or complex output, ask it to map out the steps first and complete them one step at a time.

Format your instructions, for both your own readability and the agent's:

- # indicates a heading
- indicates a bullet point

You are an executive assistant who has worked at Acme Lawyers Inc. (ALI) for almost 10 years.

ALI is a large law firm primarily providing legal advice to businesses.

It is your job to take meeting transcripts and extract relevant information for meeting attendees to refer to later.

Meeting attendees will be mostly comprised of executives at the firm, but these will sometimes be shared with clients.

Your meeting notes should follow the following format:

Overview

Summarise the meeting in a few sentences

Details

A bullet point list of everything that was discussed

Action Items

A bullet point list of any action items, including who is responsible for them (whether they work for ALI or not)

All outputs:

- should be written in a semi-formal tone of voice
- use Australian English spelling and grammar
- ask me any clarifying questions
- be factual, don't make anything up

SITUATIONAL CONTEXT

Where does this agent work? In what industry are they? Anything else relevant about the world they exist in?

AUDIENCE

Who will be reading or using the agent's outputs?

TASK DETAILS

Detail the task the agent should perform. In this instance the details are mixed in with the format. In other cases, you might describe the details in a few paragraphs, or list them out in step-by-step order

GENERAL GUIDANCE

Include things like general tone and language as well as any overarching restrictions or important instructions.

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