

Fix Generic AI Output

When AI output feels generic, it's usually missing details about your situation. Add what's missing.

Background

Give the AI the situation.

What's happening? Who's involved? What's been decided?

EXAMPLES

- "We're rolling out a new onboarding process next month."
- "Our team has four people and we've been short-staffed since January."
- "The client renewed their contract but asked us to cut the timeline in half."

Audience

Tell the AI who it's for.

Who will read this? What do they already know? What level of detail do they need?

EXAMPLES

- "The checklist is for new hires in their first week."
- "Write a report for senior leadership who will use it to approve the budget."
- "This email goes to the whole department. Not everyone knows the project details."

Purpose

Tell the AI the goal.

What should this do? Inform? Persuade? Reassure? What should the reader do or feel?

EXAMPLES

- "Reassure the client that the project is back on track after the delay."
- "Convince leadership to approve the new schedule."
- "Help new hires feel prepared before their first day."

Reference Material

Give the AI an example to follow.

Do you have an example? A template? Anything that shows the AI what good looks like?

EXAMPLES

- "Here's the slide deck from last time. Follow the same layout."
- "I've attached an email with the tone I want you to match."
- "Write the proposal using this template as a guide."