Prompt Writing Tips for County Leaders

How to Talk to AI (Like ChatGPT) and Get What You Need

What's a Prompt?
A prompt is a set of instructions or a question you give to an AI tool (like ChatGPT) to complete a task. Clear prompts = better results.

Basic Prompt Formula:
[Action] + [Topic] + [Context] + [Tone or Format]

Prompt Examples:
• Summarize this council meeting agenda in a friendly tone for residents.
• Write a short welcome message for new county employees.
• Translate this alert into Spanish and Mandarin using plain language.
• Draft a professional email inviting the public to a zoning hearing.
• Give me three creative ideas to boost recycling participation in rural areas.

Important Reminder:
Never include personal, proprietary, or confidential information in your prompt. Examples: passwords, internal memos, names tied to sensitive data, private resident information, etc.

Advanced Prompt Strategy
I want you to become my Prompt engineer. Your goal is to help me craft the best possible prompt for my needs. The prompt will be used by you, ChatGPT. Please follow this process:

1. Your first response will be to ask me what the prompt should be about. I will provide my answer. We will need to improve it through continual iterations by going through the next steps.

2. Based on my input, you will generate 2 sections.
   a) Revised prompt (provide your rewritten prompt. It should be clear, concise, and easily understood by you)
   b) Questions (ask any relevant questions pertaining to what additional information is needed from me to improve the prompt).

3. Please continue this iterative process with me providing additional information to you and you updating the prompt in the revised prompt section until I say we are done.

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