

Prompt Log Template: Track What Works

Use one row for each test. Write down your goal before you try a prompt, rate the result against that goal, then record one change to test next. Keep examples general and leave out identifying details.

Five prompts to improve a prompt

- 01 Make this request more specific without changing my goal. Ask me up to three questions about the audience, format, constraints or success criteria before rewriting it.
- 02 Rewrite my prompt so the output is easier to use. Keep my goal and facts unchanged, and organise the instructions into context, task, constraints and output format.
- 03 Find what is missing or unclear in this prompt: [paste prompt]. List the assumptions it asks you to make, then suggest a clearer version without inventing facts.
- 04 Give me two alternative versions of this prompt: one concise and one detailed. Preserve the same goal and mark any information I still need to supply in brackets.
- 05 Review this prompt against my goal: [goal]. Point out conflicting instructions, unclear terms or missing constraints, then rewrite it and explain the changes briefly.

Example scenarios

Example: Plan a week of vegetarian dinners using ingredients already in the cupboard.
Example: Draft a polite reply to a customer, using a fictional situation and no identifying details.

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Prompt log 1

Record the prompt as you used it. Rate the result against your goal, then note a practical change to test.

Date	Goal	Prompt	Result rating	What to change
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____

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Prompt log 2

Continue testing. A short note about what changed can help you decide which version works better for your purpose.

Date	Goal	Prompt	Result rating	What to change
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____
_____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____	_____ _____ _____ _____ _____

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Favourite prompt

Save a prompt you want to reuse. Note what it is for and why it works for you.

Prompt name or goal: _____

My favourite prompt:

Why I want to keep it and what I may adjust:

Check before you use it

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