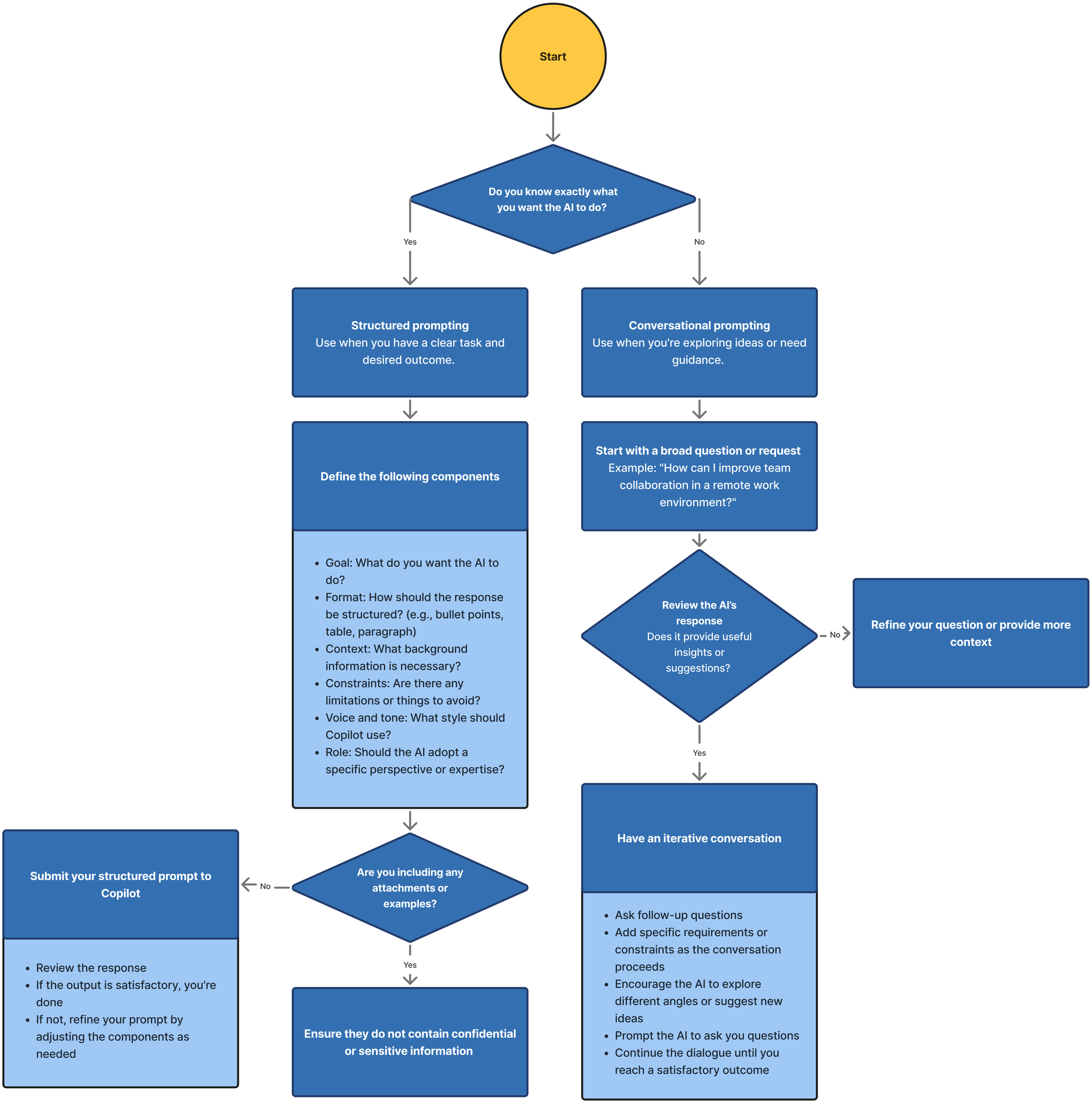
Start
Do you know exactly what you want the AI to do?
Yes
No
Structured prompting
Use when you have a clear task and desired outcome.
Conversational prompting
Use when you're exploring ideas or need guidance.
Define the following components
Goal: What do you want the AI to do?
Format: How should the response be structured? (e.g., bullet points, table, paragraph)
Context: What background information is necessary?
Constraints: Are there any limitations or things to avoid?
Voice and tone: What style should Copilot use?
Role: Should the AI adopt a specific perspective or expertise?
Start with a broad question or request
Example: "How can I improve team collaboration in a remote work environment?"
Review the AI's response
Does it provide useful insights or suggestions?
No
Refine your question or provide more context
Yes
Have an iterative conversation
Ask follow-up questions
Add specific requirements or constraints as the conversation proceeds
Encourage the AI to explore different angles or suggest new ideas
Prompt the AI to ask you questions
Continue the dialogue until you reach a satisfactory outcome
Are you including any attachments or examples?
No
Yes
Ensure they do not contain confidential or sensitive information
Submit your structured prompt to Copilot
Review the response
If the output is satisfactory, you're done
If not, refine your prompt by adjusting the components as needed