

C.L.E.A.R. PROMPT CARD

Five parts of a prompt that gets a usable answer the first time.

C

CONTEXT

Give the AI the situation. What is the job, the trade, the project type, and the problem?

Example: "I run a 6-person electrical crew on a tenant improvement in an occupied office building."

L

LENGTH AND LIMITATIONS

Set the size, format, and what to avoid.

Example: "One page. Bullet list. No legal advice. Keep it under 200 words."

E

EXAMPLES

Show what good looks like. Paste a sample or describe the style.

Example: "Match the tone of this past toolbox talk: [paste]."

A

AUDIENCE

Say who will read the result. Crew, owner, inspector, or GC?

Example: "The reader is a general contractor superintendent who has five minutes."

R

ROLE

Tell the AI who to act as.

Example: "Act as a veteran project manager who reviews change orders."

Before and after.

Weak: Write a safety talk.

C.L.E.A.R.: You are a safety manager for an electrical contractor (Role). Write a 5-minute toolbox talk on ladder safety for a 6-person crew starting a ceiling grid job (Context). Keep it to one page with 3 talking points and 2 questions for the crew (Length). Use plain language for field electricians (Audience). Match the tone of this talk: [paste a past one] (Examples).

Check the result.

- Did it use my details, not generic ones?
- Are the numbers, dates, and code references right?
- Would I put my name on it?