03 Ask better questions together

AI Getting Started | Guide 03 of 09 | About 10 minutes

> Continue with the fictional workshop notes from Guide 01. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

Useful questions expose gaps before you polish the wording. Ask about decisions that affect whether someone can understand or act on the result. You remain responsible for knowing what is true and who can make each decision.

Think before asking

Write your own three questions first. In this task, the important gaps concern the facilitator, reply method and reply deadline. A question about decorative wording can wait. A short question round should move the work forward rather than create an unnecessary interview.

Try this prompt

Before revising the invitation, ask me up to three questions that would materially change it. Prioritise missing logistics. Briefly explain why each answer matters. Do not guess answers or request personal or confidential information.

Keep uncertainty visible

If you do not know an answer, say: "I do not know yet. Keep that as an open question." Do not select a suggestion merely because it sounds confident. Choosing short bullets is a presentation decision; choosing a deadline creates a new fact or commitment.

Add the fictional update

Fictional update: Jordan, the training coordinator, will facilitate. Participants should reply to the organiser by Monday 9 November 2026. No organiser name, email address or booking link is supplied. All other details remain unchanged.

Try this prompt

Which gaps are now resolved, and which remain? Revise only the affected parts of the invitation and checklist. Use the words "reply to the organiser". Do not invent contact details. Preserve all other confirmed facts.

Check the result

Jordan is confirmed as facilitator. Participants now know to reply to the organiser by Monday 9 November 2026. The workshop remains Thursday 12 November, 10:00 to 10:30 am Brisbane time, in Room Cedar.

The organiser is still unnamed. "Reply to the organiser" works for this rehearsal, but a real invitation would need a response route recipients can identify. No name, email address or booking link has been provided.

Record a decision separately

Keep three short lists: confirmed facts, proposed actions and open questions. This makes it easier to hand the work to someone else without turning a plausible suggestion into an approved arrangement.

Your checkpoint

You can explain what the update resolved, what remains unknown and which decisions still belong to a person. Save the update for the remaining lessons.

Learning note: What did you decide or correct, and what will you repeat next time?