05 Improve it with specific feedback

AI Getting Started | Guide 05 of 09 | About 10 minutes

> Continue with the fictional workshop notes from Guide 01 and the update in Guide 03. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

Improvement works best when you can name the problem. “Make it better” gives little direction and can produce a longer or less accurate version. Use a short loop: read, identify the issue, request a specific change and compare.

Give feedback the assistant can use

Choose one issue: a wordy opening, logistics hidden in a long paragraph, unresolved decisions buried in the checklist or a tone that sounds promotional. Describe the change and the facts that must stay.

Try this prompt

Revise the current invitation to make the opening more direct and the logistics easy to scan. Keep it under 120 words. Preserve every confirmed date, time, place and instruction. Do not add benefits, promises or new facts. After the draft, list your changes and any detail you could not preserve.

Review the revision yourself

The assistant’s change list can help you review, but it is not proof that every fact survived. Compare the versions against the original notes and update. Restore any necessary detail that disappeared.

Try a tighter word limit

Try this prompt

Now write an 80 to 100 word invitation. Keep the preparation checklist outside that word count. If the limit would force you to remove an essential detail, identify it rather than silently dropping it. Preserve the fictional practice label and all confirmed logistics.

Check the word count in your document editor if the limit matters. The exercise is about concise communication; do not trade clarity or accuracy for a number.

Look for drift

- A date or time changes, or Brisbane time disappears.
- Room Cedar becomes another location or an online meeting.
- "No real work documents" becomes an instruction to bring work examples.
- A reply address or booking link appears without a source.
- An intended benefit becomes a promise of a measurable result.

Know when to stop

Stop when the invitation is clear, complete for its purpose and faithful to the notes. Extra versions are useful only if they solve a real problem. Write one sentence describing the improvement, such as: "Separating the logistics made the invitation easier to scan."

Your checkpoint

You can name a useful improvement and demonstrate that the underlying facts stayed the same.

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