

AI Prompt Reference Sheet

Prompt One: Stress-Test Your Persona

Use this after you've drafted a rough persona, to check it against the equity questions before you call it done. Paste your draft persona in place of the bracketed text.

Copy and paste:

"Here is a draft persona for a program participant: [paste your draft persona]. Review it for assumption versus evidence. For each trait listed, tell me whether it sounds like something drawn from real data or something assumed. Suggest two questions I should ask my own program data to confirm or correct each assumed trait."

Tip: if you don't have a formal data system, replace "program data" in the prompt with "staff and volunteers who work directly with learners."

Prompt Two: Turn Intake Notes into a Data Summary

Use this when you have real notes (intake forms, attendance logs, exit interviews) but they're too scattered to see a pattern. Paste a sample of your actual notes in place of the bracketed text.

Copy and paste:

"Here are raw notes from our program's intake and attendance records: [paste a sample of your notes]. Summarize the patterns you see — common reasons people enroll, common points where attendance drops, and anything that repeats across multiple entries. Flag anything that looks like a guess versus something the notes actually support."

Tip: never paste real names or identifying details into an AI tool. Use roles, initials, or made-up identifiers instead.

AI can help you organize what you already know faster. It can't tell you what your learners need, that still requires listening to them directly. Use these prompts to speed up the paperwork, *not* to replace the conversations.

