# ICOF Prompt Builder Worksheet

Use this worksheet to build structured prompts using the ICOF model:

I – Intent: What is the purpose of the prompt?  
Example: Summarize, Explain, Write, Analyze

C – Context: What background should the AI know?  
Example: ‘You are a marketing expert…’ or ‘Based on the following paragraph…’

O – Output Format: What should the output look like?  
Example: List, Table, Paragraph, Steps

F – Filters & Constraints: Any tone, word count, or style guidelines?  
Example: ‘Under 100 words’, ‘Use friendly tone’

Fill in below for your own prompt:

Intent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Context: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Output Format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Filters & Constraints: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_