COLLABORATE · STEER THE DRAFT

Not quite right? Get a better answer.

The first answer is a first draft. These moves help you steer it, and tell you when to stop. Copy one into a tool you're allowed to use, and fill in the brackets with public or made-up details.

01

Tell it what it didn't know

When: The answer is generic or misses the point.

> That missed the mark because you didn't know this: [who it's for, why it matters, what I've already tried]. Please try again with that in mind.

02

Keep, remove, change

When: Some of it works and some of it doesn't.

> Keep [the part that works]. Remove [what doesn't belong]. Change [what needs fixing] to [what you want instead]. Leave everything else as it is.

03

Turn the dial

When: The content is right but the feel is wrong.

> Make it [shorter / simpler / warmer / more formal / more specific]. Keep the meaning, and keep every date, condition and promise exactly as it is.

04

Show an example

When: You know what good looks like.

> Here's a short example of the style I want: [paste an example with no private details]. Match its tone and length, not its content.

05

Let it ask first

When: The task is fuzzy, or you're not sure what you need.

> Before you answer, ask me up to three questions that would make your answer better. Wait for my replies.

06

Ask for the weak spots

When: Before you use anything that matters.

> Before I use this, list its three weakest points, anything you assumed or made up, and what I should check against a reliable source.

When steering isn't enough

1. **Ask again and compare.** Start a new chat and ask the same question. If the answers disagree on a fact, check a reliable source. If they agree, that still isn't proof.
2. **Start fresh.** If the conversation goes in circles, open a new chat and give a clearer brief from the start.
3. **Know when to stop.** If two or three tries still miss, do it yourself or ask a person. That's a finding, not a failure.

More detail helps, but not private detail: what you paste goes to that service. Check what to keep out, and check the result like any other draft.