CRAFT Solo Worksheet

For working on your own. Think first, then build with AI.

Name: _____

Date: _____

C Concept	**R** Reality	**A** Aim	**F** Frame	**T** Think
the pieces you bring	the real context	what good looks like	the lens to think from	at every step

Think isn't a last step. **Question your thinking at every letter: before you send, and after.**

1 Where things stand (Concept)

Take a quiet moment. Plain words are perfect. Leave out anything personal.

Quiet time

Where things stand today:

Pieces I could bring: *(notes, files, screenshots, transcripts, recordings, links)*

2 Say it out loud, then pick ONE

Explain it out loud, as if to a colleague. What makes it hard? Then pick ONE idea.

Out loud

My ONE idea: *(Pick the one you could make real progress on today.)*

3 Add Reality, Aim and Frame

Build from your Concept. Keep asking what you're assuming.

On your own

R Reality	*Who is this for? Who is affected? What constraints, systems, policies, or rules are real? Why does it matter now?*
A Aim	*What do I want back (format, length, detail)? What does a good result look like? What should it avoid?*
F Frame	*What role or lens should the AI think from? Who is the audience? What should it emphasize most?*

Think before you send: can I answer each one?

☐ Do I have the pieces, and nothing private? ☐ What am I assuming the AI already knows?

☐ How will I know if it got it right? ☐ Is this the lens I actually want?

4 Build it with AI, and keep thinking

Open one AI tool and stay with it for the whole build.

You + AI

My build path: ☐ Draft it ☐ Make an assistant ☐ Plan an app

AI tool I'm using: _____ Saving my prompt to: _____

Turn your CRAFT into a prompt. Write it out one letter at a time, in plain sentences: **C** Here's where things stand… I've attached… **R** This is for… the constraints are… **A** Please give me… avoid… **F** Think like a…

Pro move: end with *"Before you start, ask me questions about anything that's unclear, and tell me what I didn't give you."*

Think log: one row per round

Round	What I asked	What was wrong, generic, or missing?	How I pushed back
1			
2			
3			

Push-back moves to try

"What did you assume that I didn't tell you?" · *"What's missing, vague, or generic here?"* · *"Argue against your own recommendation."* · *"Give me two alternatives and the trade-offs."* · *"Which claims should I verify, and how?"* · *"Mark what came from me and what you inferred."*

Stop when another round doesn't change anything that matters. Not the expert? Check one claim with a real source or person.

5 Capture what you learned

Write it down while it's fresh.

On your own

What I built or started:	What the AI got wrong, and how I caught it:	What a human still needs to check:

Who I'll show it to: _____

6 My next step

Now what? One thing I'll do differently when I get back to work.

Just you

Keep it safe: use tools that are approved, or understand what you're sharing. Never enter passwords, personal records, or other sensitive data.

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