



AI PUPPY PLAYBOOK

AI MASTERY FOR LIFE & BUSINESS

ASK ME FIRST: THE 3 QUESTION FIX

A COPY/PASTE GUIDE TO GET CLEARER AI ANSWERS IN FEWER TRIES.



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ASK ME FIRST: THE 3 QUESTION FIX

A copy/paste guide to get clearer AI answers in fewer tries.

The Prompt Guide

What it is

A simple set of copy/paste templates that makes your AI ask clarifying questions before it answers. You'll get cleaner outputs with less back-and-forth.

What's inside

- 10 copy/paste "Ask Me First" versions
- 1-page cheat sheet to pick the right version fast
- 6 worked examples (life + business)
- Bonus: a Question Bank of 20 reusable clarifying questions
- Bonus: 6 "Before → After" mini upgrades that show what changes the result

How to use this

1. Pick the version that matches what you're trying to do.
2. Paste it into your AI tool.
3. Answer the AI's questions in short bullet points.
4. Then ask for the final output.

The 10 copy/paste versions

1) Default

Before you answer, ask me 3 clarifying questions so you can give me the best result.

2) Fast + simple

Ask me up to 3 questions first. Keep them short. Then give me the final answer.

3) Beginner-friendly

Assume I'm a beginner. Ask 3 questions first, then explain the answer in plain English.

4) Decision mode

Ask 3 questions to clarify my goal and constraints. Then give me a recommendation and the next 3 steps.

5) Writing mode

Ask 3 questions about audience, tone, and purpose. Then write it in my voice.

6) Email mode

Ask 3 questions (recipient, goal, tone). Then write 2 email versions: friendly and firm.

7) Content mode

Ask 3 questions about platform, goal, and CTA. Then give me 5 content angles and one finished draft.

8) Troubleshoot mode

Ask 3 questions to diagnose the issue. Then give me the most likely fix first, plus 2 alternatives.

9) Health/lifestyle safety mode

Ask 3 questions first. Then give general info only, plus what I should confirm with a professional.

10) Ultra-precise output

Ask 3 questions. After I answer, give me:

- (1) best final output
- (2) a shorter version
- (3) an upgraded version that's more persuasive/clean.

Cheat sheet: which version to use

If you need...	Use...
Need speed	#2
Need clarity for a decision	#4
Need your voice	#5
Emails and boundaries	#6
Content repurposing	#7
Tech or tool troubleshooting	#8
Anything health-related	#9
Want a “good/better/best” result	#10

Worked examples (life + business)

Example 1: Rewrite a text (firm but kind)

User: “Rewrite this: Can you stop texting me so much?”

Ask Me First questions:

- Who is this to (friend, family, coworker)?
- Do you want firm, warm, or neutral?
- Do you want to keep the relationship close or set distance?

Output (firm but kind):

“Hey! I’m trying to cut down on notifications and stay focused. Can we switch to fewer texts and save most updates for one message later in the day?”

Example 2: Recipe help

Goal: quick lunch, mostly plant-based

Ask Me First questions:

- Any food restrictions?
- How much time do you have?
- What ingredients do you already have?

Output: A simple 10-minute recipe with substitutions.

Example 3: Work email (customer issue)

Goal: resolve a customer issue clearly

Ask Me First questions:

- What's the issue and desired outcome?
- What tone fits the relationship?
- Any policies or constraints to include?

Output: Two email versions + subject line options.

Example 4: Travel planning

Goal: plan a short trip that fits your preferences

Ask Me First questions:

- Dates and budget?
- Must-haves (walking, food, scenery)?
- Any mobility considerations?

Output: Two itinerary options.

Example 5: Make this sound confident

Goal: rewrite copy so it sounds confident and human

Ask Me First questions:

- Where will this be used?
- Who is it for?
- What do you want them to do next?

Output: Confident rewrite + shorter version.

Example 6: Tech troubleshooting

Goal: fix a tech issue fast

Ask Me First questions:

- Device + app/platform?
- What changed right before the issue started?
- What have you tried already?

Output: Step-by-step fix with the most likely solution first.



Bonus: Question Bank

(20 reusable clarifying questions)

Use these when you want smarter questions (or when you want to answer faster).
Mix and match.

Writing and content

- Who is the audience (and what do they care about most)?
- Where will this be used (IG, email, blog, YouTube, LinkedIn, text)?
- What tone should it feel like (pick 2–3 words)?
- What do you want the reader to do next (CTA)?
- Any words, claims, or topics to avoid?

Email and communication

- Who is this to (relationship and power dynamic)?
- What outcome do you want (yes/no, confirmation, apology, refund, boundary)?
- Should this sound friendly, neutral, or firm?
- What details must be included (dates, order numbers, policy, next steps)?
- What should NOT be said (blame, emotion, legal language)?

Decisions and planning

- What is the goal (one sentence) and why does it matter right now?
- What constraints do you have (time, money, tools, energy, schedule)?
- What options are you choosing between (list them)?
- What does success look like (your decision criteria)?
- What is the deadline or timing?

Troubleshooting and tech

- What device, app, or platform are you using (and version if you know it)?
- What exactly is happening (error message, behavior, when it occurs)?
- What changed right before it started (update, settings, new device, new file)?
- What have you already tried (so steps are not repeated)?
- Do you want the fastest workaround or the best long-term fix?

Bonus: Before → After (6 quick upgrades)

Each example shows how a vague request becomes a clean prompt that gets a better answer in fewer tries.

1) Vague writing request

Before: “Make this sound better.”

After: “Ask me 3 questions about audience, tone, and purpose. Then rewrite this to sound confident and human. Keep it under 120 words. Avoid buzzwords.”

2) Vague content request

Before: “Write a caption about AI.”

After: “Ask 3 questions first. Then write a 120-word IG caption for women 55+ who feel overwhelmed by AI. Tone: friendly and confident. Goal: get saves. End with a question.”

3) Vague email request

Before: “Help me respond to this customer.”

After: “Ask 3 questions (issue, outcome, tone). Then write 2 email versions (friendly + firm) and 3 subject lines. Keep it under 160 words.”

4) Vague decision request

Before: “Which option should I pick?”

After: “Ask 3 questions about constraints and priorities. Then recommend one option, explain why in 3 bullets, and give the next 3 steps.”

5) Vague troubleshooting request

Before: “My Canva isn’t working.”

After: “Ask 3 questions (device/app/version, what changed, what I tried). Then give the most likely fix first, plus 2 alternatives.”

6) Vague travel request

Before: “Plan a trip for me.”

After: “Ask 3 questions (dates/budget, must-haves, mobility). Then give 2 itinerary options and a simple packing list.”

Disclaimer

This guide is for educational purposes only and does not provide professional, medical, legal, or financial advice. Use your own judgment, verify important details, and don’t share sensitive personal information in AI tools.