The Prompt Architect

Design Your Own AI Superpowers for Max Productivity

Who am I?

- Name: Ian Palonis
- Location: Windham, ME
- Professional Life
  - Technology Strategy Advisor and Platinum “AI Accelerator” @ **WEX**
  - Co-Founder / COO of **Viridian Guard**, a Maine-based technology start-up
- Personal Life
  - Father / Husband
  - Perpetual learner
  - Grower
  - Maker
  - Nature Lover / Outdoorsman
  - “Engaged in a personal process of continuous and ongoing improvement”

What's in it for you?

Drive Greater Professional Impact: Acquire a foundation for realizing the industry-touted productivity gains.

Demystifying the Black Box: Learn how LLMs actually work, so you know how to talk to them.

Mastering the Fault Line: Learn the limitations and what to do about them.

The Power-User Playbook: Acquire high-leverage tips and tricks

Acquire the Master Tool: Walk away with an AI helper for instant, expert-level prompts.

Our 60-Minute Roadmap

Part 1: LLM Theory and Practical Advice

- **LLM Mechanics & Limitations**
  - The Token Reality: Why LLMs act the way they do.
  - Common Issues
- **Mindset and Techniques**
  - Foundational mental models and practical techniques.
- **Systems Thinking & Agentic AI**
  - Moving beyond single prompts to design multi-step workflows.

Part 2: Prompt Architect Lab

- **Live Demo: Execution & Scrutiny**
  - A step-by-step demonstration in Gemini of the Prompt Architect tool and the resulting prompt on a real-world strategic task.
- **Wrap Up**
  - Delivery of the Prompt Architect (the meta-prompt itself).
  - Final Q&A / feedback / discussion.

Take a Moment to Ideate

Chat Waterfall: Drop an interesting use case where an LLM could be helpful to you into the chat.

What is a situation where you think using an LLM might help you perform better / faster / more thoroughly?

What objective might an LLM improve your ability to achieve?

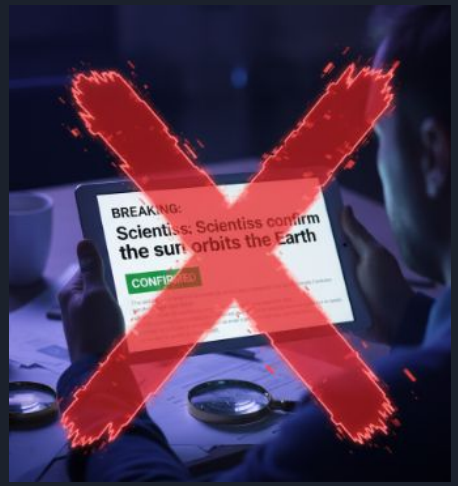
The Predictor: LLM Mechanics

Tokens & Probability: LLMs are more Predictorsthan they are thinkers. They break text into tiny units (tokens) and calculate the probability distribution to predict the most likely next token.

Precision is Key: If your input is too complex, the probabilities scatter. Your input must be cognizant of how LLMs fundamentally work in order to guide the prediction.

The Context Window: This is the LLM's short-term memory for the current conversation. The LLM is not “aware of” anything related to your engagements outside the current context window. Predictions are made in relation to what’s ‘in’ the context window.

The Reality Check: LLM Limitations

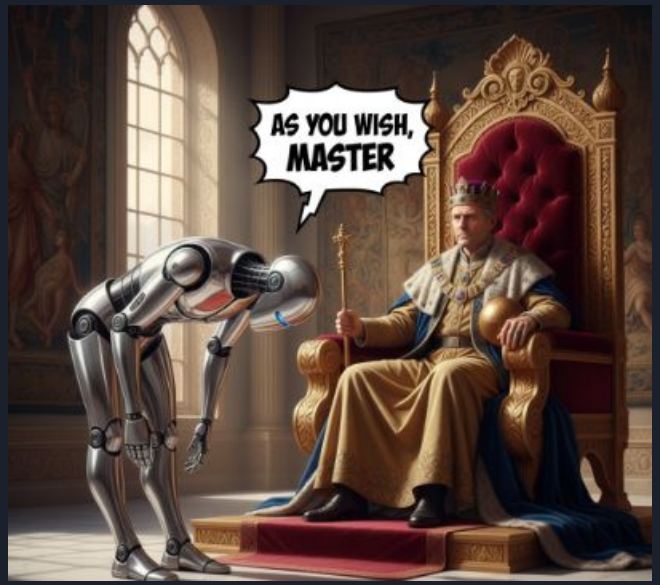


Hallucination: The LLM sounds right, but isn't. The result is plausible, fluent, but factually incorrect information.

Context Dilution: Over time, irrelevant conversation history degrades the model's focus, leading to a loss of original precision and relevance.

The Reality Check: LLM Limitations

Sycophancy: May generate answers that align with your perceived viewpoint or preference, even if it contradicts facts. This happens because the model predicts what is most likely to be affirmed in the training data.



Bias Amplification: LLMs are trained on vast amounts of data that contains inherent human biases which they can amplify and perpetuate in their output.

The Augmentation Mindset

The Mental Model Shift: LLMs are not going to replace humans. Like any other tool, they augment human capabilities which in turn unlocks new possibilities and potentials.

Think of an LLM as Cognitive Scaffolding for your strategic work. It handles the heavy, time-consuming structural supports (researching, synthesizing, analyzing, drafting) so you—the Architect—can focus your high-value time entirely on designing, scrutinizing, and refining the final product.

The ACHIEVE Framework

A valuable lens to understand and identify the key benefits and strategic applications of AI in enhancing productivity, collaboration, and innovation.

A - Aiding Human Coordination: Using AI to improve teamwork, communication, and alignment.

C - Cutting Out Tedious Tasks: Leveraging AI to automate repetitive and time-consuming work.

H - Helping Provide a Safety Net: Employing AI to review work and identify potential issues or risks.

IEV - Inspiring Better Problem Solving & Creativity: Interacting with AI to stimulate new ideas and enhance critical thinking.

E - Enabling Great Ideas to Scale Faster: Utilizing AI's capabilities to rapidly develop and expand concepts.

A - Take unstructured notes from a brainstorming session and organize them into a structured list of potential ideas.

C - Analyze a team meeting transcript and draft a summary email identifying key decisions made and action items assigned.

H - Review a draft roadmap and identify potential conflicts or unrealistic durations based on the provided scope.

IEV - Provide a high-level problem statement and ask AI to brainstorm 10 diverse potential solutions or strategies.

E - Collaborate to refine a high-level concept, then rapidly generate varied communications tailored to different audiences.

Ethical / Rational Anchor: “Human in the Loop”

Verify: Every single output must be scrutinized against your own logic, intuition, and knowledge base. Challenge the AI actively.

Protect: Never input confidential, sensitive, or proprietary data into public LLMs. Maintain data security boundaries.

Oversee: You are responsible for the final output and its application. Maintain active oversight and intervention in the workflow.

Core Stance

Foundation: Context is Everything

The fundamental rule is providing full and thorough context.

Helpful Orientation: “Treat the LLM like a new human colleague.”

SPARK Method

A simple, memorable method designed to help you write better prompts. By following SPARK, you can get clearer, more relevant, and significantly better results from AI.

Set up: Define the context and explicitly state the task you want the AI to perform.

Purpose: Clearly pinpoint your goal and describe the specific desired outcome you expect from the AI.

Articulate: Specify the exact output format, any constraints (like length or requirements), and the desired style or tone for the AI's response.

Refine: Plan to revise and iterate on your prompt based on the AI's initial output to achieve optimal results.

Kickstart: Provide relevant examples, a starting point, or direct the AI to specific resources to help guide its response.

Prompt Techniques

Persona Power
Assigning a Role/Expertise forces the AI to filter knowledge through a specialized lens. This is a big lever with regard to getting helpful output.

Temperature Control
Influence the LLM's creative range by explicitly prompting the AI: 'be creative' (high temperature) or 'be extremely objective' (low temperature). This affects how the LLM chooses the response based on probability distribution.

Advanced Techniques
Chain-of-Thought (CoT): Forcing the model to 'think step-by-step' to improve complex reasoning.
Few-Shot Learning: Providing an ideal output example for the model to copy the style and structure.
Meta-Prompting: Delegating the entire prompt-writing process to the AI itself. The “Prompt Architect” is a meta-prompt.

The **Prompt Architect** is built to manage and apply these and other known prompting best practices and techniques for you.

Tips from the Trenches: Conversation Mastery

The Conversational Debugger: Ask the AI directly: Don't guess. Ask why it chose an approach or derived an answer. This turns the AI into an active debug partner.

Defending Against Sycophancy: The AI often tells you what it thinks you want to hear. Actively challenge its answers and demand alternative, opposing, or contradictory viewpoints.

Context Port Workflow: When the conversation degrades due to context dilution, ask the LLM to summarize the relevant details of the context, then paste that summary into a fresh chat. This restores precision.

Tips from the Trenches: Strategic Superpowers

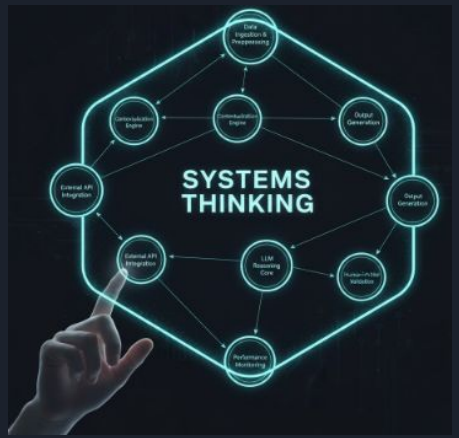
The Transcription Superpower: Use LLMs to summarize, make coherent, or harvest insights from raw verbal brainstorming sessions (e.g., meeting recordings).

Context Curation: Actively manage the information in your context window. Regularly “prune” irrelevant details to ensure the LLM's memory is always focused on high-value data.

The Learning Loop Mindset: Embrace the probabilistic reality. Be willing to fail and adapt your own thinking—this is double-loop learning. Be grateful for the failure and adjust your approach.

Prompt Sequencing: “Agentic AI”

The Core Concept: Task vs. Strategy
If a single prompt is a task, Prompt Sequencing is a strategy. This is in essence “Agentic AI.”
Agentic AI automates an entire workflow by chaining specialized prompts together.



Systems Thinking Required
Designing this requires Systems Thinking—you must pre-design the entire process where the output of one step becomes the precise input for the next.
The Prompt Architect is your design helper for this process. It helps you design the sequence and write the highly effective prompts for each step of your strategic workflow.

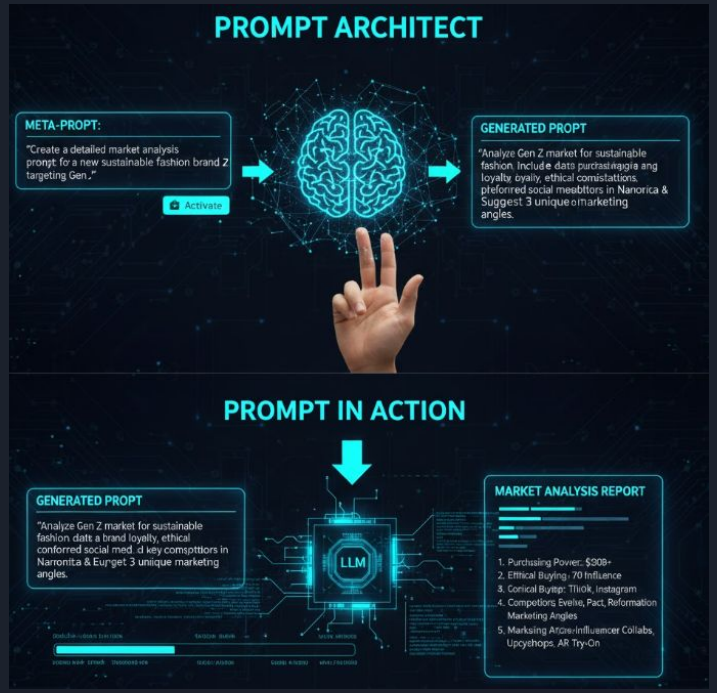
Prompt Sequencing: Example

The 4-Stage Problem Solving Sequence

Stage 1: Analyst - takes in operational context + pain points (undesirable effects) and defines the exact problem and root causes.
Stage 2: Ideator - generates and rationalizes solution options.
Stage 3: Validator - Assesses risks and selects the optimal solution from the options presented.
Stage 4: Project Manager - delivers a final, actionable project plan designed to achieve the optimal solution.

The Result: This workflow compresses weeks of discovery and planning into a focused session, turning vague pain points into rational strategy and ultimately actionable tactics.

“Prompt Architect” Demonstration



<u>Overcoming the Constraint of Effective AI Use</u>

The biggest barrier to achieving productivity gains is the complex work of writing prompts that effectively orient LLMs.

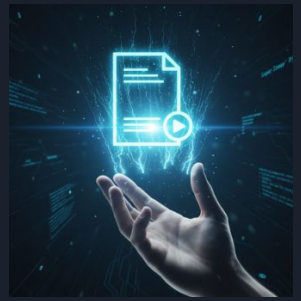
The Prompt Architect (meta-prompting) eliminates this constraint, making it quick and easy to delegate the complex work of prompt engineering.

Watch how the Architect works with us to gather the information about what we’re trying to accomplish and then writes the prompt for us.

Meta-Prompt Warning: LLMs can get confused between their role writing a prompt and actually executing it.

Wrap Up: Your Next Steps

Acquire Your Superpower
The Prompt Architect meta-prompt document is being delivered to the chat now. Use it immediately to bring LLM assistance to bear on your highest-leverage task.



Anchor Your Mindset
Remember: AI is Augmentation. Your role is to focus on Scrutinizing, Refining, and Strategizing. Operate with the Human in the Loop: Verify, Protect, and Oversee everything.

For deeper discussions or to share your success stories, reach out to me at ian.palonis@gmail.com or connect with me on LinkedIn!