

P.E.A.C.H.

MINI WORKBOOK

Think first. Prompt with purpose.



A practical guide to prompting with intention

Use these pages to plan one real task, write a better prompt, review the AI response, and decide what to do next. You can print the workbook or type your notes separately.

HOW TO USE IT

Choose a task you are allowed to use AI for. Complete P, E, A, and C before you prompt. Use H after AI responds. Follow your organization, instructor, or client rules for approved tools, privacy, citation, and disclosure.

By Dr. Tocarro Combs | P.E.A.C.H. Prompt Engineering Framework

Meet the framework

P, E, A, and C shape what you ask. H keeps you in charge of what happens after AI responds.

P

PURPOSE & PERSPECTIVE

State your goal and the context AI needs.

E

EVIDENCE

Name approved materials and facts; omit private information.

A

ASSIGNMENT

Give AI one specific, useful task.

C

CRITERIA & CONSTRAINTS

Set format, limits, and rules.

H

HUMAN REVIEW & REFINEMENT

Check, revise, and decide what you will share.

THE QUESTION TO KEEP ASKING

Will this response help me think and act more carefully, and what must I verify before using it?

Plan your starting point

Pick one task. Give enough context to make the response useful without uploading material you should keep private.

P | Purpose & Perspective

What are you trying to accomplish? Who is the audience? What does AI need to understand about your situation?

E | Evidence

Which notes, sources, or facts may AI use? What should it not assume or invent? Remove names and sensitive details first.

Quick check: If a source is missing, ask AI to identify what it needs rather than fill the gap with a guess.

Give the task clear boundaries

An AI response gets easier to review when the task is specific and the success criteria are visible.

A | Assignment

Use an action verb: draft, summarize, compare, brainstorm, organize, or question. What single deliverable do you need?

C | Criteria & Constraints

Specify audience, length, tone, format, what to avoid, and how to handle uncertainty or missing evidence.

Try this constraint: "If the evidence does not support a claim, flag it rather than invent a source."

You remain the reviewer

After AI responds, use your own judgment before reusing, submitting, or sharing anything.

- ☐ Check factual claims against evidence or reliable sources.
- ☐ Confirm the response follows my assignment, format, and limits.
- ☐ Look for missing context, bias, or unsupported claims.
- ☐ Revise errors and put the final work in my own voice.
- ☐ Decide what to use, change, or leave out before sharing.
- ☐ Determine whether I need to cite or disclose AI use, and follow the applicable rules.

CITATION & DISCLOSURE DECISION

What do my instructor, employer, publisher, or client require? What should I disclose about AI assistance, and what source citations does the work need?

Do not enter confidential records, personal data, or unpublished material into a tool unless its use is approved.

Build, test, refine

Copy your P, E, A, and C notes into one prompt. Keep H beside you as your review plan after the response arrives.

MY PROMPT | P + E + A + C

Write or paste the full prompt here. Separate each part so you can revise it later.

MY REVIEW PLAN | H

What did you verify or revise? Do you need to cite or disclose AI use?

Next step: Try the interactive builder at peachaiframework.com, then return to this page to record what changed.

See P.E.A.C.H. in action

Example task: plan a student leadership meeting. The details below are fictional and can be adapted to your own approved work.

P | Purpose & Perspective

I am planning a 45-minute meeting for a student leadership group. Participants need clear roles and a chance to propose ideas.

E | Evidence

Use only these details: eight participants, one facilitator, and a goal of choosing two priorities. Ask me for anything else you need.

A | Assignment

Draft a practical meeting agenda with opening, idea generation, decision time, and next steps.

C | Criteria & Constraints

Use a table with time, activity, and facilitator notes. Total exactly 45 minutes. Do not invent participant names or claim outcomes.

H | Human Review & Refinement

Check that the agenda totals 45 minutes and follows the given facts. Adjust activities for the actual group and add your own decisions. Check whether your setting requires disclosure of AI assistance.