LoftyBiz Context-File and Edit Checklist

Companion download for LoftyBiz 119 — Get Useful Work From AI: Prompts, Context Files and a Human Edit.

Write a one-page context file so an AI assistant knows your business, then run a short human edit pass on every draft before it goes to a customer.

Example figures. General education, not financial or legal advice. Results vary. These are examples, not promises.

1. The four prompt questions

Before you name the task, describe the outcome. Every prompt should answer four questions. Ask for three versions, and consider asking the assistant up to three questions first.

Question	What to write in the prompt	Valdemar's late-rent letter (example)
Who is it for?	Who is reading this?	A tenant who has paid on time for two years, now ten days late for the first time
What should happen next?	What should they do after reading?	Pay or call him this week
What tone?	How should they feel?	Respected, not threatened
What are the limits?	What must not happen?	Under 120 words; mention the late fee from the lease once, calmly; offer a short call; do not mention legal action

2. Your one-page context file

Write it once, in plain words. Paste it in or attach it at the start of any task. Whenever you correct the same thing twice, add a line to the rules.

Section	What to write	Wilhelmina's wholesale bakery (example)
About us	Who you are and what you do	A family wholesale bakery, baking overnight, delivering before seven each morning, 22 products
Our customers	Who you sell to, and how they read	Independent cafes and small shops; owners who are busy and read on their phones
How we sound	Voice and words you do and do not use	Friendly, short, no exclamation marks, no fancy food words
Rules	What the assistant must never invent or promise	Never promise a delivery time that has not been confirmed; never invent ingredients or allergy information; never quote prices without the current price list

3. The human edit pass — every single time

A person has the final word. Make one person responsible for the final read of anything that goes to customers. Allergy and ingredient details are checked against the recipe sheet, never against the draft.

Check	Question to ask on every draft	Notes
Facts	Are the facts right?	
Numbers and prices	Are the numbers and prices right?	
Voice	Does it sound like us?	
Promises	Does it promise anything we cannot deliver?	
Privacy	Is there any private information that should not be there?	Leave out names and numbers you do not need
Allergies and ingredients	Checked against the recipe sheet, never against the draft	A confident sentence is not the same as a true one

4. A thirty-minute start

Step	Your thirty-minute start	
1	Write a one-page context file with four headings: about us, our customers, how we sound, and rules	
2	Pick one writing job you do every week	
3	Write the prompt with who it is for, what should happen next, the tone and the limits, and ask for three versions (very short, warm, formal)	
4	Edit the best one with the five-point checklist before it goes anywhere	

5	Put that context file into Systex, so the whole team can ask from the same notes	Systex is our own product: loftybiz.net

Worked writing-time example (from the video)

Example (from the video)	Before	After a month
Valdemar's weekly writing time	Around 6 hours	About 3.5 hours

Not because the AI did everything. Because the first draft was usually worth editing instead of deleting.

Keep the context file and this checklist in Systex (our own product): loftybiz.net. Click the link in the description.

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