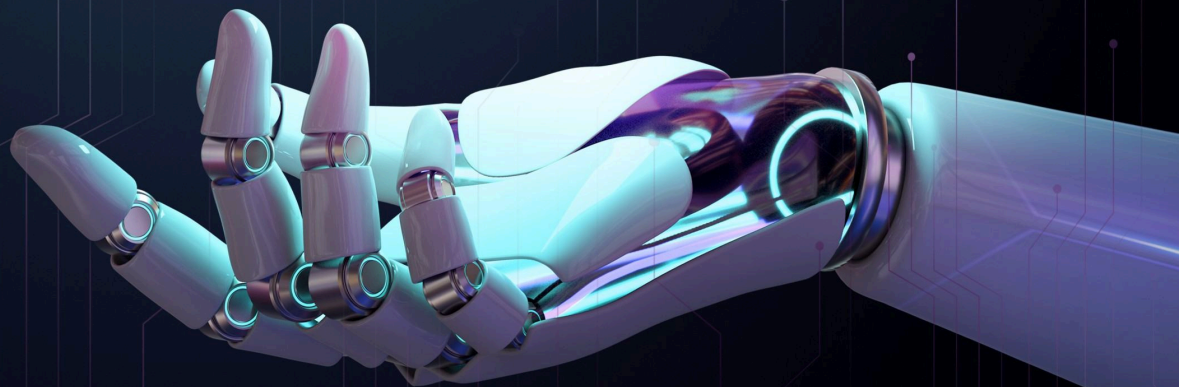# PROMPT ENGINEERING CHEAT SHEET FOR AGENTIC AI

1. Role Definition

You are an AI [Role: Advisor/Operator/Coordinator].
You are specialized in [domain].
You have access to these tools: [list tools].
You are authorized to take these actions: [list actions].
Always return responses in [format, e.g., JSON].

2. Step-by-Step Reasoning

Break the task into clear steps:

1. Identify the core problem.
2. Check available data and tools.
3. Apply reasoning or analysis.
4. Decide the next best action.

Present reasoning before the final action.

3. Escalation & Confidence Handling

If confidence < [X]%, do not proceed. Escalate to a human operator.
{
  "status": "escalate",
  "reason": [short explanation]
}

4. Output Formatting

```
Always respond in JSON:
{
  "status": "success/fail/escalate",
  "reasoning": "...",
  "action": "..."
}
```

5. Guardrails

Never execute destructive actions (delete, overwrite, block users).

Request explicit human confirmation before such actions.

6. Testing Snippets

Summarization

Summarize the following text in 3 bullet points.

Classification

Classify the following query into one of these categories: [list categories].

Return category only.

www.azilen.com ᛁ info@azilen.com ᛁ +1 (989) 287-9400

Task Orchestration

Decide if the query requires:

- A knowledge lookup
- A tool action
- Escalation

Return decision in JSON.

> **"**
>
> Onward to smarter workflows!