

CHAPTER 5 - GIVE IT THE FULL PICTURE

Build Your Context Pack

The background you write once, then reuse every time this task comes up.

A Context Pack is the short brief you hand AI before any real task. Write it once for a task you do often, and you stop explaining yourself from scratch every time.

The Four Habits That Make Context Work

Habit	What It Means
Hand It Over	Do not assume AI already knows something that matters. Type it in, or paste it in, directly.
Choose What Matters	More information is not automatically better. Keep what a new colleague would actually need.
Boil It Down	When you have a lot of relevant material, summarize the key points first.
Keep Things Separate	Unrelated tasks in the same long conversation start mixing tones and details. Start fresh.

Write Your Own Context Pack

Who I am and what I do:

The task, and how often it comes up:

Background that rarely changes: policies, tone, key facts:

Constraints: length, what to avoid, anything non-negotiable:

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A Finished Example

This is the real Context Pack an HR manager named Farah built for handling employee complaints.

Farah's Context Pack

"I am an HR manager at a mid-sized manufacturing company. Our policy is to acknowledge any complaint within 48 hours, document the conversation, and escalate to a formal process if it is a repeat issue. My tone is always firm but fair, never defensive. I avoid corporate jargon and write the way I would actually talk to someone."

Four sentences. It never changes from complaint to complaint. She pastes it in, adds the specific details, and already has most of a strong draft.

The Context Pyramid

System prompt: standing preferences that barely change from one day to the next

Context pack: the recurring background for this specific kind of task

The specific document or detail unique to this one request

The prompt itself: the actual question you are asking right now

What trips people up here

More information always means a better answer. Not true. Relevant helps. Irrelevant creates noise.

Once I upload a document, AI remembers it forever. Not usually. Most tools only hold it for the current conversation.

I have to retype my background every single time. Not necessarily. That is exactly what this template is for.