

The 5-Step AI Workflow Framework

Turn Any Task into a Repeatable AI-Powered Process

Welcome. You're probably here because you've tried using AI tools — ChatGPT, Claude, Midjourney — but you're bouncing between them without a system. You open a tool, type a prompt, get a result, and... then what?

This framework gives you a repeatable process that works for **any profession** and **any task**. Use it for every AI workflow from now on.

Step 1: Deconstruct the Task

Before you open any AI tool, understand exactly what needs to happen.

Ask yourself: - What is the final output? (A report? A design? Code? An email?) - What are the sub-steps to get there? - Which sub-steps require human creativity vs. mechanical execution? - Which sub-steps are just busywork?

Example (Freelance Designer): - "I need to design a logo" (too vague) - "Analyze the brief → generate concepts → vectorize → build brand kit → create presentation"

Rule: If you can't break the task into 3–7 clear steps, you're not ready for AI. Deconstruct first.

Step 2: Select the Right Tool Stack

If Your Task Is...	Use This Tool
Writing, analysis, strategy	Claude or ChatGPT
Generating images, concepts	Midjourney, DALL-E 3, or Imagen 3
Automating workflows	n8n, Make, or Zapier
Building apps without code	Bolt, Lovable, or Cursor

If Your Task Is...	Use This Tool
Data analysis	Claude + Python (built-in)
Research	Perplexity or Gemini Deep Research

Rule: Don't use one tool for everything. The best workflows string together 2–4 specialized tools.

Step 3: Write Your Prompt Architecture

This is where most people fail. A single prompt gives you a single result. A **prompt architecture** gives you a system.

The Three-Prompt Pattern:

Prompt 1: Context + Analysis

"You are a [role]. Here is my input: [brief/data/task]. Analyze it and identify the key decisions I need to make."

Prompt 2: Generation

"Based on your analysis, generate [3–5 options / a first draft / a plan]. Optimize for [criterion]."

Prompt 3: Refinement

"Take option [X] and refine it. Apply these specific changes: [your edits]. Then format the output for [purpose]."

Example: 1. "You are a brand strategist. Here's a client brief. Analyze it and suggest 3 brand directions." 2. "Take direction #2 and generate a full brand strategy document." 3. "Refine the tagline to be shorter. Add a color palette with hex codes. Format as a client-ready PDF."

Step 4: Review, Refine, Add Humanity

The AI output is a **first draft** — not a final deliverable. Your value is in what you add.

AI Handles	You Handle
Research, drafting, formatting	Strategic direction, taste, judgment
80% of the mechanical work	The 20% that makes it great
Following patterns	Breaking patterns (creativity)
Speed	Quality control

Before you send/deliver anything AI-generated, ask: - Is this accurate? (AI hallucinates.) - Does this sound like us? (AI sounds generic.) - Would I be embarrassed if they knew AI did this? (If yes, add more of yourself.)

Step 5: Document the Workflow

One workflow used once is a hack. A documented workflow is a scalable system.

After you complete a task with AI, write down: 1. **The exact steps** you followed 2. **The prompts** you used (save them!) 3. **Problems you encountered** and how you fixed them 4. **How long it took** vs. the traditional method

Template:

```
Workflow: [Task Name]
```

```
Tools: [Tool1, Tool2]
```

```
Time saved: [X hours]
```

```
Steps:
```

```
1. [Step 1] – Tool, prompt, output
```

```
2. [Step 2] – Tool, prompt, output
```

```
3. [Step 3] – Tool, prompt, output
```

```
Troubleshooting:
```

```
- [Problem]: [Solution]
```

Notes:

- [What you'd do differently next time]

Putting It All Together: A Complete Example

Task: Write a client proposal email

Step	Action	Tool	Time
1	Deconstruct: Research client → draft proposal → personalize → send	—	2 min
2	Stack: Claude (research + draft) + ChatGPT (polish)	Claude + ChatGPT	—
3	Prompt 1: "Research this prospect's company and identify their top 3 needs."	Claude	1 min
3	Prompt 2: "Write a proposal addressing those needs. Include pricing and next steps."	Claude	1 min
3	Prompt 3: "Make this warmer. Add a personal opening referencing their recent blog post."	ChatGPT	1 min
4	Review: Check accuracy, add your voice, remove generic phrases	You	5 min
5	Document: Save the prompts and structure for next time	—	2 min
Total			12 minutes

Traditional time: 45–60 minutes (staring at a blank page).

What's Next?

This framework works for **any profession**. Here are ready-to-use workflows you can apply it to:

- **Freelance Designer:** Full brand identity in 2 hours
- **Solo Accountant:** 80% bookkeeping automation

- **Non-Technical Founder:** MVP in 48 hours
- **Real Estate Agent:** Lead gen automation
- **Marketing Freelancer:** Content engine setup

This is an excerpt from FlowForge — The AI Workflow Encyclopedia.

Stop learning tools. Start getting work done.