

The MAIK Canvas

Skill Name: _____ Date: _____ Owner: _____

01.

ROLE

What role should the model have?

Ask the model to adopt a specific role. Define its expertise, communication style, and values



e.g. You are a skilled editor. Your role is to distil complex information into clear, concise summaries.

Write here

02.

TASK AND INTENT

What exactly should the model do?

Describe the task using action verbs. State the intent and objective you are pursuing



e.g. Summarise the key points of the attached document, focusing on main arguments and supporting evidence.

Write here

03.

CONTEXT

What background does the model need?

Provide current situation details. The model knows almost everything – but best what you tell it.



e.g. You are writing for Art Horizon, a cutting-edge art magazine dedicated to exploring emerging trends.

Write here

04.

OUTPUT

What should the response look like?

Specify length, format (table, text, markdown, code), structure, and sources.



e.g. No more than 200 words. Three sections: Introduction, Core Content, Conclusions. Markdown format.

Write here

05.

AUDIENCE

Who will read or use this output?

Describe the target reader's age, expertise, needs, and preferences. Shapes tone and vocabulary.



e.g. Young, tech-savvy audience aged 18-25. Casual, relatable language with trending references.

Write here

06.

STEP-BY-STEP

What sequential steps should be followed?

Break the task into clear sequential steps.



e.g. Step 1: Read and understand. Step 2: Identify key points. Step 3: Draft. Step 4: Edit for clarity.

Write here

07.

REFERENCES

What sources or data should inform it?

Share essential facts, files, past decisions, or examples. Point to documents or reports to draw from.



e.g. Incorporate the attached survey feedback. Use the provided example article as a style reference.

Write here

08.

TONE

What voice or style should be used?

Specify brand attributes, writing style, and tone. Name a style inspiration if helpful



e.g. Write in the style of The Economist – precise, authoritative, with dry wit. Formal but accessible.

Write here

WHAT WORKED

WHAT DID NOT WORK

Using the MAIK canvas.

This canvas helps your team build a Skill: a reusable AI instruction that runs the same way every time. A Skill tells the AI what role to take, what task to do, and how to deliver the result.

Discuss each section as a team and look at the coloured examples for guidance. Decide together what kind of Skill you want the AI to have. Write your answers in the "Write here" areas. When finished, photograph the canvas and upload it into the Canvas tab in the MAIK App. The app reads your handwriting and turns it into a ready-to-use Skill that your entire team can use.