

AI Prompt Library (25 Plug-and-Play Templates)

How to use this Library:

- Select the prompt that fits your current "pain point."
- Fill in the bracketed information [Like This].
- Refine: If the first answer isn't perfect, say: "Great, but make it shorter" or "Try again with a more enthusiastic tone."

Category 1: Writing & Communication

- **The "Too Long; Didn't Read":** "Summarize this [Email/Article/Doc] into 3 bullet points for a busy executive, focusing only on the financial impact."
- * **The Tone Shifter:** "Rewrite this email to be [more professional / less aggressive / more warm] while keeping the core message that the deadline is firm."
- * **The "Messy Brain-Dump" Polisher:** "I'm going to provide a rough list of thoughts. Turn this into a structured, polite email to [Recipient Name] regarding [Topic]."
- * **The LinkedIn Thought Leader:** "Based on this [Report/Insight], write a 3-paragraph LinkedIn post. Use an engaging hook and 3 bullet points. End with a question."
- * **The Sensitive News Delivery:** "Draft a script for a 1-on-1 meeting where I have to tell a team member that [Project] is being canceled. Prioritize empathy."

Category 2: Productivity & Admin

- **The Meeting Agenda Architect:** "Create a 30-minute meeting agenda for [Topic]. Include 5 minutes for 'blockers' and 5 minutes for 'action items'!"
- **The Action-Item Extractor:** "I am pasting a transcript of a meeting. List the specific tasks assigned to [Name] and the deadlines mentioned."
- **The Schedule Optimizer:** "Here is my list of tasks for today: [List]. Group them by 'deep work' vs. 'quick wins' and suggest an order of operations."
- **The Spreadsheet Assistant:** "Write an Excel formula to [Goal, e.g., 'find the average of column B only if column C says 'Complete']!"
- **The PDF Navigator:** "Based on this uploaded document, what are the three biggest risks mentioned regarding [Topic]?"

Category 3: Strategy & Problem Solving

- **The Devil's Advocate:** "Here is my plan for [Project]. Act as a critical stakeholder. Identify 3 logical flaws or risks I haven't considered."
- **The "ELI5" (Explain Like I'm 5):** "Explain the concept of [Complex Technical Term] as if I am a non-technical manager. Use a sports analogy."
- **The Brainstorming Partner:** "Give me 10 out-of-the-box ideas for [Marketing/Product/Event] that have a budget of [Amount]."
- **The Competitor Analyst:** "Compare my company's [Service] with [Competitor]. What are 3 unique selling points I should highlight?"
- **The Scenario Planner:** "If [Potential Market Shift] happens, how should a company in the [Industry] pivot their strategy? Give 3 options."

Category 4: Career & Leadership

- **The Performance Review Drafter:** "Based on these 5 wins I had this year: [List], draft a self-assessment that highlights my leadership and ROI."
- **The Interviewer Guide:** "I am interviewing a candidate for a [Job Title] role. Give me 5 behavioral questions that test for [Specific Skill, e.g., 'adaptability']."
- **The Bio Writer:** "Rewrite my current bio: [Bio] to make it sound more [Authoritative/Creative] for a speaking engagement at [Event Name]."
- **The Delegation Coach:** "I need to delegate [Task] to [Name]. Draft a clear instruction set that includes the 'Why,' the 'How,' and the 'Definition of Success!'"
- **The Negotiation Script:** "I am asking for a salary increase based on [Reason]. Draft a script for the conversation that focuses on market data and value delivered."

Category 5: Learning & Technical

- **The Code Debugger:** "I am getting an error in this [Python/SQL/HTML] snippet: [Code]. What is wrong and how do I fix it?"
- **The Skill Roadmap:** "I want to learn [Skill, e.g., 'Data Visualization'] in 30 days. Create a weekly learning plan with free resources."
- **The Fact-Checker:** "I read that [Statement]. Is this accurate according to current data? Provide the pros and cons of this viewpoint."
- **The Language Translator (Professional):** "Translate this project update into [Language]. Ensure the tone remains professional and uses industry-standard terms."
- **The Formatting Specialist:** "Take this list of data and format it into a clean Markdown table with the following headers: [Header 1, Header 2]."