

TEMPLATE

The AI Prompt Library Starter Kit

A starter set of reusable prompts for research, drafting, review and everyday automation.

FORMAT

12 ready-to-use prompts

TIME

20-30 min to set up, ongoing to build

WHO IT'S FOR

Anyone starting to use AI tools regularly at work

USE IT WHEN

Use when you keep re-writing similar prompts and want a reusable starting point.

01 Research

- Summarise the following into the 5 most important points a [specific audience] needs to know: [paste text]
 - Compare [option A] and [option B] against these criteria: [criteria]. Flag where the evidence is strong versus assumed.
 - Based on what you know about [topic], what am I likely missing or not considering? Be specific, not generic.
-

02 Drafting

- Turn these rough notes into a clear first draft aimed at [audience]: [notes]
 - Rewrite the following in a [tone, e.g. plain, confident, formal] tone without changing the meaning: [text]
 - Give me three different ways to open this [email / document / post] about [topic], each with a different angle.
-

03 Review

- Review this draft for clarity and gaps. What's confusing, and what's missing? [paste text]
 - Play devil's advocate on this argument and give me the strongest counter-case: [text]
 - Check this for claims that aren't backed up by evidence, and list them: [text]
-

04 Automation

- Turn this repeatable task into a reusable template I can fill in each time: [describe task]
-
- Here's a messy process description. Turn it into a clear, numbered step-by-step checklist: [description]
-
- Look at this workflow and flag which steps are good candidates for automation, and why: [workflow]
-