

Prompt Library Basics

SUBJECT: AI Prompt Library

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INTRODUCTION

Tired of going back and forth with AI tools for hours to get the deliverable you're looking for?

Cut to the quick with my curated AI Prompt Library.

GENERAL

Q: WHAT IS AN AI PROMPT LIBRARY?

A: An AI prompt library is a collection of ready-made questions and instructions that help you get the most out of AI tools. It makes it easy to find and use prompts for writing, brainstorming, troubleshooting, and planning. You save time and get better results, even if you're new to using AI. Everything is organized in simple categories so you can quickly find what you need. This helps you work faster, be more productive, and feel confident using AI for a wide range of tasks.

Q: HOW DO I GET STARTED WITH an AI PROMPT LIBRARY?

Choose an AI tool you want to use, such as ChatGPT, Perplexity, Bard, Claude, Gemini, Co-Pilot or another.

Sign up for a free account on the tool's website, if you don't already have one.

Open the AI Tool

Log in to your chosen AI tool in a new browser tab.

Browse and Select Prompts

A: In the prompt library, look through categories or search for the type of task you want help with (e.g., writing, brainstorming).

Copy a prompt template that fits your needs.

Paste and Customize the Prompt

Paste the prompt into your AI tool's input box.

Add specific details as needed to make the prompt fit your situation.

Send the Prompt and Review Results

Submit the prompt to the AI.

Review the results, and tweak the prompt for better answers if needed.

Save prompts that work especially well for you.

Strategic Prompts

Q: How can an AI help me prepare for an interview?

****PROVIDE RESUME AND JOB DESCRIPTION****

A: "Create appropriate interview questions a hiring manager might ask based on the provided resume and job posting, categorized by stakeholder group. I am meeting with the following stakeholder groups: <Executive CEO, CFO, EVP Customer Services>. Additionally, draft answers, following the STAR model of answering interview questions, based on the resume content."

Source: Career Coaching Team at Right Management

"Generate tailored interview questions based on this job description and my resume."

Q: What's the easiest way to boost engagement in my posts?

"Optimize post for engagement. Add a bold hook, bullets, and call to action."

A:

Tip: After editing, compare engagement rates or comments to measure improvement.

Q: How do I analyze site performance and plan new content?

"Show me top site stats for 30 days. Break down trends, post engagement, and recommend next topics."

A:

Tip: Use Jetpack or WordPress analytics and cross-reference visitor sources for most accurate insights.

Q: What's the best way to update my LinkedIn with career progress and build my brand?

A:

"Draft a high-engagement LinkedIn update highlighting my job search metrics and strategic approach."

Q:

How do I keep senior leaders and stakeholders informed?

A:

"Draft a concise, action oriented email for senior leadership summarizing project status, blockers, and requests."

Process Excellence Prompts

Q: How do I fact-check and validate my draft content for accuracy?

A: "Fact-check my draft against event descriptions/session summaries. Highlight corrections."

Tip: Always check against primary sources and speaker lists to avoid errors.

Q: How can I quickly edit my blog for clarity and precision?

A: "Scan and eliminate weak filler, repetitive phrasing, or overused transitions. Keep actionable value."

Tip: Use CTRL+F for common filler words or read the post aloud for flow.

Q: How do I track my weekly progress and identify areas for improvement?

A: ****Submit weekly notes and journaling****
"Summarize my job search progress, engagement trends, and next steps based on this tracker data."

Q: How do I conduct a heuristic evaluation to identify usability improvements?

A: "Evaluate my product/site against industry best practice usability heuristics. List actionable areas where design or workflow should be improved."

Q: How can I optimize my UX workflow for cross-functional collaboration?

A: "Suggest practical steps to streamline cross-functional teamwork in product design. Highlight ways to improve communication, feedback rounds, and handoff between design, product, and engineering."

Q: What's the best way to present big-picture vision to executives?

A: "Draft a strategic UX presentation for executives. Summarize workflow strategy, innovation highlights, and visual storytelling that showcases business impact."

Q: How do I analyze behavioral metrics to enhance product experience?

A: "Summarize key user behavioral analytics. Suggest concrete design changes to increase delight, engagement, and conversion based on the data."

Q:

How do I document and share reusable design assets for team efficiency?

A:

"Create guidelines for organizing and sharing design assets (wireframes, user flows, prototypes) for reusability across product squads."

Q:

What's a roadmap for staying up to date with UX and AI trends?

A:

"List must-follow resources and practices for continuous learning in UX, product, and AI innovation. Recommend routines for a team to stay ahead."

Q:

How can I leverage AI to brainstorm innovation in tough product areas?

A:

"Facilitate an AI-driven brainstorming session targeting our hardest product challenges. Generate five fresh ideas for solving user pain

points with clearly articulated use cases and customer personas for each.."

Futurist Thinking Prompts

Q:

Which skills will be most valuable for my team in a future shaped by AI and automation?

A:

"Forecast which skill sets and team capabilities will become essential as AI and automation accelerate in my industry."

Q:

What emerging trends are most likely to reshape my sector by 2030?

A:

"Identify and forecast global, technological, or social shifts set to disrupt [industry/context]. Outline projected scenarios and their practical implications."

Q:

How do I plan for multiple future scenarios given rapid change?

A:

"Imagine three future scenarios if [technology/policy/market shift] accelerates. What are the best and worst-case outcomes? How should leaders prepare?"

Q:

What early warning signals should I monitor for market disruption?

A:

"Analyze weak signals and disruptors that could overturn today's business models in [sector]. What are the key indicators of change?"

Q:

If LLMs and AIs become mainstream buyer tools, how will that transform my business?

A:

"Explain how mainstream adoption of LLMs/AIs by buyers will change customer journeys, competition, and organizational priorities for [my sector]."

Q:

What ethical dilemmas could arise from rapid adoption of AI, biotech, or data-driven decisions and how do I manage them?

A:

"List potential unintended consequences and ethical challenges as [technology] scales. Recommend ways to mitigate risks and maintain trust."

Q:

How should I adapt strategy and investments to stay resilient in tomorrow's world?

A:

"Suggest strategic pivots, investments, and leadership actions for long-term resilience in a fast-changing, future-focused market."