How to Use Your AI Prompt & Output Tracker Templates

Welcome! This guide will help you get started quickly with your new Excel templates.

Overview:

Your bundle has two templates, each with 3 important sheets:

- **Data Entry Sheet**

  This is where you enter your prompts, AI tools used, outputs, and ratings. It has 300 example records you can delete or edit.

- **Performance Sheet**

  This sheet has pivot tables that automatically analyze your data. It shows averages and summaries for quick insights.
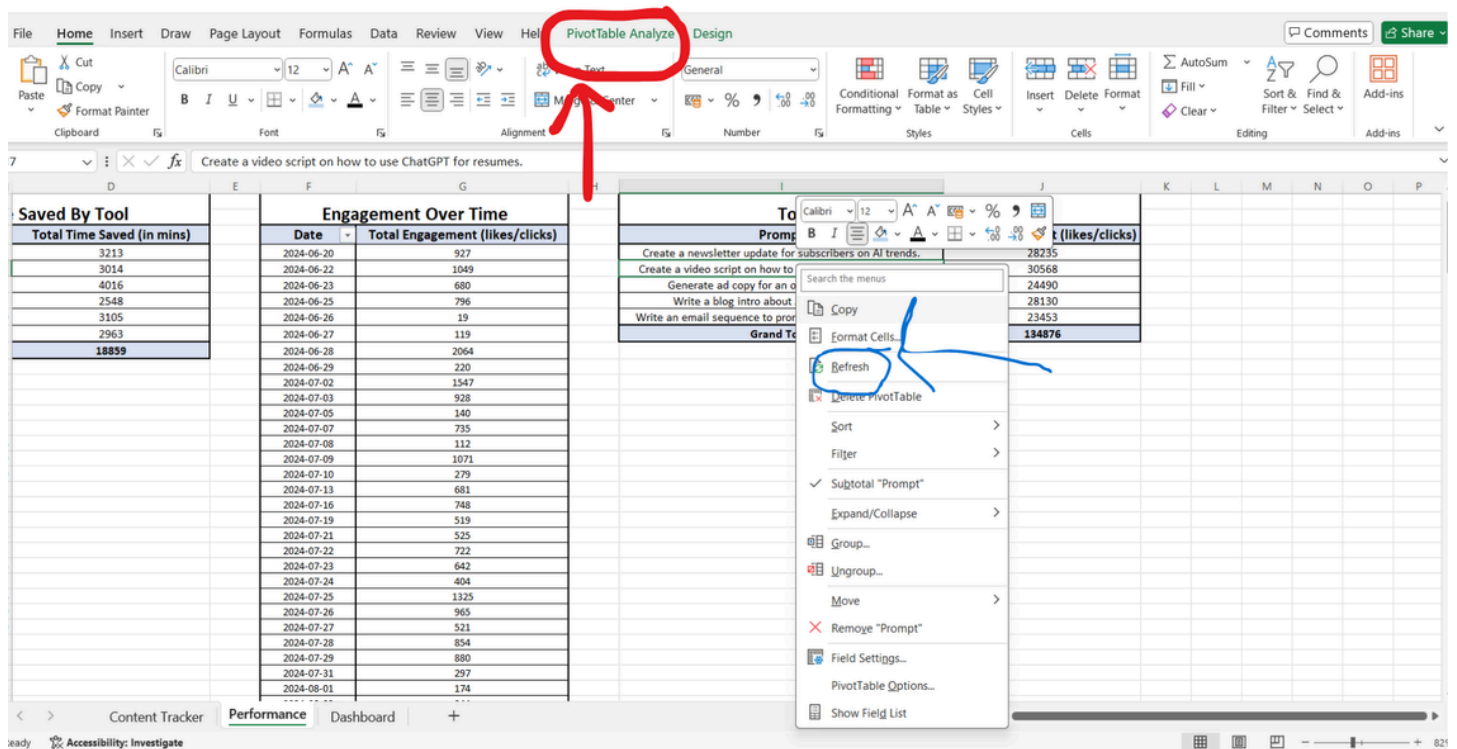
- **Dashboard Sheet**

  This is your overview. It shows KPIs and charts based on your data, so you can track your progress with visualization.

How to Enter Your Data (Step-by-Step):

1. Open the **Data Entry sheet.**
2. You'll see 300 sample records. You can either delete them or just add new rows below them.
3. Fill in: Prompt text, AI tool used, Date, Output summary, Your rating (e.g. 1–5).
4. **Important:** Don't change or delete the column headers. The dashboard depends on them.

Refresh Pivot Tables:

1. After adding new data, go to the **Performance sheet.**
2. Click anywhere inside a pivot table.
3. Right-click > **Refresh**
   OR
   Click the **Pivot Table Analyze** tab → Click **Refresh**
4. Check the screenshot below — i've marked it clearly with arrows for your reference. This updates all the summaries and charts with your new data.

Check Your Dashboard:

1. Go to the **Dashboard sheet** to see charts and KPIs update automatically.
2. This shows how your prompts and AI tools are performing over time.
3. Use this view to track which AI tools work best for you and improve your workflow.

Tips for Best Use:

1. Always **save** a copy of the template before making major changes.
2. Add new rows for each prompt or output you want to track.
3. Try to keep your ratings consistent (e.g., 1 to 5).
4. Explore the pivot tables if you want to customize or add more analysis.

Need Help?

If you have any questions or feedback, please reach me at kshitijsharma1960@gmail.com

Thank you so much for choosing this toolkit, and for supporting me during my tough time. Good luck with your AI projects.