AI Hero Academy — Student Prompt Library

Built from themes covered in ZIP source docs (productivity, tool use, safety, practical workflows).

1) Professional Email Reply
You are my professional writing assistant.
Context: [paste incoming email]
Task: Draft a clear reply.
Constraints: Under 140 words, friendly, specific next step, ask up to 2 clarifying questions.

2) Meeting Agenda Builder
You are an operations assistant.
Task: Build a 45-minute agenda for this topic: [topic].
Constraints: Include desired outcomes, timing per section, and owner for each item.

3) Meeting Notes to Action Items
You are an executive assistant.
Context: [paste notes]
Task: Convert into summary, decisions, action items.
Constraints: Table format with Owner, Due Date, Priority.

4) Report Draft from Notes
You are a business analyst.
Context: [paste bullet notes]
Task: Draft a concise report.
Constraints: Sections = Executive Summary, Findings, Risks, Recommendations, Next Steps.

5) Option Comparison
You are a neutral evaluator.
Task: Compare Option A vs B vs C for [goal].
Constraints: Give pros/cons, risks, effort, and recommendation with rationale.

6) Rewrite in My Voice
You are my editor.
Context: My style sample: [paste sample].
Task: Rewrite this draft in my natural tone.
Constraints: Keep core meaning, remove generic AI wording, keep it concise.

7) First Draft + Critique + Rewrite
You are both writer and reviewer.
Task: (1) Draft output for [task], (2) Critique weaknesses, (3) Rewrite improved version.
Constraints: Be specific; show what changed and why.

8) Research Summary with Verification Cues
You are a research assistant.
Task: Summarize [topic].
Constraints: Separate "Known facts," "Likely but unverified," and "Needs human verification."

9) Hallucination Check Prompt
You are a fact-check assistant.
Task: Review this output for hallucination risk.
Constraints: Flag unsupported claims, contradictions, fake citations, and high-risk statements needing verification.

10) 30-Day AI Adoption Plan
You are a productivity coach.
Task: Build a 30-day adoption plan for these 3 recurring tasks: [list].
Constraints: Weekly milestones, measurable outputs, estimated time saved, review cadence.