



# Prompt Directory

Each prompt includes placeholders (e.g., [topic], [task], [constraints]) so you can adapt it to your specific needs.

## Table of Contents

- [Core Meta Prompts](#)
- [Universal Task Prompt](#)
- [Prompt Design Assistant](#)
- [Assumption Explorer](#)
- [Prompt Critique](#)
- [Chain-of-Thought Trigger](#)
- [Meta-Prompt Generator](#)
- [Strategy & Decision Making](#)
- [Strategic Analysis](#)
- [Decision Framework](#)
- [Risk Matrix Generator](#)
- [SWOT Prompt](#)
- [Competitive Landscape Briefing](#)
- [Scenario Planning](#)
- [Business & Product Management](#)
- [Product Requirements Document \(PRD\) Generator](#)
- [Business Model Canvas](#)
- [Go-To-Market Plan](#)
- [OKR Creator](#)
- [Stakeholder Mapping](#)
- [User Persona Builder](#)
- [Feature Prioritization](#)
- [Marketing & Growth](#)
- [Full-Stack Marketing Campaign](#)
- [SEO Content Brief](#)
- [Audience Segmentation](#)
- [Email Campaign Designer](#)
- [Content Repurposing Engine](#)
- [Brand Voice Finder](#)
- [Sales & Negotiation](#)
- [Sales Script Builder](#)
- [Value Proposition Canvas](#)
- [Negotiation Playbook](#)
- [Upsell/Cross-Sell Opportunities](#)
- [Customer Objection Handling](#)
- [Customer Support & Service](#)

- [Support Response Template](#)
- [FAQ Generator](#)
- [Escalation Protocol](#)
- [Knowledge Base Article](#)
- [Customer Feedback Analysis](#)
- [HR & Talent Management](#)
- [Job Description Draft](#)
- [Interview Question Generator](#)
- [Performance Review Template](#)
- [Onboarding Plan](#)
- [Training Program Builder](#)
- [Legal & Compliance \(Non-Advice\)](#)
- [Contract Summary](#)
- [Privacy Policy Analyzer](#)
- [Compliance Checklist](#)
- [Regulatory Change Briefing](#)
- [Finance & Accounting \(Non-Advice\)](#)
- [Financial Model Outline](#)
- [Budget Planner](#)
- [Unit Economics Calculator](#)
- [Financial Statement Insights](#)
- [Investment Memo](#)
- [AI & Machine Learning](#)
- [ML Model Specification](#)
- [Data Preprocessing Plan](#)
- [Model Evaluation Report](#)
- [Hyperparameter Tuner](#)
- [ML Ethics Checklist](#)
- [Responsible AI Communication](#)
- [Software Engineering & DevOps](#)
- [System Architecture Design](#)
- [Code Review Checklist](#)
- [API Design Specification](#)
- [DevOps Runbook](#)
- [Test Suite Plan](#)
- [Continuous Delivery Pipeline](#)
- [Security Hardening Guide](#)
- [Data Science & Analytics](#)
- [Exploratory Data Analysis \(EDA\)](#)
- [Experiment Design](#)
- [Dashboard Requirements](#)
- [Business Intelligence Questions](#)
- [Data Pipeline Design](#)
- [Predictive Modeling Plan](#)
- [Research & Academia](#)
- [Literature Review Outline](#)
- [Grant Proposal Template](#)
- [Survey Design](#)

- [Conference Presentation Prep](#)
- [Peer Review Checklist](#)
- [Academic Writing Prompt](#)
- [Learning & Education](#)
- [Learning Plan](#)
- [Curriculum Outline](#)
- [Lesson Plan](#)
- [Study Guide](#)
- [Explainer Prompt](#)
- [Educational Quiz Generator](#)
- [Design & UX](#)
- [UX Audit](#)
- [Wireframe Brief](#)
- [UI Copywriter](#)
- [Design System Outline](#)
- [Accessibility Review](#)
- [Creative Arts & Writing](#)
- [Story Idea Generator](#)
- [Scene Writer](#)
- [Poetry Prompt](#)
- [Screenplay Outline](#)
- [Creative Remix](#)
- [Lyric Generator](#)
- [Health & Wellness \(Non-Medical Advice\)](#)
- [Habit Formation Plan](#)
- [Mindfulness Guide](#)
- [Balanced Meal Plan](#)
- [Fitness Routine Designer](#)
- [Sleep Hygiene Checklist](#)
- [Public Speaking & Communication](#)
- [Speech Outline Creator](#)
- [Presentation Design](#)
- [Elevator Pitch Generator](#)
- [Media Interview Prep](#)
- [Workshop Facilitation Guide](#)
- [Productivity & Organization](#)
- [Time Audit](#)
- [Project Timeline Planner](#)
- [Goal Setting Template](#)
- [Work-Life Balance Prompt](#)
- [Daily Workflow Optimization](#)
- [Personal Development & Coaching](#)
- [Life Goals Brainstorm](#)
- [Strengths & Weaknesses Analysis](#)
- [Mentorship Plan](#)
- [Values Clarification](#)
- [Career Transition Strategy](#)
- [Image Generation & Editing Prompts](#)

- [Universal Image Prompt](#)
- [Product Photography Prompt](#)
- [Character Portrait](#)
- [User Interface Mockup](#)
- [Infographic Design](#)
- [Agent & Automation](#)
- [Tool-Using Agent](#)
- [Task Orchestration Script](#)
- [Autonomous Research Agent](#)
- [Systematic Brainstorming Agent](#)
- [Continuous Improvement Loop](#)
- [Prompt Engineering & Safety](#)
- [Safety Guidelines Prompt](#)
- [Injection Defense](#)
- [Bias Detection Prompt](#)
- [Evaluation Rubric](#)
- [Hallucination Audit](#)
- [Prompt A/B Testing](#)
- [Environmental & Sustainability](#)
- [Sustainability Strategy Plan](#)
- [Carbon Footprint Assessment](#)
- [Circular Economy Business Model](#)
- [Environmental Impact Report](#)
- [Sustainable Procurement Guidelines](#)
- [Social Impact & Philanthropy](#)
- [Social Impact Strategy](#)
- [CSR Program Design](#)
- [Fundraising Campaign Plan](#)
- [Nonprofit Impact Measurement](#)
- [Stakeholder Engagement Plan](#)
- [Political & Policy Analysis \(Non-Advocacy\)](#)
- [Policy Brief Template](#)
- [Legislative Analysis](#)
- [Political Risk Assessment](#)
- [Voter Sentiment Report](#)
- [Campaign Messaging Framework](#)
- [Travel & Tourism](#)
- [Travel Itinerary Builder](#)
- [Destination Research Report](#)
- [Travel Budget Planner](#)
- [Sustainable Tourism Guidelines](#)
- [Travel Safety Checklist](#)
- [Event Planning & Hospitality](#)
- [Event Concept Development](#)
- [Venue Selection Criteria](#)
- [Catering Plan](#)
- [Guest Experience Design](#)
- [Event Marketing Plan](#)

- [Real Estate & Urban Planning](#)
- [Market Analysis for Real Estate](#)
- [Property Development Proposal](#)
- [Urban Renewal Assessment](#)
- [Housing Needs Study](#)
- [Green Building Guide](#)
- [Supply Chain & Operations](#)
- [Supply Chain Optimization Plan](#)
- [Inventory Management SOP](#)
- [Procurement Risk Assessment](#)
- [Logistics Strategy](#)
- [Vendor Management Framework](#)
- [Customer Experience & Loyalty](#)
- [Customer Journey Improvement Plan](#)
- [Loyalty Program Design](#)
- [Voice of Customer Analysis](#)
- [Net Promoter Score Action Plan](#)
- [Service Recovery Blueprint](#)
- [E-learning & Edtech](#)
- [Online Course Blueprint](#)
- [EdTech Product Evaluation](#)
- [Virtual Classroom Management](#)
- [Interactive Lesson Design](#)
- [EdTech Adoption Strategy](#)
- [Gamification & Game Design](#)
- [Game Concept Document](#)
- [Gamification Strategy](#)
- [Level Design Guide](#)
- [Player Retention Analysis](#)
- [Narrative Design Outline](#)
- [Rapid Prompt Bank](#)

## Core Meta Prompts

### Universal Task Prompt

Role: [expert role] Objective: [desired outcome] Context: [background information] Constraints: [limits, tone, policies] Output Format: [desired structure] Verification: list assumptions and uncertainties.

### Prompt Design Assistant

You are an expert prompt engineer. Create [n] tailored prompts for [task/domain]. For each prompt include: role, context, constraints, output requirements, and a checklist for evaluating the response.

## **Assumption Explorer**

When given a prompt, identify all implicit assumptions. Classify each assumption as critical, neutral, or optional. Suggest ways to test or validate each critical assumption.

## **Prompt Critique**

Act as a senior prompt engineer. Evaluate the following prompt: [prompt text]. Identify strengths, weaknesses, biases, and missing details. Suggest revisions to improve clarity, scope, and safety.

## **Chain-of-Thought Trigger**

Encourage the model to think step-by-step: [task description]. Provide guidance on breaking down the problem, reasoning through substeps, and justifying the final answer.

## **Meta-Prompt Generator**

Generate meta-prompts that help users create better prompts for [domain]. Each meta-prompt should instruct the user on how to specify role, context, and constraints.

# **Strategy & Decision Making**

## **Strategic Analysis**

Act as a senior strategist. Analyze [plan/idea/business] focusing on weaknesses, market risks, hidden assumptions, and competitive threats. Propose strategic alternatives and a prioritized action plan for improvement.

## **Decision Framework**

Evaluate the decision scenario: [description]. List available options, and for each describe best, worst, and likely outcomes, second-order effects, hidden biases, and a final recommendation. Suggest questions the decision maker might be missing.

## **Risk Matrix Generator**

Generate a risk matrix for [project/decision] identifying potential risks, their probability, impact, mitigation strategies, and early warning signals.

## **SWOT Prompt**

Conduct a SWOT analysis for [company/product/initiative]. List strengths, weaknesses, opportunities, and threats. For each category provide brief reasoning and supporting evidence.

## **Competitive Landscape Briefing**

Research competitors in [industry/market]. Summarize each competitor's target audience, positioning, pricing, marketing tactics, strengths, weaknesses, and opportunities for differentiation.

## **Scenario Planning**

Develop three plausible scenarios for [future situation]. For each scenario describe key drivers, assumptions, outcomes, opportunities, and risks. Recommend strategies to prepare or adapt.

# **Business & Product Management**

## **Product Requirements Document (PRD) Generator**

Create a PRD for [product name]. Include product vision, target users, problems solved, key features, user stories, acceptance criteria, metrics, and risks.

## **Business Model Canvas**

Fill out a business model canvas for [business idea], covering value proposition, customer segments, channels, revenue streams, key activities, resources, partners, cost structure, and success metrics.

## **Go-To-Market Plan**

Develop a go-to-market plan for [product/service]. Outline market segmentation, positioning, pricing strategy, distribution channels, customer acquisition tactics, budget allocation, and success metrics.

## **OKR Creator**

Design OKRs (Objectives and Key Results) for [team/project/quarter]. Specify high-level objectives, measurable key results, deadlines, and owners. Provide guidance on alignment and tracking.

## **Stakeholder Mapping**

Identify key stakeholders for [initiative/project]. Classify them by influence and interest. Describe their needs, pain points, and engagement strategies.

## **User Persona Builder**

Create detailed user personas for [product/service]. Include demographics, goals, behaviors, pain points, and preferred channels. Generate at least three distinct personas.

## **Feature Prioritization**

Prioritize a list of features for [product] based on impact, effort, and user value. Provide a prioritization matrix and reasoning for each ranking.

# **Marketing & Growth**

## **Full-Stack Marketing Campaign**

You are a senior marketing strategist, copywriter, and content planner. Product: [description]; Audience: [target]; Price: [amount]. Create a 14-day marketing campaign including daily social posts (complete copy), email sequences (welcome + nurturing + sales), video hook ideas, and a 30-day content calendar.

## **SEO Content Brief**

Generate an SEO content brief for the keyword/topic [keyword]. Include search intent, target audience, top search questions, outline, recommended word count, semantic keywords, and internal/external linking strategy.

## **Audience Segmentation**

Segment the audience for [product/service] into distinct groups based on demographics, behaviors, psychographics, and purchase intent. Describe each segment and tailor a unique messaging strategy.

## **Email Campaign Designer**

Design an email campaign for [objective]. Outline the campaign flow, subject lines, body copy, personalization tactics, calls-to-action, and metrics to track.

## **Content Repurposing Engine**

Take source content: [link/text] and repurpose it into a multi-platform marketing suite: a Twitter/X thread, a LinkedIn post, an Instagram caption (with emojis and CTA), three short-form video scripts, and an email newsletter. Ensure each piece feels native to its platform.

## **Brand Voice Finder**

Analyze the brand materials for [company]. Describe the brand voice, tone, key phrases, and style guidelines. Create a writing guide with examples and do's & don'ts.

# **Sales & Negotiation**

## **Sales Script Builder**

Construct a sales script for [product/service] aimed at [buyer persona]. Include opening, qualification questions, value proposition statements, handling objections, closing techniques, and follow-up suggestions.

## **Value Proposition Canvas**

Create a value proposition canvas for [product/service]. Map customer jobs, pains, and gains to product features, pain relievers, and gain creators. Summarize key insights.

## **Negotiation Playbook**

Develop a negotiation strategy for [scenario]. Identify goals, walk-away points, concessions, questions to ask, and persuasive arguments. Predict counterarguments and outline responses.

## **Upsell/Cross-Sell Opportunities**

Identify upsell and cross-sell opportunities for [company/product]. Segment customers based on purchase history and preferences. Design targeted offers and messaging for each segment.

## **Customer Objection Handling**

List common objections for [product/service]. Provide effective responses, evidence points, and question prompts to keep conversations moving forward.

## **Customer Support & Service**

### **Support Response Template**

Write a professional support response for [customer issue]. Acknowledge the issue, empathize with the customer, provide a clear resolution or workaround, offer next steps, and invite feedback.

### **FAQ Generator**

Generate a comprehensive FAQ for [product/service]. List common questions, succinct answers, troubleshooting tips, and links to further resources.

### **Escalation Protocol**

Design a customer support escalation protocol for [company]. Define tiers of support, criteria for escalation, resolution timelines, and communication best practices.

### **Knowledge Base Article**

Draft a knowledge base article for [topic]. Provide a concise overview, step-by-step instructions, screenshots or diagrams if relevant, common pitfalls, and helpful resources.

### **Customer Feedback Analysis**

Analyze customer feedback data for [time period/product]. Identify themes, sentiment trends, most common complaints, and improvement opportunities. Suggest actions to enhance the customer experience.

# **HR & Talent Management**

## **Job Description Draft**

Create a detailed job description for [role]. Include responsibilities, required skills, preferred experience, key outcomes, benefits, and company culture.

## **Interview Question Generator**

Generate tailored interview questions for [role]. Cover technical skills, behavioral competencies, situational judgement, and culture fit. Indicate what a good answer looks like.

## **Performance Review Template**

Draft a performance review form for [position]. Include areas for strengths, growth, goal achievement, peer feedback, and development plans.

## **Onboarding Plan**

Design a 90-day onboarding plan for [new hire role]. Outline milestones, training topics, mentors, and success metrics for each phase.

## **Training Program Builder**

Outline a training program for [skill/topic]. Include learning objectives, curriculum modules, delivery methods, evaluation criteria, and expected outcomes.

# **Legal & Compliance (Non-Advice)**

## **Contract Summary**

Summarize the key clauses in the following contract: [text]. Highlight obligations, deliverables, payment terms, termination conditions, liability limitations, and dispute resolution methods. Note ambiguous clauses and potential negotiation points. *Disclaimer: This prompt is for informational purposes and does not constitute legal advice.*

## **Privacy Policy Analyzer**

Analyze the privacy policy of [company/website]. Identify data collection practices, sharing policies, user rights, retention periods, and compliance with regulations (e.g., GDPR, CCPA). *Disclaimer: This prompt is for informational purposes and does not constitute legal advice.*

## **Compliance Checklist**

Create a compliance checklist for [industry/regulation]. List critical requirements, documentation needed, responsible roles, and recommended review intervals. *Disclaimer: This prompt is for informational purposes and does not constitute legal advice.*

## **Regulatory Change Briefing**

Brief on recent changes in [law/regulation] relevant to [industry]. Explain key updates, effective dates, impacted entities, and recommended actions to ensure compliance. *Disclaimer: This prompt is for informational purposes and does not constitute legal advice.*

## **Finance & Accounting (Non-Advice)**

### **Financial Model Outline**

Outline a financial model for [business/project]. Include revenue streams, cost structure, forecasting assumptions, cash flow projections, and sensitivity analysis. *Disclaimer: This prompt is for informational purposes and does not constitute financial advice.*

### **Budget Planner**

Create a budget plan for [department/project/time period]. List income sources, expense categories, planned vs. actual tracking, and contingency plans. *Disclaimer: This prompt is for informational purposes and does not constitute financial advice.*

### **Unit Economics Calculator**

Calculate unit economics for [product/service]. Define customer acquisition cost (CAC), lifetime value (LTV), gross margin, payback period, and break-even point. *Disclaimer: This prompt is for informational purposes and does not constitute financial advice.*

### **Financial Statement Insights**

Analyze the financial statements of [company] for the last [period]. Highlight revenue trends, profitability, liquidity ratios, and risk factors. *Disclaimer: This prompt is for informational purposes and does not constitute financial advice.*

### **Investment Memo**

Draft an investment memo for [startup/company]. Include market opportunity, team assessment, product differentiation, traction metrics, financial projections, and risks. *Disclaimer: This prompt is for informational purposes and does not constitute financial advice.*

# **AI & Machine Learning**

## **ML Model Specification**

Specify requirements for a machine learning model for [task/domain]. Describe the problem, dataset characteristics, target variable, evaluation metrics, and constraints (e.g., fairness, interpretability). Outline the model architecture and training plan.

## **Data Preprocessing Plan**

Create a data preprocessing pipeline for [dataset]. Describe steps for cleaning, handling missing values, encoding categorical variables, normalization, and feature engineering.

## **Model Evaluation Report**

Generate a model evaluation report for [model]. Include performance metrics (accuracy, precision, recall, F1, AUC), confusion matrix, cross-validation summary, and bias analysis. Highlight strengths, limitations, and recommended improvements.

## **Hyperparameter Tuner**

Create a hyperparameter tuning plan for [algorithm]. List parameters to tune, search space, optimization method (grid search, random search, Bayesian), and evaluation strategy.

## **ML Ethics Checklist**

Develop an ethics checklist for deploying [AI system]. Cover fairness, transparency, accountability, user privacy, bias mitigation, and compliance with applicable regulations.

## **Responsible AI Communication**

Draft a communication plan for disclosing AI usage in [product/service]. Describe how to inform users about AI involvement, data usage, decision logic, and opt-out mechanisms.

# **Software Engineering & DevOps**

## **System Architecture Design**

Design the high-level architecture for [system/application]. Identify major components, data flow, technology stack, scalability considerations, security measures, and trade-offs. Provide an accompanying diagram description.

## **Code Review Checklist**

Review the following code: [code snippet]. Identify bugs, security vulnerabilities, performance issues, code smells, and opportunities for refactoring. Suggest specific improvements and best practices.

## **API Design Specification**

Specify a REST/GraphQL API for [service]. Define endpoints, request/response schemas, authentication, error handling, rate limiting, and versioning.

## **DevOps Runbook**

Create an incident response runbook for [system]. Include detection methods, communication channels, mitigation steps, rollback procedures, postmortem process, and documentation templates.

## **Test Suite Plan**

Develop a test suite for [project]. Define unit tests, integration tests, end-to-end tests, performance tests, and security tests. Include test coverage goals and reporting cadence.

## **Continuous Delivery Pipeline**

Design a CI/CD pipeline for [application]. Specify stages (build, test, deploy), automation tools, branching strategy, rollback mechanisms, and deployment environments.

## **Security Hardening Guide**

Provide a security hardening guide for [application/system]. Cover access control, encryption, secure coding practices, vulnerability scanning, patch management, and compliance with standards.

# **Data Science & Analytics**

## **Exploratory Data Analysis (EDA)**

Conduct an EDA on [dataset]. Describe data types, missing values, distributions, correlations, outliers, and key insights. Visualize important patterns and highlight anomalies.

## **Experiment Design**

Design an experiment to test [hypothesis]. Specify independent and dependent variables, control and treatment groups, sample size, randomization, and statistical tests.

## **Dashboard Requirements**

Gather requirements for a dashboard tracking [metrics/process]. List key metrics, data sources, visualizations, filters, user roles, and update frequency.

## **Business Intelligence Questions**

Generate a list of BI questions for [department/company]. Cover revenue, operations, customer behavior, marketing effectiveness, and risk. For each question suggest appropriate data sources.

## **Data Pipeline Design**

Design a data pipeline to ingest, process, and deliver [data type]. Describe data sources, extraction methods, transformation steps, storage, quality checks, and downstream consumers.

## **Predictive Modeling Plan**

Outline a predictive modeling plan for [objective]. Define the target variable, feature selection approach, algorithms to evaluate, validation strategy, and success metrics.

## **Research & Academia**

### **Literature Review Outline**

Draft an outline for a literature review on [topic]. Identify key themes, seminal papers, research gaps, controversies, and future research directions.

### **Grant Proposal Template**

Create a template for a grant proposal for [project]. Include abstract, objectives, methodology, expected outcomes, budget summary, team qualifications, and evaluation plan.

### **Survey Design**

Design a survey to collect data on [topic]. Define objectives, target population, sampling method, question types, and ethical considerations.

### **Conference Presentation Prep**

Provide a structure for preparing a conference presentation on [research topic]. Outline introduction, methods, results, discussion, conclusion, visuals, and Q&A preparation.

### **Peer Review Checklist**

Generate a peer review checklist for evaluating a research paper. Cover originality, methodology, significance, clarity, data quality, ethics, and constructive feedback.

### **Academic Writing Prompt**

Write an academic abstract for a paper on [topic]. Include background, methods, results, and conclusions in 250 words.

## **Learning & Education**

### **Learning Plan**

Create a personalized learning plan to master [subject/skill] in [time period]. Include learning objectives, key resources, daily/weekly schedule, practice activities, and assessment methods.

### **Curriculum Outline**

Outline a curriculum for teaching [topic] to [audience level]. Break down the curriculum into modules, learning objectives, lessons, assessments, and required materials.

### **Lesson Plan**

Develop a lesson plan for [topic] lasting [duration]. Specify learning goals, warm-up activity, core instruction, interactive exercises, and evaluation.

### **Study Guide**

Create a study guide for [exam/course]. Summarize key concepts, formulas, diagrams, practice questions, and study tips.

### **Explainer Prompt**

Explain [concept] at three levels: (1) to a child; (2) to a peer; (3) to an expert. Highlight nuances and common misconceptions at each level.

### **Educational Quiz Generator**

Generate a quiz on [topic] with [n] multiple-choice questions. Provide correct answers and brief explanations.

## **Design & UX**

### **UX Audit**

Conduct a UX audit for [website/app]. Analyze usability, accessibility, information architecture, visual design, and conversion pathways. Provide prioritized recommendations for improvement.

### **Wireframe Brief**

Write a brief for creating wireframes for [page/flow]. Describe the goal, key elements, user personas, user scenarios, and success criteria.

## **UI Copywriter**

Write microcopy for [feature/page] focusing on clarity, brevity, and user motivation. Include buttons, tooltips, error messages, and success states.

## **Design System Outline**

Draft an outline for a design system for [brand]. Cover typography, color palette, spacing, component library, iconography, motion guidelines, and documentation.

## **Accessibility Review**

Review [app/site] for accessibility compliance (WCAG). Identify issues with color contrast, keyboard navigation, screen reader support, and provide remediation guidance.

# **Creative Arts & Writing**

## **Story Idea Generator**

Generate story ideas in the genre [genre] featuring [themes]. Provide five distinct ideas with protagonist, setting, conflict, and twist.

## **Scene Writer**

Write a vivid scene where [character] faces [challenge]. Use descriptive language, sensory details, and dialogue. Keep it under 500 words.

## **Poetry Prompt**

Compose a poem on the theme [theme]. Specify style (haiku, sonnet, free verse), tone, imagery, and any structural constraints.

## **Screenplay Outline**

Outline a screenplay with three acts for [story]. Describe major plot points, character arcs, settings, and tone.

## **Creative Remix**

Take the plot of [classic story] and remix it in a new genre [genre]. Explain how the characters, setting, and themes adapt to the new genre.

## **Lyric Generator**

Write song lyrics on the topic [topic] in the style of [artist/genre]. Include verses, chorus, and bridge with rhyme and rhythm.

## **Health & Wellness (Non-Medical Advice)**

### **Habit Formation Plan**

Create a habit formation plan for [habit]. Outline triggers, implementation intentions, tracking methods, rewards, and accountability. *Disclaimer: This prompt is for general informational purposes and does not constitute medical advice.*

### **Mindfulness Guide**

Draft a mindfulness practice guide for [purpose] (e.g., stress reduction, focus). Include breathing exercises, meditation prompts, journaling questions, and recommended frequency. *Disclaimer: This prompt is for general informational purposes and does not constitute medical advice.*

### **Balanced Meal Plan**

Outline a weekly meal plan supporting [goal] (e.g., energy, balanced nutrition). Include variety, portion guidance, and shopping list suggestions. *Disclaimer: This prompt is for general informational purposes and does not constitute medical advice.*

### **Fitness Routine Designer**

Design a fitness routine for [level] to achieve [goal]. Specify workout types, duration, frequency, and recovery tips. *Disclaimer: This prompt is for general informational purposes and does not constitute medical advice.*

### **Sleep Hygiene Checklist**

Provide a sleep hygiene checklist to improve sleep quality. Include pre-sleep routines, environment adjustments, and lifestyle recommendations. *Disclaimer: This prompt is for general informational purposes and does not constitute medical advice.*

## **Public Speaking & Communication**

### **Speech Outline Creator**

Outline a speech on [topic] for [audience]. Define opening hook, main points, supporting evidence, storytelling elements, conclusion, and call to action.

### **Presentation Design**

Design a slide deck for [presentation topic]. Provide an outline of slides, key content for each, visuals to include, and speaker notes.

## **Elevator Pitch Generator**

Craft an elevator pitch for [idea/product/company]. Keep it under 60 seconds and highlight the problem, solution, differentiation, and call to action.

## **Media Interview Prep**

Prepare for a media interview on [subject]. List likely questions, key messages, supportive facts, bridging statements, and soundbites.

## **Workshop Facilitation Guide**

Develop a facilitation guide for a workshop on [topic]. Detail agenda, interactive activities, group discussion prompts, materials needed, and feedback methods.

# **Productivity & Organization**

## **Time Audit**

Conduct a time audit for [period]. List all activities, categorize them (deep work, admin, meetings, personal), compute time spent, and identify low-value tasks to delegate or eliminate.

## **Project Timeline Planner**

Create a project timeline for [project name]. Define tasks, milestones, dependencies, estimated durations, responsible parties, and deliverables.

## **Goal Setting Template**

Set SMART goals for [objective]. Include specific outcomes, measurement criteria, accountability partners, timeframes, and progress checkpoints.

## **Work-Life Balance Prompt**

Reflect on current work-life balance. Identify areas of imbalance, root causes, and actions to improve alignment with personal values and priorities.

## **Daily Workflow Optimization**

Design a daily workflow for maximizing productivity while maintaining wellbeing. Include morning routine, work blocks, breaks, reflection, and end-of-day review.

# **Personal Development & Coaching**

## **Life Goals Brainstorm**

Brainstorm life goals across categories (career, relationships, health, learning, hobbies, contribution). Write down aspirations without judgment, then prioritize top 5 goals and define first steps.

## **Strengths & Weaknesses Analysis**

Identify personal strengths and weaknesses for [individual/team]. Provide examples, potential impact, and strategies to leverage or address them.

## **Mentorship Plan**

Create a mentorship plan for [mentee]. Outline goals, areas of focus, meeting cadence, feedback process, and success indicators.

## **Values Clarification**

Guide someone through a values clarification exercise. List core values, provide prompts to explore why each matters, and reflect on alignment with actions.

## **Career Transition Strategy**

Develop a strategy for transitioning from [current role] to [target role]. Identify transferable skills, skills gaps, training opportunities, networking targets, and timeline.

# **Image Generation & Editing Prompts**

## **Universal Image Prompt**

Subject: [primary subject] Scene: [background/setting] Composition: [framing/angle] Lighting: [type/intensity] Style: [artistic style] Mood: [emotions/atmosphere] Camera: [lens/focal length] Constraints: [specific guidelines] Negative prompts: [elements to avoid]

## **Product Photography Prompt**

Generate a prompt for photographing [product] for [brand/marketplace]. Include studio lighting setup, background style, composition variations, and mood instructions.

## **Character Portrait**

Create an image prompt for a character portrait. Define the character's appearance, clothing style, expression, and environment. Specify art style and color palette.

## **User Interface Mockup**

Write a prompt to generate a realistic UI mockup for [app type] targeting [users] on [platform]. Detail layout system, typography, color scheme, and core screens.

## **Infographic Design**

Describe a prompt for generating an infographic visualizing [data concept]. Include chart types, icons, color palette, and composition guidance.

## **Agent & Automation**

### **Tool-Using Agent**

Act as a multi-tool agent tasked with achieving [goal]. You have access to tools: [list]. Iterate in a loop: (plan → act → evaluate → adjust) until the goal is met. Ensure safe use of tools and logging of actions.

### **Task Orchestration Script**

Generate a script to automate tasks for [workflow]. Describe each step, required tools or APIs, error handling, logging, and completion criteria.

### **Autonomous Research Agent**

Design an autonomous agent that performs research on [topic]. Specify how it gathers sources, summarizes findings, tracks citations, and synthesizes insights. Include safety checks and stopping conditions.

### **Systematic Brainstorming Agent**

Develop a brainstorming agent that generates multiple ideas for [problem]. Outline how it explores different perspectives, filters for feasibility, and clusters ideas.

### **Continuous Improvement Loop**

Design an agent that continually improves [process/product]. Specify how it collects data, identifies bottlenecks, experiments with improvements, and reports results.

## **Prompt Engineering & Safety**

### **Safety Guidelines Prompt**

List safety guidelines to follow when designing prompts for high impact domains (health, finance, legal). Include considerations such as fairness, transparency, harm minimization, and compliance.

## **Injection Defense**

Design a procedure to prevent prompt injection attacks. Outline rules for sanitizing user input, isolating instructions, and validating outputs.

## **Bias Detection Prompt**

Create a prompt for detecting biases in generated text. Specify target biases (gender, race, etc.), evaluation criteria, and mitigation suggestions.

## **Evaluation Rubric**

Develop a rubric for evaluating prompt quality. Include clarity, completeness, ethical considerations, diversity & inclusion, and alignment with objectives.

## **Hallucination Audit**

Design a workflow to audit outputs for hallucinations. Describe how to verify factual accuracy, track sources, and flag unsupported claims.

## **Prompt A/B Testing**

Outline an A/B testing framework for comparing two prompts on [task]. Define metrics (accuracy, user satisfaction, response time), sample size, randomization, and statistical analysis.

# **Environmental & Sustainability**

## **Sustainability Strategy Plan**

Develop a sustainability strategy for [organization/project]. Set long-term goals, metrics (e.g., emissions reduction, resource efficiency), action items, timelines, stakeholders, and accountability mechanisms.

## **Carbon Footprint Assessment**

Provide a framework for estimating the carbon footprint of [activity/product/operation]. Identify emission sources, data collection methods, calculation formulas, and reduction strategies.

## **Circular Economy Business Model**

Design a circular economy model for [product/company]. Describe product lifecycle, reuse/recycling processes, partnerships, and revenue mechanisms.

## **Environmental Impact Report**

Draft an environmental impact assessment for [project]. Analyze impacts on air, water, soil, biodiversity, and local communities. Recommend mitigation and monitoring measures.

## **Sustainable Procurement Guidelines**

Create procurement guidelines to ensure sustainable sourcing. Include criteria for suppliers (e.g., ethical labor, low carbon), evaluation process, and audit requirements.

## **Social Impact & Philanthropy**

### **Social Impact Strategy**

Develop a social impact strategy for [organization/initiative]. Define mission objectives, beneficiary groups, programs, and impact metrics.

### **CSR Program Design**

Design a corporate social responsibility program for [company]. Outline focus areas (e.g., education, environment), partnerships, employee engagement, and reporting.

### **Fundraising Campaign Plan**

Create a plan for fundraising campaign [campaign name]. Define target donors, messaging, channels, events, timeline, and success metrics.

### **Nonprofit Impact Measurement**

Develop a framework for measuring the impact of [nonprofit program]. Identify outputs, outcomes, data collection methods, and analysis techniques.

### **Stakeholder Engagement Plan**

Outline an engagement plan for stakeholders in [social project]. Segment stakeholders, tailor communication, gather feedback, and manage expectations.

## **Political & Policy Analysis (Non-Advocacy)**

### **Policy Brief Template**

Draft a policy brief on [issue]. Include problem statement, background, policy options, benefits, drawbacks, and recommendations. *Disclaimer: Informational only; does not constitute legal or political advice.*

### **Legislative Analysis**

Analyze proposed legislation [bill name/number]. Summarize key provisions, stakeholders, potential impacts, and implementation considerations. *Disclaimer: Informational only; does not constitute legal or political advice.*

## **Political Risk Assessment**

Conduct a political risk assessment for investing/operating in [country]. Evaluate stability, regulatory environment, corruption levels, and potential disruptions.

## **Voter Sentiment Report**

Create a report on voter sentiment around [topic/election]. Analyze polling data, demographic trends, media narratives, and key issues.

## **Campaign Messaging Framework**

Develop a messaging framework for a political campaign on [issue]. Identify target audiences, core messages, channels, and tone guidelines. *Disclaimer: Informational only; does not constitute political advice.*

# **Travel & Tourism**

## **Travel Itinerary Builder**

Build a customized travel itinerary for [destination] lasting [duration]. Include attractions, dining, lodging, transportation, and daily schedule.

## **Destination Research Report**

Compile a research report on [destination]. Cover history, culture, climate, key sights, cuisine, local customs, and travel tips.

## **Travel Budget Planner**

Plan a budget for a trip to [destination]. Estimate costs for flights, accommodation, food, activities, insurance, and contingencies.

## **Sustainable Tourism Guidelines**

Draft guidelines for practicing sustainable tourism in [region]. Focus on minimizing environmental impact, respecting local communities, and supporting conservation efforts.

## **Travel Safety Checklist**

Create a safety checklist for travelers to [destination]. Include health considerations, emergency contacts, local laws, and risk mitigation tips.

## **Event Planning & Hospitality**

### **Event Concept Development**

Develop a concept for [event type]. Define goals, theme, target audience, activities, and unique elements.

### **Venue Selection Criteria**

Outline criteria for selecting a venue for [event]. Consider capacity, location, accessibility, facilities, cost, and ambiance.

### **Catering Plan**

Create a catering plan for [event]. Include menu options, dietary considerations, serving style, and vendor coordination.

### **Guest Experience Design**

Design the guest experience for [event]. Map out arrival, engagement activities, comforts, and memorable touches throughout the event.

### **Event Marketing Plan**

Develop a marketing plan to promote [event]. Define channels (social, email, PR), messaging, partnerships, timeline, and success metrics.

## **Real Estate & Urban Planning**

### **Market Analysis for Real Estate**

Conduct a market analysis for real estate in [location]. Evaluate supply/demand, pricing trends, demographics, and competitor projects.

### **Property Development Proposal**

Draft a proposal for developing [property/project]. Include project vision, zoning analysis, feasibility study, design concept, and financial projections.

### **Urban Renewal Assessment**

Assess urban renewal opportunities in [area]. Consider infrastructure, community needs, environmental impact, and potential economic benefits.

## **Housing Needs Study**

Perform a housing needs assessment for [community]. Analyze demographics, affordability, housing stock quality, and policy implications.

## **Green Building Guide**

Create guidelines for designing green buildings. Cover energy efficiency, sustainable materials, water management, and certification standards.

# **Supply Chain & Operations**

## **Supply Chain Optimization Plan**

Develop a plan to optimize the supply chain for [company/product]. Analyze current processes, identify bottlenecks, recommend improvements, and quantify expected benefits.

## **Inventory Management SOP**

Write a standard operating procedure for inventory management. Define reorder points, safety stock, cycle counting, and inventory tracking methods.

## **Procurement Risk Assessment**

Conduct a risk assessment of procurement for [organization]. Identify supply risks, geopolitical factors, supplier dependencies, and mitigation strategies.

## **Logistics Strategy**

Formulate a logistics strategy for distributing [product]. Determine shipping modes, routing optimization, warehousing, and cost trade-offs.

## **Vendor Management Framework**

Create a framework for managing vendors and suppliers. Include selection criteria, performance metrics, communication cadence, and contract review processes.

# **Customer Experience & Loyalty**

## **Customer Journey Improvement Plan**

Propose improvements to the customer journey for [product/service]. Identify pain points, recommend enhancements, and prioritize initiatives based on impact and effort.

## **Loyalty Program Design**

Design a customer loyalty program for [brand]. Define tiers, rewards, earning mechanisms, redemption rules, and communication strategy.

## **Voice of Customer Analysis**

Conduct a voice of customer analysis using feedback sources (surveys, reviews, support tickets). Identify themes, sentiment, and actionable insights to improve customer satisfaction.

## **Net Promoter Score Action Plan**

Develop an action plan to improve Net Promoter Score for [company]. Segment detractors, passives, promoters; analyze root causes; and define targeted interventions.

## **Service Recovery Blueprint**

Create a blueprint for service recovery when things go wrong. Outline apology protocols, compensation guidelines, internal escalation, and follow-up.

## **E-learning & Edtech**

### **Online Course Blueprint**

Design a blueprint for an online course on [subject]. Outline course objectives, modules, content formats, assessment methods, and learner engagement strategies.

### **EdTech Product Evaluation**

Evaluate an EdTech product for [use case]. Assess user experience, pedagogical soundness, accessibility, scalability, and data privacy compliance.

### **Virtual Classroom Management**

Create a guide for managing virtual classrooms. Include best practices for engagement, moderation, technical troubleshooting, and learner support.

### **Interactive Lesson Design**

Design an interactive lesson on [topic]. Incorporate multimedia elements, quizzes, discussions, and hands-on activities to enhance understanding.

### **EdTech Adoption Strategy**

Develop a strategy to adopt EdTech solutions in [institution]. Address technology infrastructure, stakeholder buy-in, training, and evaluation metrics.

# **Gamification & Game Design**

## **Game Concept Document**

Draft a concept document for a game themed around [subject/genre]. Describe core mechanics, player objectives, art style, and unique selling points.

## **Gamification Strategy**

Develop a gamification strategy to encourage [behavior] in [context]. Define game elements (points, badges, leaderboards), progression system, rewards, and feedback loops.

## **Level Design Guide**

Write a level design guide for [game]. Detail level objectives, difficulty curves, pacing, environmental storytelling, and player testing considerations.

## **Player Retention Analysis**

Analyze player retention data for [game/app]. Identify drop-off points, retention drivers, and strategies to improve long-term engagement.

## **Narrative Design Outline**

Create a narrative design outline for [game/story]. Include world-building, character arcs, branching choices, and narrative pacing.

# **Rapid Prompt Bank**

## **Rapid Prompt 1 — Summarize**

Summarize [document/text] in [number] bullet points. Highlight key themes, statistics, and action items.

## **Rapid Prompt 2 — Translate**

Translate the following text to [language], preserving tone and nuance: [input text].

## **Rapid Prompt 3 — Explain Concept**

Explain [topic] to a beginner. Use analogies and simple language.

## **Rapid Prompt 4 — Compare**

Compare [option A] and [option B] across dimensions: [criteria]. Provide pros and cons and recommend one.

## **Rapid Prompt 5 — Generate Ideas**

Generate [number] creative ideas for [problem/challenge], including unconventional approaches.

## **Rapid Prompt 6 — Outline**

Create an outline for a [report/article/presentation] on [topic]. Include main sections and supporting points.

## **Rapid Prompt 7 — Rewrite for Audience**

Rewrite the text for [audience persona] with an appropriate tone and reading level.

## **Rapid Prompt 8 — Create Checklist**

Make a checklist for [procedure]. List steps, required materials, and success criteria.

## **Rapid Prompt 9 — Design Survey**

Design a short survey to gather feedback on [subject]. Include multiple choice and open questions.

## **Rapid Prompt 10 — Plan Event**

Plan an event for [occasion/audience]. Determine budget, agenda, logistics, and promotional strategy.

## **Rapid Prompt 11 — Diagnostic Questions**

List diagnostic questions to identify the root cause of [issue/problem].

## **Rapid Prompt 12 — Brainstorm Keywords**

Brainstorm keywords and hashtags for promoting [topic] on social media.

## **Rapid Prompt 13 — Code Snippet**

Write a code snippet in [language] to [achieve task]. Include comments explaining each step.

## **Rapid Prompt 14 — Storyboard**

Create a storyboard for a [video/ad] about [message]. Describe scenes, dialogue, and visuals.

## **Rapid Prompt 15 — Prepare Interview**

Prepare an interview guide to hire a [position]. Include structured questions and evaluation criteria.

## **Rapid Prompt 16 — Launch Checklist**

Develop a launch checklist for [product]. Cover pre-launch tasks, launch day actions, and post-launch monitoring.

## **Rapid Prompt 17 — Write Press Release**

Write a press release announcing [event/product]. Include headline, subheading, body, quotes, and contact info.

## **Rapid Prompt 18 — Assess Competency**

Draft a rubric to assess competency in [skill]. Define proficiency levels and observable behaviors.

## **Rapid Prompt 19 — Calculate Metric**

Describe how to calculate [metric] and interpret the result. Provide an example scenario.

## **Rapid Prompt 20 — Social Media Calendar**

Create a 14-day social media content calendar for [brand/campaign]. Specify platform, post type, and key message for each day.

## **Rapid Prompt 21 — Facilitate Brainstorm**

Facilitate a brainstorming session on [topic]. Outline rules, prompts, and evaluation criteria for ideas.

## **Rapid Prompt 22 — Argument Analysis**

Analyze an argument about [topic]. Identify premises, conclusion, assumptions, and logical fallacies.

## **Rapid Prompt 23 — Write Email Response**

Compose a professional email response to [situation]. Clarify expectations, provide next steps, and maintain a positive tone.

## **Rapid Prompt 24 — Problem-Solving Steps**

Outline the steps to solve [problem]. Include data gathering, analysis, solution generation, and evaluation.

## **Rapid Prompt 25 — Debate Preparation**

Prepare talking points for a debate on [issue]. List supporting arguments, counterarguments, and evidence.

## **Rapid Prompt 26 — SOP Template**

Draft a standard operating procedure for [process]. Include purpose, scope, responsibilities, steps, and KPIs.

## **Rapid Prompt 27 — Marketing Persona**

Create a marketing persona named [persona] representing [segment]. Describe demographics, motivations, pain points, and preferred channels.

## **Rapid Prompt 28 — Customer Journey Map**

Outline a customer journey for [product/service] from awareness to advocacy. Highlight touchpoints, emotions, and opportunities to improve.

## **Rapid Prompt 29 — Localization Strategy**

Propose a localization strategy for entering [country/region]. Address content adaptation, cultural nuances, legal requirements, and marketing channels.

## **Rapid Prompt 30 — Talk Show Outline**

Outline the structure for a [type of show] featuring [guest/topic]. List segments, questions, and audience interaction elements.

## **Rapid Prompt 31 — Error Handling**

Describe how to handle errors for [system/process]. Define error types, user messaging, logging, and recovery strategies.

## **Rapid Prompt 32 — Roadmap Plan**

Create a roadmap for [project] over the next [time frame]. Include key milestones, deliverables, and dependencies.

## **Rapid Prompt 33 — Audience Feedback Form**

Develop a feedback form for [event/product/service]. Include Likert scale questions and open comments.

## **Rapid Prompt 34 — Task Prioritization**

Prioritize tasks from [task list] using an importance/urgency matrix.

## **Rapid Prompt 35 — Market Entry Analysis**

Conduct a market entry analysis for [product] in [region]. Assess competition, customer needs, and regulatory environment.

## **Rapid Prompt 36 — Pricing Strategy**

Formulate a pricing strategy for [product/service]. Consider cost structure, value perception, competitor pricing, and demand elasticity.

## **Rapid Prompt 37 — Outreach Message**

Write a cold outreach message to [potential partner/investor]. Keep it concise, highlight mutual benefits, and include a call to action.

## **Rapid Prompt 38 — Explainer Video Script**

Write a script for a 2-minute explainer video about [topic]. Structure it into introduction, problem, solution, benefits, and call to action.

## **Rapid Prompt 39 — Newsletter Outline**

Draft an outline for a monthly newsletter for [audience]. Include regular sections, themes, and engagement features.

## **Rapid Prompt 40 — Risk Assessment**

Perform a qualitative risk assessment for [project]. Identify risks, assess impact and likelihood, and propose mitigation strategies.

## **Rapid Prompt 41 — Vendor Evaluation**

Create criteria to evaluate vendors for [service/supply]. Include cost, quality, reliability, and alignment with requirements.

## **Rapid Prompt 42 — Brand Tagline**

Brainstorm [number] tagline options for [brand/product]. Keep them catchy, concise, and aligned with brand values.

## **Rapid Prompt 43 — Community Guidelines**

Draft community guidelines for [platform/group]. Emphasize respect, inclusivity, moderation policies, and enforcement procedures.

## **Rapid Prompt 44 — Meeting Agenda**

Prepare an agenda for a meeting on [topic]. Include goals, agenda items, time allocation, and expected outcomes.

## **Rapid Prompt 45 — Write Case Study**

Write a case study about [business/success story]. Include problem, solution, implementation, results, and lessons learned.

## **Rapid Prompt 46 — Evaluation Survey**

Design an evaluation survey for [training/event]. Include questions to measure satisfaction, learning outcomes, and suggestions.

## **Rapid Prompt 47 — Transform Tone**

Transform the tone of [input text] to [tone style] while preserving the meaning.

## **Rapid Prompt 48 — Create Table**

Create a table summarizing [information]. Use columns for [criteria] and rows for [items].

## **Rapid Prompt 49 — Brand Story**

Tell the brand story of [company]. Highlight origin, mission, challenges, and impact with a narrative arc.

## **Rapid Prompt 50 — Goal Progress Report**

Write a progress report on achieving [goal]. Include accomplishments, roadblocks, next steps, and metrics.

## **Rapid Prompt 51 — Policy Summary**

Summarize a policy document on [subject] into key points and implications.

## **Rapid Prompt 52 — Compliance Report**

Compile a compliance report for [industry/regulation]. Outline compliance status, gaps, and recommendations.

## **Rapid Prompt 53 — Team Charter**

Develop a team charter for [team]. Include purpose, goals, roles, communication protocols, and success criteria.

## **Rapid Prompt 54 — Retrospective Guide**

Write a guide for running a retrospective meeting. Suggest activities, timeboxing, and follow-up actions.

## **Rapid Prompt 55 — Data Collection Plan**

Create a data collection plan for [study]. Define variables, instruments, timeline, and data quality checks.

## **Rapid Prompt 56 — Annual Report Summary**

Summarize the annual report of [organization]. Highlight financial performance, strategic initiatives, and future outlook.

## **Rapid Prompt 57 — Workflow Automation**

Describe steps to automate [workflow/process] using [tool/platform]. Include triggers, actions, and monitoring.

## **Rapid Prompt 58 — Employee Recognition Program**

Design an employee recognition program for [company]. Define award categories, criteria, nomination process, and celebration methods.

## **Rapid Prompt 59 — Brand Persona**

Develop a brand persona that personifies [brand]. Describe characteristics, personality traits, values, and communication style.

## **Rapid Prompt 60 — Focus Group Script**

Draft a script for moderating a focus group about [topic]. Include introduction, warm-up questions, core questions, and closing.

## **Rapid Prompt 61 — Awareness Campaign Plan**

Plan an awareness campaign for [cause/issue]. Define objectives, target audience, key messages, channels, and measures of success.

## **Rapid Prompt 62 — Cross-Functional Alignment Plan**

Design a plan to align cross-functional teams on [initiative]. Outline communication routines, shared KPIs, and conflict resolution mechanisms.

## **Rapid Prompt 63 — Business Continuity Plan**

Outline a business continuity plan for [organization]. Identify critical functions, backup strategies, communication protocols, and recovery timelines.

## **Rapid Prompt 64 — Rewards & Recognition Framework**

Develop a rewards and recognition framework for [organization]. Include reward types, criteria, frequency, and fairness considerations.

### **Rapid Prompt 65 — Investor Outreach Plan**

Create an investor outreach plan for [startup]. Identify investor profiles, messaging strategy, pitch materials, and follow-up actions.

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