

PROMENOW

The Prompt Library

Six workflows. Used twice each. Improved every time.

Companion to *Is AI Taking Your Job, Or Giving You a New Superpower?*

How to Use This Library

Six workflows. That's the whole library. The book's point stands: you don't need fifty prompts, you need these six, used on real work until they're reflexes. Copy one, fill the [brackets] with your context, paste it into your AI tool. The context you add is the part that's yours — and it's the part that makes the output good.

The Six Workflows

1. The Brain Dump Untangler

When to use: your head is full of half-formed thoughts and no structure.

Here are my rough, unsorted thoughts on [situation]. Organize them into: main points, supporting detail, risks, and clear next steps. Keep my intent and my judgment intact — don't add opinions or facts I didn't give you. If something's missing or contradictory, ask me before you finalize.

How to fill it: swap [situation] for the project or decision, then paste your raw notes underneath. **Why it works:** the last line turns the tool from a vending machine into a thinking partner. **Variation:** add "rank the next steps by impact" when you need a priority order.

2. The Email Sharpener

When to use: you know what you want to say but the wording's fighting you.

Rewrite this email to be clear, direct, and professional. Tone: calm and respectful — firm without being aggressive. Keep it under [X] words. Don't soften the core message and don't add anything I didn't say. Show me one alternative version with a slightly warmer tone so I can choose.

How to fill it: set [X], then paste your draft below. **Why it works:** asking for two versions costs nothing and lets your judgment make the final pick. **Variation:** swap "warmer" for "more formal" for external or senior audiences.

3. The Meeting Converter

When to use: the hour right after a call, before the details evaporate.

Turn these raw meeting notes into a structured summary: decisions made, open questions, action items with owners, and next steps. Flag anything that needs follow-up this week. If an action item has no clear owner, mark it as unassigned rather than guessing.

How to fill it: paste your notes below the prompt. **Why it works:** "mark as unassigned rather than guessing" stops the tool inventing accountability. **Variation:** add "draft the follow-up email to attendees" to chain the next step.

4. The Decision Brief

When to use: before you make — or present — a call that matters.

Help me build a decision brief on [decision]. Lay out: the situation, the realistic options, the pros and cons of each, the key risks, and a recommendation with reasoning. Before you write the recommendation, ask me any question you need to make it sound — don't fill gaps with assumptions.

How to fill it: name the [decision], then answer its questions before you accept the recommendation. **Why it works:** it makes you look prepared in the room, because you were. **Variation:** add "frame it for a skeptical CFO" to pressure-test the reasoning.

5. The Plain-English Translator

When to use: a topic feels too technical to admit you don't follow it.

Explain [topic] in plain language for a smart non-specialist. Use a real workplace example. No jargon. End with three things: what I actually need to know, what I can safely ignore for now, and what's worth learning next.

How to fill it: drop in the [topic] — a tool, a concept, an acronym from a meeting. **Why it works:** the three-part ending turns a wall of explanation into a map you can act on. **Variation:** add "and give me one good question to ask about it" for your next meeting.

6. The Visibility Builder

When to use: making your own work legible without sounding like you're selling yourself.

Turn this list of what I did this period into a concise professional update. Focus on outcomes and business value, blockers, who I collaborated with, and what's next. Keep it factual and grounded – confident, not self-promotional. Around [X] words.

How to fill it: set [X], then paste a rough list of what you did. **Why it works:** "factual and grounded" keeps it from reading as a brag. **Variation:** swap "professional update" for "performance-review bullet points" at review time.

How to Grow Your Own Library

You won't need a seventh prompt for a while. When you do, don't hunt for it online – make it. Take a task that repeats, write it as a brief (Role · Context · Task · Tone · Format · Constraints · Expected output), use it twice, fix what broke, and save it next to these six. Sort by use: emails, meetings, planning, learning, reporting, decisions, visibility. Over a few months that file quietly becomes your personal operating system. Not complicated. Not technical. Just yours, and just faster.

About ProMeNow

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