

Advanced ChatGPT Prompt Engineering Techniques Pack

84 frameworks, templates and real examples for getting clearer, more controllable output from ChatGPT and similar tools.

84

prompts & frameworks

7

technique sections

45

A4 pages

What is inside

Role-based and expert persona prompts

12 prompts

Chain-of-thought and reasoning frameworks

12 prompts

Output format control techniques

12 prompts

Few-shot and example-driven prompting

12 prompts

System prompt design patterns

12 prompts

Prompt chaining and multi-step workflows

12 prompts

Evaluation and refinement methods

12 prompts

Quick reference and how-to-combine guide

1 page

Contents

1	Role-Based and Expert Persona Prompts Specialist, reviewer, tutor and panel personas	Prompts 1–12 Pages 3–8
2	Chain-of-Thought and Reasoning Frameworks Step-by-step logic, checks and decision tools	Prompts 13–24 Pages 9–14
3	Output Format Control Techniques Tables, JSON, limits and reusable layouts	Prompts 25–36 Pages 15–20
4	Few-Shot and Example-Driven Prompting Teach tone and structure by demonstration	Prompts 37–48 Pages 21–26
5	System Prompt Design Patterns Standing rules, scope and tone for assistants	Prompts 49–60 Pages 27–32
6	Prompt Chaining and Multi-Step Workflows Break big tasks into reviewable stages	Prompts 61–72 Pages 33–38
7	Evaluation and Refinement Methods Score, diagnose and improve prompts and output	Prompts 73–84 Pages 39–44

How to use this pack

1. Start with a real task

Pick a piece of work you actually need to do, then choose the matching prompt from the contents above.

2. Replace the [BRACKETS]

Text in capital letters inside square brackets is a placeholder. Swap in your own details before you paste.

3. Use the example as a guide

Each prompt comes with a short example that shows how a filled-in version might look.

4. Write your version

Use the lined area on each card to adapt the prompt to your own work, then save the best ones.

Please note: results vary by tool version and settings, so always review and fact-check what you get before using it.

SECTION 1 OF 7

Role-Based and Expert Persona Prompts

Assigning a role tells the model which knowledge, vocabulary and priorities to bring. These twelve patterns go beyond “act as an expert” by adding audience, constraints and a point of view.

1 Specialist With a Stated Audience

Use it to: Get expert-level content pitched at the right reader.

PROMPT

You are a [ROLE] with [X] years of experience in [FIELD]. Explain [TOPIC] to [AUDIENCE]. Use plain language, define any jargon once, and end with three practical next steps.

EXAMPLE

You are a financial planner with 15 years of experience in household budgeting. Explain sinking funds to a first-time renter. Use plain language and end with three next steps.

Tip: Naming the audience matters as much as naming the role.

MY VERSION

2 Skeptical Reviewer

Use it to: Stress-test a plan or draft before anyone else sees it.

PROMPT

Act as a skeptical reviewer. Read the [DOCUMENT/PLAN] below and list the five weakest assumptions. For each one, explain why it may fail and what evidence would settle the question.

[PASTE TEXT]

EXAMPLE

Act as a skeptical reviewer. Read my launch plan below and list the five weakest assumptions, with the evidence that would settle each.

Tip: Ask for evidence needed, not just criticism, so the review is actionable.

MY VERSION

3 Panel of Three Experts

Use it to: See one problem from several professional angles at once.

PROMPT

Simulate a panel of three experts: a [ROLE 1], a [ROLE 2] and a [ROLE 3]. Each gives a short opinion on [PROBLEM]. Then summarize where they agree, where they disagree and the best compromise.

EXAMPLE

Simulate a panel: a UX designer, a backend engineer and a support lead. Each gives an opinion on adding a mandatory onboarding quiz, then summarize the trade-offs.

Tip: Keep each voice to 3–4 sentences so the panel stays readable.

MY VERSION

4 Patient Tutor

Use it to: Learn a concept step by step with checks for understanding.

PROMPT

You are a patient tutor. Teach me [CONCEPT] in four short steps. After each step ask one question to check my understanding and wait for my answer before continuing.

EXAMPLE

You are a patient tutor. Teach me how compound interest works in four short steps, asking one check question after each step.

Tip: Telling the model to wait turns a lecture into a dialogue.

MY VERSION

5 Editor With a Style Guide

Use it to: Revise text to match a defined voice consistently.

PROMPT

You are a copy editor. Rewrite the text below to follow this style guide: [TONE], sentences under [N] words, no filler phrases, active voice. Show the revised text only, then list the three biggest changes.

[PASTE TEXT]

EXAMPLE

Rewrite my newsletter intro in a friendly tone, sentences under 18 words, active voice. Show the revision, then list the three biggest changes.

Tip: Include one sample sentence of the target voice if you have it.

MY VERSION

6 Interviewer

Use it to: Draw out your own knowledge before writing about it.

PROMPT

You are an interviewer preparing an article about [TOPIC]. Ask me one question at a time to uncover my experience, examples and opinions. After eight questions, turn my answers into a structured outline.

EXAMPLE

You are an interviewer preparing an article about managing remote teams. Ask me one question at a time, then after eight questions build an outline.

Tip: Answer in rough notes; the structure comes from the final step.

MY VERSION

7

Devil's Advocate

Use it to: Test an opinion by arguing the opposite side fairly.

PROMPT

I believe [CLAIM]. Play devil's advocate and present the strongest honest case against it in 150 words or fewer. Then list two questions I should be able to answer if my view is right.

EXAMPLE

I believe small teams should skip written documentation. Present the strongest case against it, then list two questions I should be able to answer.

Tip: Ask for the strongest case, not a weak one, or the exercise has no value.

MY VERSION

8

Domain Translator

Use it to: Move an idea between two fields or vocabularies.

PROMPT

You are fluent in both [FIELD A] and [FIELD B]. Explain [CONCEPT FROM A] using analogies from B. Add a short table that maps each key term in A to its closest equivalent in B.

EXAMPLE

You are fluent in cooking and project management. Explain sprint planning using kitchen analogies, with a table mapping key terms.

Tip: Mention where the analogy breaks down to avoid false confidence.

MY VERSION

9

Career Coach With Boundaries

Use it to: Get structured guidance while staying realistic.

PROMPT

Act as a career coach. I am a [CURRENT ROLE] who wants to move toward [GOAL]. Ask me three clarifying questions, then outline a six-month plan with monthly milestones. Note any assumptions you made.

EXAMPLE

Act as a career coach. I am a marketing assistant who wants to move toward data analysis. Ask three questions, then outline a six-month plan.

Tip: Treat the plan as a draft to discuss with real mentors.

MY VERSION

10

Product Manager Lens

Use it to: Turn a rough idea into a clear problem and scope.

PROMPT

You are a product manager. For the idea below, write the problem statement, the target user, three must-have features, three things to leave out for now, and one metric that shows it is working.

IDEA: [DESCRIBE]

EXAMPLE

IDEA: a mobile checklist for new parents. Write the problem statement, target user, must-haves, exclusions and one success metric.

Tip: The “leave out” list is often the most useful part.

MY VERSION

11

Plain-Language Explainer

Use it to: Make dense material understandable without distortion.

PROMPT

You are a science communicator. Rewrite the passage below for a 12-year-old reader without losing accuracy. Replace jargon, add one everyday example, and keep it under [N] words.

[PASTE TEXT]

EXAMPLE

Rewrite this paragraph on how vaccines train the immune system for a 12-year-old reader, under 120 words, with one everyday example.

Tip: Ask a second pass: “What did you simplify that I should verify?”

MY VERSION

12

Role Handoff Brief

Use it to: Pass work between personas in a single prompt.

PROMPT

Step 1, act as a [ROLE A] and draft [DELIVERABLE]. Step 2, act as a [ROLE B] and critique the draft against [CRITERIA]. Step 3, act as [ROLE A] again and revise using that critique. Show all three steps.

EXAMPLE

Step 1 as a grant writer draft a one-page summary. Step 2 as a funder review it for clarity and impact. Step 3 revise it.

Tip: Showing all steps lets you see which critique changed the draft.

MY VERSION

SECTION 2 OF 7

Chain-of-Thought and Reasoning Frameworks

Complex questions improve when the model is guided to work through them in stages. These patterns structure the thinking, expose assumptions and make answers easier to check.

13 Step-by-Step Breakdown

Use it to: Solve multi-part problems with visible working.

PROMPT

Solve the problem below step by step. Number each step, state what you are doing and why, and give the final answer on its own line labeled FINAL.

PROBLEM: [DESCRIBE]

EXAMPLE

PROBLEM: A team of 6 finishes a task in 10 days. How long would 4 people take at the same pace? Number each step and label the final answer.

Tip: Visible steps make errors easy to spot and correct.

MY VERSION

14 Plan Then Execute

Use it to: Stop the model from rushing into a weak answer.

PROMPT

Before answering, write a short plan of how you will approach [TASK]. Wait for the plan only. Then, after I reply "go", carry out the plan and follow it exactly.

EXAMPLE

Before answering, write a plan for how you will analyze our customer survey comments. Then wait for my "go".

Tip: Edit the plan before approving; it is the cheapest place to fix direction.

MY VERSION

15

Assumptions First

Use it to: Surface hidden guesses before they shape the answer.

PROMPT

Before you answer [QUESTION], list every assumption you are making about my situation. Mark each as LOW, MEDIUM or HIGH risk. Ask me to confirm the HIGH-risk ones, then proceed.

EXAMPLE

Before recommending a pricing model for my online course, list your assumptions about my audience and costs and flag the risky ones.

Tip: Reply to the flagged items briefly and the answer improves sharply.

MY VERSION

16

Pros, Cons and Decision Rule

Use it to: Compare options with an explicit way to decide.

PROMPT

Compare [OPTION A] and [OPTION B] for [GOAL]. Give three pros and three cons for each, propose a decision rule based on [CRITERION], and say which option the rule favors.

EXAMPLE

Compare hiring a freelancer and hiring part-time staff for design work. Propose a decision rule based on workload stability.

Tip: A stated rule keeps the recommendation tied to your priorities.

MY VERSION

17

Five Whys

Use it to: Trace a problem back to its root cause.

PROMPT

Run a five-whys analysis on this problem: [PROBLEM]. Ask “why” five times, each answer feeding the next. Then propose one fix that addresses the final cause, not the symptom.

EXAMPLE

Problem: our weekly report is always late. Run a five-whys analysis and propose one fix for the root cause.

Tip: If an answer is a guess, ask the model to mark it as unverified.

MY VERSION

18

Pre-Mortem

Use it to: Find how a project could fail before it starts.

PROMPT

Imagine it is six months from now and [PROJECT] has failed. List the seven most likely reasons, rank them by likelihood, and suggest one early warning sign and one prevention step for each.

EXAMPLE

Imagine our website redesign has failed. List seven likely reasons with an early warning sign and prevention step for each.

Tip: Share the top three with your team to start a useful discussion.

MY VERSION

19

Self-Check Pass

Use it to: Have the model audit its own answer.

PROMPT

Answer [QUESTION]. Then review your answer as a strict checker: list any claims that may be wrong or unsupported, and correct the answer if needed. Show the original, the check and the corrected version.

EXAMPLE

Answer: how does a heat pump work? Then check your answer for claims that may be wrong and give a corrected version.

Tip: Still verify key facts yourself; self-checks reduce errors but do not remove them.

MY VERSION

20

First Principles

Use it to: Rebuild a topic from basic truths instead of habits.

PROMPT

Explain [TOPIC] from first principles. Start with the basic facts that are certainly true, build up one layer at a time, and note which common beliefs do not follow from those facts.

EXAMPLE

Explain why most newsletters lose subscribers from first principles, building up one layer at a time.

Tip: Ask the model to label each layer so you can challenge it individually.

MY VERSION

21

Decision Tree Builder

Use it to: Turn a messy choice into clear branches.

PROMPT

Build a text-based decision tree for [DECISION]. Use yes/no questions, keep it under 10 nodes, and end each branch with a recommended action. Add a note on what information is missing.

EXAMPLE

Build a decision tree for choosing between renewing a software subscription and switching tools.

Tip: Test the tree against a past decision to see if it would have helped.

MY VERSION

22

Estimate With Ranges

Use it to: Make rough estimates honest about uncertainty.

PROMPT

Estimate [QUANTITY] for [SITUATION]. Give a low, likely and high value, list the inputs behind each, and state which single input would change the result the most.

EXAMPLE

Estimate the weekly hours needed to run a small community newsletter, with low, likely and high values.

Tip: Ranges are more useful than a single confident number.

MY VERSION

23 Compare Two Reasoning Paths

Use it to: Cross-check an answer by solving it two ways.

PROMPT

Solve [PROBLEM] using two different approaches, labeled Method A and Method B. Compare the results. If they differ, explain why and decide which is more reliable.

EXAMPLE

Work out the break-even point for a market stall using a table method and an equation method, then compare.

Tip: Disagreement between methods is a signal to look closer.

MY VERSION

24 Counterexample Hunt

Use it to: Test a rule or claim by looking for exceptions.

PROMPT

Here is a rule I follow: [RULE]. Try to find three realistic situations where it fails. For each, explain why it fails and suggest a refined version of the rule.

EXAMPLE

Rule: always reply to customer emails within one hour. Find three situations where this fails and refine it.

Tip: Keep the refined rule short enough to remember and use.

MY VERSION

SECTION 3 OF 7

Output Format Control Techniques

A good answer in the wrong shape still costs time. These prompts specify structure, length and layout so the result can be used straight away in a document, spreadsheet or workflow.

25 Table With Fixed Columns

Use it to: Get comparable data in a clean grid.

PROMPT

Present the information about [TOPIC] as a table with exactly these columns: [COL 1], [COL 2], [COL 3], [COL 4]. One row per [ITEM]. No text outside the table.

EXAMPLE

Present five project-management tools as a table with columns: Tool, Best for, Main limitation, Learning curve.

Tip: Saying "no text outside the table" makes copying easier.

MY VERSION

26 Strict JSON Output

Use it to: Produce data another program can read.

PROMPT

Extract the details from the text below and return valid JSON only, with these keys: [KEY LIST]. Use null for missing values. No commentary and no code fences.

[PASTE TEXT]

EXAMPLE

Return JSON with keys name, date, amount and category extracted from this invoice email.

Tip: Always validate the JSON before using it in a real system.

MY VERSION

27 Word and Sentence Limits

Use it to: Control length precisely.

PROMPT

Summarize the text below in exactly [N] sentences, each under [M] words. Do not add information that is not in the text.

[PASTE TEXT]

EXAMPLE

Summarize this report in exactly 3 sentences, each under 20 words.

Tip: Check counts yourself; models are close but not always exact.

MY VERSION

28 Headings and Skeleton First

Use it to: Approve a structure before the full draft.

PROMPT

Create an outline for [DOCUMENT TYPE] about [TOPIC] with headings and one-line descriptions. Do not write the content yet. I will reply with changes before you draft.

EXAMPLE

Create an outline for a how-to guide about setting up a home filing system, headings only.

Tip: Reorder the outline yourself, then say “draft it”.

MY VERSION

29

Template Fill-In

Use it to: Make every output match your exact layout.

PROMPT

Fill in this template using the notes below. Keep the labels exactly as written and do not add sections.

TEMPLATE:

[LABEL 1]:

[LABEL 2]:

[LABEL 3]:

NOTES: [PASTE NOTES]

EXAMPLE

Template labels: Situation, Action, Result. Notes: my rough account of a project I led last quarter.

Tip: Reuse one template across many inputs for consistent results.

MY VERSION

30

Checklist Format

Use it to: Turn instructions into tick-box steps.

PROMPT

Convert the process below into a checklist. Each item must start with a verb, be one line long and be in the order it should be done. Group items under short headings.

[PASTE PROCESS]

EXAMPLE

Convert this onboarding email into a checklist for a new team member's first week.

Tip: Ask for owners or deadlines if the checklist is for a team.

MY VERSION

31 Bulleted Brief With Priorities

Use it to: Produce a scannable summary for busy readers.

PROMPT

Write a brief about [TOPIC] for [READER]. Use at most 7 bullets, each one sentence. Put the most important point first and mark the one decision the reader must make.

EXAMPLE

Write a brief about our new expense policy for managers, with the single decision they must make.

Tip: Limiting the number of bullets forces real prioritization.

MY VERSION**32 Two-Column Before and After**

Use it to: Show improvements side by side.

PROMPT

Rewrite each sentence below. Show a two-column table: Original and Improved. After the table add one sentence explaining the main pattern in the changes.

[PASTE SENTENCES]

EXAMPLE

Rewrite these five product descriptions for clarity, in an Original and Improved table.

Tip: The pattern sentence teaches you what to fix next time.

MY VERSION

33 Role-Neutral Plain Text

Use it to: Get output free of markup for pasting elsewhere.

PROMPT

Answer [QUESTION] in plain text only. No markdown symbols, no bullet characters and no bold. Use short paragraphs separated by blank lines.

EXAMPLE

Answer: what should a first email to a new client include? Plain text only.

Tip: Useful for emails and tools that show asterisks literally.

MY VERSION

34 CSV for Spreadsheets

Use it to: Create data ready to import.

PROMPT

Generate [N] rows of sample data for [PURPOSE] as CSV with the header row: [HEADERS]. Use realistic but fictional values. Output the CSV only.

EXAMPLE

Generate 20 rows of fictional course-enrollment data with headers: id, course, start_date, seats, status.

Tip: Keep sample data fictional so no private information is involved.

MY VERSION

35 Answer Then Evidence

Use it to: Separate the conclusion from its support.

PROMPT

Respond in two labeled parts. ANSWER: one or two sentences. REASONING: three bullets explaining how you reached it. If you are unsure, say so in ANSWER.

QUESTION: [ASK]

EXAMPLE

QUESTION: Should a three-person team adopt weekly retrospectives?

Tip: Skimmers read the answer; careful readers check the reasoning.

MY VERSION**36 Audience-Tiered Versions**

Use it to: Create one message in several reading levels.

PROMPT

Explain [TOPIC] three times, labeled Beginner, Intermediate and Expert. Keep each version under [N] words and make sure the three do not contradict each other.

EXAMPLE

Explain two-factor authentication in Beginner, Intermediate and Expert versions under 80 words each.

Tip: Pick the version that matches your reader and discard the rest.

MY VERSION

SECTION 4 OF 7

Few-Shot and Example-Driven Prompting

Showing the model two or three good examples is often faster than describing what you want. These patterns teach tone, structure and judgment by demonstration.

37 Classic Few-Shot Pair

Use it to: Teach a transformation with a few examples.

PROMPT

I will show examples of input and output. Follow the same pattern.

Input: [EXAMPLE 1 IN] / Output: [EXAMPLE 1 OUT]

Input: [EXAMPLE 2 IN] / Output: [EXAMPLE 2 OUT]

Input: [NEW INPUT] / Output:

EXAMPLE

Input: "meeting moved to 3pm" Output: "Schedule update: 3pm." Then give a new message to convert in the same style.

Tip: Two or three clear examples usually beat a long description.

MY VERSION

38 Style Match From a Sample

Use it to: Reproduce a voice without copying content.

PROMPT

Study the writing sample below and describe its voice in five traits. Then write a new paragraph about [TOPIC] in that voice, using entirely new wording and ideas.

SAMPLE: [PASTE YOUR OWN TEXT]

EXAMPLE

Use my own past blog paragraph as the sample and write a new paragraph about time management in that voice.

Tip: Use your own writing as the sample so the voice is truly yours.

MY VERSION

39

Good Versus Bad Examples

Use it to: Define quality by contrast.

PROMPT

Here is a GOOD example and a BAD example of [OUTPUT TYPE]. Explain the difference in three points, then produce a new one that follows the good pattern for [TOPIC].

GOOD: [TEXT]

BAD: [TEXT]

EXAMPLE

Good and bad examples of a product headline, then a new headline for a reusable water bottle.

Tip: Explaining the difference first makes the new output more accurate.

MY VERSION

40

Label Classifier

Use it to: Sort items into categories consistently.

PROMPT

Classify each item into one of these labels: [LABEL LIST]. Examples:

"[ITEM 1]" → [LABEL]

"[ITEM 2]" → [LABEL]

Now classify the items below and add a one-line reason for each.

[PASTE ITEMS]

EXAMPLE

Labels: Billing, Technical, Feedback. Classify ten customer messages with a one-line reason each.

Tip: Include an "Other" label to avoid forced mismatches.

MY VERSION

41 Rewrite Ladder

Use it to: Show progressively improved versions of one text.

PROMPT

Rewrite the sentence below three times: Version 1 clearer, Version 2 shorter, Version 3 more persuasive. After each, add a few words on what changed.

[SENTENCE]

EXAMPLE

Rewrite my website tagline three times: clearer, shorter, then more persuasive.

Tip: Mix the best parts of each version into your final text.

MY VERSION

42 Example Bank Generator

Use it to: Build your own set of examples for later prompts.

PROMPT

Create [N] varied examples of [OUTPUT TYPE] for [CONTEXT]. Vary the length, tone and difficulty. Number them and mark which two are the strongest.

EXAMPLE

Create eight sample customer-support replies of different tones for a late delivery, and mark the strongest two.

Tip: Save the best ones as your reusable few-shot examples.

MY VERSION

43 Edge-Case Examples

Use it to: Make instructions work on unusual inputs.

PROMPT

Here is my rule: [RULE]. Create five tricky example inputs that test it, including one ambiguous case. For each, state the expected output and explain why.

EXAMPLE

Rule: tag support emails by urgency. Generate five tricky emails, including one that is ambiguous.

Tip: Add the best edge cases to your prompt as extra examples.

MY VERSION

44 Format Cloning

Use it to: Copy the structure of a document, not its content.

PROMPT

Analyze the structure of the document below: sections, order, length of each part and tone. Then create a new document about [NEW TOPIC] that follows the same structure with original content.

[PASTE DOCUMENT]

EXAMPLE

Use my meeting-notes layout and create a new set of notes for a planning workshop.

Tip: Ask for the structure summary first and correct it if needed.

MY VERSION

45 Analogy Generator With Samples

Use it to: Create fresh analogies guided by good ones.

PROMPT

Here are two analogies I like: [ANALOGY 1], [ANALOGY 2]. Create five new analogies that explain [CONCEPT] to [AUDIENCE] in a similar spirit, and rank them by clarity.

EXAMPLE

Explain cloud storage to retirees with five new analogies, ranked by clarity.

Tip: Choose the top analogy and test it on one real person.

MY VERSION

46 Question Style Transfer

Use it to: Write new questions that match an existing set.

PROMPT

Here are three sample questions from my [QUIZ/FORM/INTERVIEW]: [Q1], [Q2], [Q3]. Write [N] more on [TOPIC] with the same difficulty and style, plus an answer key.

EXAMPLE

Write ten more multiple-choice questions on basic budgeting in the style of my three samples.

Tip: Review the answer key carefully; wrong keys are the common failure.

MY VERSION

47 Annotated Example

Use it to: Learn why an example works.

PROMPT

Take the example below and annotate it line by line: what each part does and why it works. Then give a short template that captures the pattern.

[PASTE EXAMPLE]

EXAMPLE

Annotate a strong cold email and extract a reusable template from it.

Tip: The template is the real prize; save it to your library.

MY VERSION**48 Counter-Example Contrast**

Use it to: Sharpen a definition by showing what it is not.

PROMPT

Define [CONCEPT]. Give two clear examples and two near-miss non-examples that people often confuse with it, and explain what separates them.

EXAMPLE

Define “minimum viable product” with two examples and two near-miss non-examples.

Tip: Near-misses are where most misunderstandings live.

MY VERSION

SECTION 5 OF 7

System Prompt Design Patterns

A system prompt (or custom instructions) sets standing rules for every reply. These patterns help you write instructions that are clear, testable and easy to maintain.

49 Role, Goal, Rules Skeleton

Use it to: The base structure for any assistant instruction.

PROMPT

ROLE: You are [ROLE] helping [USER TYPE].
GOAL: [WHAT SUCCESS LOOKS LIKE].
RULES:
1. [RULE]
2. [RULE]
3. [RULE]
If a request is unclear, ask one clarifying question first.

EXAMPLE

ROLE: a study assistant for adult learners. GOAL: clear explanations with practice questions. RULES: keep answers under 200 words.

Tip: Keep rules short and numbered so each can be tested alone.

MY VERSION

50 Tone and Voice Block

Use it to: Make the assistant sound consistent.

PROMPT

VOICE: [3 ADJECTIVES]. Address the user as [YOU/FIRST NAME]. Avoid [PHRASES TO AVOID]. Use contractions: [YES/NO]. Keep paragraphs to [N] sentences or fewer.

EXAMPLE

VOICE: warm, direct, practical. Avoid corporate buzzwords. Keep paragraphs to three sentences.

Tip: Add one short sample reply that shows the voice.

MY VERSION

51

Scope and Refusal Boundaries

Use it to: Keep an assistant focused on its purpose.

PROMPT

You only help with [TOPICS]. If asked about anything else, reply briefly that it is outside your scope and suggest where the user could look instead. Never guess when you are unsure; say so.

EXAMPLE

You only help with questions about our public pricing page; otherwise point users to the contact page.

Tip: State what to do when out of scope, not just what to avoid.

MY VERSION

52

Clarify Before Answering

Use it to: Reduce wrong answers caused by missing details.

PROMPT

Before answering any request about [TASK TYPE], check whether you know [REQUIRED DETAIL 1], [REQUIRED DETAIL 2] and [REQUIRED DETAIL 3]. If any is missing, ask for it in one short message.

EXAMPLE

Before drafting a cover letter, check for the role, the company and two relevant strengths.

Tip: List only details that truly change the answer.

MY VERSION

53 Response Format Contract

Use it to: Guarantee the same layout on every reply.

PROMPT

Every reply must follow this format:
SUMMARY: one sentence.
DETAILS: up to five bullets.
NEXT STEP: one action the user can take today.
Do not add other sections.

EXAMPLE

Use this contract for a time-management helper so each reply ends with one next step.

Tip: Fixed formats make outputs easier to scan and to compare.

MY VERSION

54 Uncertainty Handling Rule

Use it to: Make the assistant honest about what it does not know.

PROMPT

When you are not confident, say “I am not sure” and explain what you would need to check. Never invent sources, numbers or quotes. Separate facts from suggestions using the labels FACT and SUGGESTION.

EXAMPLE

Add this rule to a research helper so unverified claims are clearly labeled.

Tip: Pair it with a habit of checking important claims yourself.

MY VERSION

55 Persona With Limits

Use it to: Give an assistant personality without losing accuracy.

PROMPT

Adopt the persona of [PERSONA]: [2–3 TRAITS]. The persona affects tone only. Accuracy, safety and clarity come first, and you drop the persona if it would confuse the user.

EXAMPLE

Persona: an upbeat fitness coach for beginners; tone only, accuracy first.

Tip: Stating that tone is the only change prevents silly side effects.

MY VERSION**56 Priority Ordering of Instructions**

Use it to: Resolve conflicts between rules.

PROMPT

If instructions conflict, follow this order: 1) safety and honesty, 2) the user's explicit request, 3) the format rules, 4) style preferences. Mention any conflict briefly instead of ignoring it.

EXAMPLE

Use this ladder for a writing assistant that has both strict length rules and requests for detail.

Tip: A clear order prevents unpredictable behavior in long rule sets.

MY VERSION

57 Memory of Preferences Block

Use it to: Carry stable facts about the user into each chat.

PROMPT

ABOUT THE USER: [ROLE], works in [FIELD], prefers [FORMAT], usually writes for [AUDIENCE]. Use this context silently; do not repeat it back unless asked.

EXAMPLE

ABOUT THE USER: a freelance designer who prefers short answers with bullet lists.

Tip: Leave out private details that are not needed for the task.

MY VERSION

58 Test Cases for the System Prompt

Use it to: Check that your instructions really work.

PROMPT

Here is my system prompt: [PASTE]. Write ten test messages that probe it: five normal, three edge cases and two that try to break the rules. For each, state the expected behavior.

EXAMPLE

Generate ten test messages for my customer-support assistant instructions.

Tip: Run the tests in a fresh chat and note which fail.

MY VERSION

59 Prompt Compressor

Use it to: Shorten long instructions without losing meaning.

PROMPT

Rewrite the instructions below to be at least 30% shorter while keeping every rule. Remove repetition and vague words. Then list any rule you merged or changed.

[PASTE INSTRUCTIONS]

EXAMPLE

Compress a 400-word set of custom instructions into a shorter version with the same rules.

Tip: Review the “merged rules” list to confirm nothing important was lost.

MY VERSION

60 Instruction Versioning Note

Use it to: Track changes so improvements are measurable.

PROMPT

Compare my old and new instructions below. List what changed, predict how replies will differ, and suggest three test inputs that would show whether the change helped.

OLD: [TEXT]

NEW: [TEXT]

EXAMPLE

Compare two versions of my content-assistant instructions and suggest three test inputs.

Tip: Keep dated copies of versions in your library.

MY VERSION

SECTION 6 OF 7

Prompt Chaining and Multi-Step Workflows

Large tasks work better as a sequence of smaller prompts, where each output feeds the next. These chains give you checkpoints to review, correct and steer.

61 Research, Outline, Draft Chain

Use it to: Produce a long piece of writing in controlled stages.

PROMPT

Prompt 1: List the key questions a reader of [TOPIC] wants answered.
Prompt 2: Build an outline that answers those questions in order.
Prompt 3: Draft each section from the outline, one at a time, in my voice.

EXAMPLE

Use this chain to write a guide on starting a vegetable garden, reviewing after each prompt.

Tip: Approve the outline before drafting; changes later are expensive.

MY VERSION

62 Extract, Organize, Summarize

Use it to: Turn raw notes into a clean summary.

PROMPT

Step 1: Extract every decision, action item and open question from the notes below.
Step 2: Group them by owner or theme.
Step 3: Write a 100-word summary for people who missed the meeting.

[PASTE NOTES]

EXAMPLE

Apply this to messy notes from a one-hour planning meeting.

Tip: Run each step as a separate message to catch extraction mistakes.

MY VERSION

63 Draft, Critique, Revise Loop

Use it to: Improve quality through structured iteration.

PROMPT

Draft [DELIVERABLE]. Then critique it against these criteria: [CRITERIA]. Then revise it once, fixing only the issues you listed. Stop after one loop and show what changed.

EXAMPLE

Draft a product announcement, critique it for clarity and tone, then revise once.

Tip: Limit loops; more rounds often add length rather than quality.

MY VERSION**64 Divide and Conquer Planner**

Use it to: Break a large goal into delegated tasks.

PROMPT

Break the goal “[GOAL]” into 6–10 tasks. For each, give the output, the dependencies, a time estimate and what could block it. Then suggest the best order.

EXAMPLE

Break “launch a small online shop” into tasks with dependencies and blockers.

Tip: Use the task list as input for the next prompt in your chain.

MY VERSION

65

Question Funnel

Use it to: Narrow a vague idea into a clear brief.

PROMPT

I have a vague idea: [IDEA]. Ask me five questions that move from broad to specific, one at a time. After the fifth answer, write a one-paragraph project brief.

EXAMPLE

Idea: some kind of workshop for local freelancers. Use the funnel to produce a brief.

Tip: Short answers are fine; the brief fills in structure.

MY VERSION

66

Parallel Options Then Merge

Use it to: Explore alternatives before choosing.

PROMPT

Generate three different approaches to [PROBLEM]. Develop each in 100 words. Then create a fourth approach that combines the strongest elements of all three and explain the choices.

EXAMPLE

Generate three approaches to reducing onboarding drop-off, then merge the best parts.

Tip: Ask for how the approaches differ in cost and risk.

MY VERSION

67

Context Carry-Over Summary

Use it to: Keep long chats on track.

PROMPT

Summarize our conversation so far in under 150 words: goal, decisions made, constraints and open questions. I will paste this into a new chat to continue.

EXAMPLE

Use this before a chat gets too long to hold all the details.

Tip: Start the new chat with the summary plus your next request.

MY VERSION

68

Quality Gate Between Steps

Use it to: Prevent weak output from flowing downstream.

PROMPT

Review the output of the previous step against these pass/fail checks: [CHECK 1], [CHECK 2], [CHECK 3]. If anything fails, fix it before moving on. State PASS or FIX NEEDED for each check.

EXAMPLE

Check a drafted email sequence for tone, length and clear calls to action before scheduling it.

Tip: Write the checks before you start, not after the draft.

MY VERSION

69

Research Question Splitter

Use it to: Organize research into answerable pieces.

PROMPT

I want to understand [TOPIC]. Split it into eight sub-questions ordered from basic to advanced. For each, say what kind of source would best answer it and what a good answer looks like.

EXAMPLE

Split “how do local energy co-operatives work” into eight sub-questions.

Tip: Verify answers using real sources; use the model to organize, not to certify.

MY VERSION

70

Content Repurposing Pipeline

Use it to: Turn one piece into several formats.

PROMPT

From the article below, create: 1) a five-point summary, 2) three short social posts, 3) a 60-second video script and 4) a one-paragraph email intro. Keep the key message identical across formats.

[PASTE ARTICLE]

EXAMPLE

Repurpose a long blog post on remote work habits into four formats.

Tip: Edit each format for the platform before publishing.

MY VERSION

71

Checkpoint Review Prompt

Use it to: Pause a long chain for human approval.

PROMPT

Stop and show me a checkpoint: what you have done, what you plan next, and any choices where my input would change the result. Do not continue until I reply.

EXAMPLE

Insert this halfway through a report-writing chain.

Tip: Use checkpoints before expensive or irreversible steps.

MY VERSION

72

Retrospective Prompt

Use it to: Learn from a finished chain.

PROMPT

Review the workflow we just completed. List what worked, what wasted time and which prompts I should change. Then suggest an improved version of the chain with fewer steps.

EXAMPLE

Run it after finishing a content project to improve next time.

Tip: Save the improved chain as a template.

MY VERSION

SECTION 7 OF 7

Evaluation and Refinement Methods

Getting a good answer once is luck; getting good answers reliably is a process. These prompts help you judge output quality, find weak spots and improve your prompts over time.

73 Rubric Builder

Use it to: Define what “good” means before judging.

PROMPT

Create a scoring rubric for [OUTPUT TYPE] with five criteria. For each, define what a score of 1, 3 and 5 looks like in one sentence. Keep the language concrete and observable.

EXAMPLE

Create a rubric for judging customer-support replies on accuracy, tone, clarity, brevity and next steps.

Tip: Share the rubric with teammates so everyone judges alike.

MY VERSION

74 Score and Justify

Use it to: Evaluate a draft against a rubric.

PROMPT

Score the text below from 1 to 5 on each criterion: [CRITERIA]. Give a one-sentence reason per score and quote a short phrase as evidence. End with the single most valuable fix.

[PASTE TEXT]

EXAMPLE

Score my landing page copy on clarity, specificity, tone and call to action.

Tip: Treat scores as discussion prompts, not final grades.

MY VERSION

75 Side-by-Side Comparison

Use it to: Choose between two versions of an output.

PROMPT

Compare Version A and Version B of [OUTPUT] for [GOAL]. Judge them on [CRITERIA], name a winner for each criterion, then recommend one version and say what to borrow from the other.

A: [TEXT]

B: [TEXT]

EXAMPLE

Compare two email subject lines and two opening paragraphs for a webinar invite.

Tip: Swap the order of A and B once to reduce position bias.

MY VERSION

76 Fact-Check Flagger

Use it to: Highlight claims you must verify elsewhere.

PROMPT

Read the text below and list every factual claim that should be verified before publishing: numbers, dates, names, causal claims and comparisons. Rate each as LOW, MEDIUM or HIGH risk if wrong.

[PASTE TEXT]

EXAMPLE

Flag claims to verify in a draft article about home energy savings.

Tip: Verify with primary sources; do not rely on the model to confirm itself.

MY VERSION

77

Prompt Diagnosis

Use it to: Find out why a prompt gave a poor result.

PROMPT

Here is my prompt and the output I received. Diagnose why the output missed my goal. List the three most likely causes in the prompt and rewrite it to fix them.

PROMPT: [TEXT]

OUTPUT: [TEXT]

MY GOAL: [TEXT]

EXAMPLE

Diagnose a prompt that keeps returning generic marketing text.

Tip: Include your real goal; the model cannot guess what you wanted.

MY VERSION

78

Ambiguity Hunter

Use it to: Remove vague wording from instructions.

PROMPT

Review the prompt below and list every phrase that could be interpreted in more than one way. For each, show two possible readings and propose a precise replacement.

[PASTE PROMPT]

EXAMPLE

Find vague words such as “short”, “professional” and “creative” in my prompt.

Tip: Replace adjectives with numbers or examples where you can.

MY VERSION

79

Variation Testing Matrix

Use it to: Test which prompt changes matter most.

PROMPT

Create four versions of this prompt that each change only one element: role, format, length limit or example. Label what changed in each. I will run all four and compare.

BASE PROMPT: [TEXT]

EXAMPLE

Create four single-change variants of my blog-intro prompt.

Tip: Change one thing at a time or you will not learn what helped.

MY VERSION

80

Red-Team Your Output

Use it to: Look for weaknesses and misuse of an output.

PROMPT

Review the content below as a critical reader. List where it could be misunderstood, where it may be unclear, and where it could be taken the wrong way. Suggest a clearer wording for each.

[PASTE TEXT]

EXAMPLE

Review a policy announcement for lines that could be misread.

Tip: Particularly useful for public-facing communication.

MY VERSION

81

Consistency Check

Use it to: Find contradictions across a long document.

PROMPT

Read the document below and list any statements that contradict each other or use different terms for the same thing. For each, quote the short phrases involved and suggest one consistent version.

[PASTE DOCUMENT]

EXAMPLE

Check a long guide for inconsistent names of features and steps.

Tip: Run this on long outputs that were written in several chat turns.

MY VERSION

82

Improve in One Dimension

Use it to: Refine a draft along a single axis.

PROMPT

Improve the text below in one dimension only: [CLARITY / CONCISENESS / TONE / STRUCTURE]. Leave everything else as unchanged as possible, and mark each edit in brackets so I can review them.

[PASTE TEXT]

EXAMPLE

Improve conciseness only in my report summary and mark each edit.

Tip: Narrow edits keep your voice and make review quick.

MY VERSION

83

Reader Simulation

Use it to: Predict how a real reader might respond.

PROMPT

Act as a [READER TYPE] reading the text below for the first time. Describe where you got confused, bored or doubtful, and what question you would ask next. Do not rewrite it.

[PASTE TEXT]

EXAMPLE

Simulate a busy manager reading my project proposal.

Tip: Follow up with a real reader whenever possible.

MY VERSION

84

Personal Prompt Library Review

Use it to: Keep your best prompts organized and improving.

PROMPT

Here are prompts I use often: [PASTE LIST]. Group them by purpose, flag duplicates, suggest a clear name for each, and point out two that could be merged into one reusable template.

EXAMPLE

Review a list of 15 prompts I use for emails and reports.

Tip: Note the date and result next to each prompt you save.

MY VERSION

Which section should I use?

I need expert-level help on a topic

Section 1 · Prompts 1–12

I need to think a problem through

Section 2 · Prompts 13–24

I need the answer in a specific format

Section 3 · Prompts 25–36

I want to teach a style by example

Section 4 · Prompts 37–48

I want an assistant with standing rules

Section 5 · Prompts 49–60

I have a big, multi-part project

Section 6 · Prompts 61–72

I want to check and improve my results

Section 7 · Prompts 73–84

A sample workflow that combines techniques

STEP 1

Set a role and audience (Section 1).

STEP 2

List assumptions first (Section 2).

STEP 3

Add a format contract (Section 3).

STEP 4

Include one or two examples (Section 4).

STEP 5

Score and refine the result (Section 7).

Build your own prompt library

Save what works

Keep the prompts that gave you strong results, with a short name and the date.

Practice on real tasks

Techniques stick when you use them on work you already do each week.

Change one thing at a time

When testing a prompt, adjust a single element so you can see its effect.

Stay consistent

Small, regular improvements to your templates add up over time.