Prompt Templates Workbook

Reusable layouts for everyday AI prompts

What this workbook is for

This workbook gives you ready-made layouts you can use with any chat-based AI tool (ChatGPT, Claude, Gemini, and others).

Instead of starting from a blank box each time, you can:

- Fill in a few blanks

- Copy your finished prompt into the AI

- Adjust and reuse it when you find something that works

You do not have to use every section on every page.

Choose the layout that fits today's task.

How to use this workbook

1. **Print a few pages you want to try first.**

   For example: one "5-Piece Prompt" page and one "Everyday Writing" page.

2. **Fill out the blanks by hand.**

   Short notes are fine. You are not being graded. The goal is to make your thinking clear to the AI.

3. **Turn your notes into a prompt.**

   You can:

   - Copy each line into your AI chat, or

   - Read your notes and type one full prompt that pulls everything together.

4. **Test and adjust.**

   If the first answer is off, use the "Follow-up" lines to write what you will ask next.

5. **Reuse your favorite layouts.**

   When you find a shape that works well (for example, a way of asking for emails), circle or mark that page and use it again next time.

On the next pages you'll find:

- A simple 5-Piece Prompt layout

- Extra copies for everyday tasks

- A few example templates you can copy and adapt

- A "My Favorite Prompts" page to log what works best for you

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5-Piece Prompt Blueprint

Date: _____

Task or project name: _____

Use this page when you want a single, well-shaped prompt for one task.

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1. Who should the AI be?

(Expert role, style, or point of view.)

For example: patient teacher, friendly writing coach, travel planner, health-habit coach.

_____

_____

2. What do I want to do?

(The main task in plain language.)

_____

_____

_____

3. What does the AI need to know?

(Important facts, background, or limits.)

- Who is this for? (Audience)

_____

- Any background or situation that matters?

_____

- Key facts, dates, or numbers it must use:

_____

_____

_____

4. How should the answer sound?

(Style, tone, and anything to avoid.)

- Style notes (for example: friendly, steady, step-by-step):

_____

- Things to avoid (for example: sales language, heavy jargon):

_____

_____

_____

5. What should the answer look like?

(Check one or more.)

☐ Short list of steps

☐ Bulleted list

☐ Outline

☐ Full paragraph draft

☐ Table (for comparing options)

☐ Script / dialogue

☐ Other: _____

Extra notes for the format:

_____

_____

Follow-up request I can make if I need a change

"If this is not quite right, I can ask the AI to:"

_____

_____

_____

Everyday Writing Prompt Template

Use this when you want AI to help with an email, letter, or message.

Date: _____

1. What kind of writing is this?

☐ Email

☐ Text message

☐ Letter

☐ Social media post

☐ Other: _____

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2. Who is this for?

(Person or group. Include how well they know you.)

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3. What is the main point I want to get across?

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4. Details AI should include

(Any facts, dates, offers, or next steps.)

_____

_____

_____

5. Style and length

- Style (check any that fit):

  ☐ Warm and friendly

  ☐ Calm and professional

  ☐ Short and direct

  ☐ Gentle and encouraging

  ☐ Other: _____

- Length:

  ☐ A few sentences

  ☐ One short paragraph

  ☐ 2–3 paragraphs

6. Things to avoid

(Topics, phrases, or tones you do not want.)

_____

_____

_____

7. Follow-up change I might ask for

Example: "Make this shorter," "Make it less formal," "Add a clearer request at the end."

_____

_____

_____

Planning & Decisions Prompt Template

Use this when you want help planning or comparing options.

Date: _____

Topic (trip, budget, schedule, project, etc.): _____

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1. What decision or plan do I need help with?

_____

_____

_____

2. What are the main options or ideas?

Option A: _____

Option B: _____

Option C: _____

(You can list more on the lines if you need to.)

_____

_____

3. Important facts or limits

(For example: budget, health needs, time limits, distance, other people's needs.)

_____

_____

_____

4. What kind of help do I want from AI?

Check one or more:

☐ Compare my options

☐ Suggest new options I have not thought of

☐ Build a simple plan or schedule

☐ Help me list pros and cons

☐ Help me ask better questions about this decision

Notes:

_____

_____

5. How should the answer be organized?

☐ Short list of steps

☐ Pros and cons table

☐ Timeline / schedule

☐ Bulleted list of suggestions

☐ Other: _____

Extra notes:

_____

_____

_____

_____

6. My next question if I am still unsure

_____

_____

_____

Learning & Explaining Prompt Template

Use this when you want AI to explain something or teach you step-by-step.

Date: _____

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1. What do I want to learn or understand?

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2. What do I already know about it?

(Check any that fit and add notes.)

☐ I am a complete beginner

☐ I know a little bit

☐ I have tried this before but got stuck

Notes on what I know:

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3. Why do I want to learn this now?

(How will this help you in daily life?)

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4. How should the AI explain it?

☐ Use simple language and short sentences

☐ Use examples from everyday life

☐ Give me one step at a time

☐ Give me a big-picture overview first, then details

Other notes:

_____

_____

5. What output would help me the most?

☐ Short explanation in plain language

☐ Step-by-step instructions

☐ A list of practice ideas

☐ Questions I can ask myself while I practice

Extra notes:

_____

_____

6. Follow-up question to deepen my understanding

_____

_____

_____

Everyday Life Prompt Template

Use this for small, practical tasks.

Date: _____

_____

1. What is the task?

(Examples: meal ideas, house chores, reminders, simple routines.)

_____

_____

_____

2. Who is this for?

(Just you, you and a partner, kids or grandkids, older family member, etc.)

_____

_____

3. Any limits AI should respect?

(For example: time, energy, food limits, budget.)

_____

_____

_____

4. What kind of answer do I want?

☐ Short list of ideas

☐ A daily or weekly routine

☐ A simple checklist I can print

☐ A few starting suggestions only

Notes:

_____

_____

5. What would make this answer feel "doable"?

(Not many steps, clear next action, simple language.)

_____

_____

_____

6. Follow-up request if I need it

_____

_____

_____

EXAMPLE PROMPTS YOU CAN COPY

You can keep this page near your computer and copy these shapes when you don't feel like writing from scratch.

Example 1 – Everyday email

"Please act as a friendly writing coach.

Help me draft a short email to [who this is for].

The goal is to [main point you want].

Important details to include: [key facts].

Keep the tone [style, such as warm and respectful],

and avoid [anything to avoid, such as sales language or strong pressure].

Give me one clear version I can review and edit."

Example 2 – Simple plan

"Please help me plan [what you want to plan] over the next [time frame].

Here is my situation: [short background, limits, and needs].

Give me a simple plan with [number] clear steps I can follow.

Use everyday language and keep it as light as possible for someone who is just getting used to this."

Example 3 – Learning something new

"I am a beginner with [topic].

Please explain it in simple language, with a short example from everyday life.

Then give me 3 small practice ideas I can try this week.

Avoid heavy jargon or long paragraphs."

_____

(You can add your own examples in the open space on this page.)

_____

_____

_____

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_____

My Favorite Prompts

Use this page to record prompts that worked well for you so you can reuse them.

Prompt #1

What I used it for:

The prompt I sent (or something close to it):

What I liked about the result:

Prompt #2

What I used it for:

The prompt I sent:

_____

_____

_____

What I liked about the result:

_____

_____

_____

(You can copy this page to make more space for future prompts.)

_____

_____

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