

The Jonesi Consultancy | Houston, TX

AI LITERACY · EVERYDAY USE HANDOUT

THE PROMPT PATTERN LIBRARY



One Hundred Reusable Prompt Starters For Everyday Work

Ten categories, ten patterns each. Starting points, not finished prompts.

Ten categories, ten patterns each. Find the closest match to what you need, add your context and constraints, then specify the output format. These are starting points, not finished prompts.

1 Writing

- › **Blog post:** Write a blog post about...
- › **Email:** Draft a professional email to...
- › **Newsletter:** Create a newsletter update on...
- › **Press release:** Write a press release about...
- › **Case study:** Write a case study about...
- › **Product description:** Write a product description for...
- › **Rewrite:** Rewrite the following for clarity...
- › **Proofread:** Proofread and correct this...
- › **Tone adjust:** Rewrite this in a more... tone
- › **Call to action:** Write a call to action for...

2 Planning

- › **Project plan:** Create a project plan for...
- › **30/60/90:** Create a 30/60/90 day plan for...
- › **Annual plan:** Outline an annual plan for...
- › **Action plan:** Create an action plan to...
- › **Event plan:** Plan an event for...
- › **Content calendar:** Create a content calendar for...
- › **Goal setting:** Help me set measurable goals for...
- › **Budget plan:** Create a budget plan for...
- › **Resource plan:** Outline resource needs for...
- › **Timeline:** Create a timeline for...

3 Analysis

- › **SWOT:** Conduct a SWOT analysis of...
- › **Data analysis:** Analyze the following data...
- › **Root cause:** Identify root causes of...
- › **Gap analysis:** Perform a gap analysis for...
- › **Trend analysis:** Identify trends in...
- › **Risk analysis:** Analyze potential risks of...
- › **Process analysis:** Analyze this process and...
- › **Performance review:** Review performance data and...
- › **Benchmarking:** Compare our performance to...
- › **Scenario analysis:** Analyze these scenarios...

4 Research

- › **Topic overview:** Give me an overview of...
- › **Market research:** Research the market for...
- › **Competitor research:** Research our top three competitors...
- › **Industry trends:** What are the latest trends in...
- › **Statistics:** Find key statistics about...
- › **Best practices:** What are the best practices for...
- › **Policy summary:** Summarize the key points of...
- › **Source summary:** Summarize this article or report...
- › **Fact check:** Verify the facts about...
- › **Research plan:** Create a research plan for...

5 Brainstorming

- › **Idea generation:** Give me ideas for...
- › **Creative concepts:** Generate creative concepts for...
- › **Marketing ideas:** Brainstorm marketing ideas for...
- › **Naming:** Suggest names for...
- › **What if:** What if we...
- › **Problem solving:** Help me solve this problem...
- › **Product ideas:** Suggest product ideas for...
- › **Content ideas:** Generate content ideas for...
- › **Improve and innovate:** How could we improve...
- › **Mind map:** Create a mind map for...

6 Meetings

- › **Agenda:** Create an agenda for...
- › **Action items:** List action items from...
- › **Stakeholder update:** Draft a stakeholder update on...
- › **Minutes:** Create meeting notes from...
- › **Follow up email:** Draft a follow up email after...
- › **Summary:** Summarize the following meeting...
- › **Discussion guide:** Create a discussion guide for...
- › **Meeting prep:** Help me prepare for a meeting about...
- › **Decision log:** Record the decisions made about...
- › **Evaluation:** Create questions to evaluate...

7 Project Management

- › **Project charter:** Create a project charter for...
- › **Prioritization:** Help me prioritize these tasks...
- › **Status report:** Write a status report for...
- › **Risk register:** Create a risk register for...
- › **Resource allocation:** Allocate resources for...
- › **Task list:** Break this project into tasks...
- › **Responsibility matrix:** Create a responsibility matrix for...
- › **Milestone plan:** Define key milestones for...
- › **Change log:** Document the changes to...
- › **Project closeout:** Create a closeout checklist for...

8 Customer Service

- › **Response email:** Write a reply to a customer about...
- › **FAQ answer:** Answer this customer question...
- › **Help article:** Write a help article on...
- › **Customer follow up:** Draft a follow up message for...
- › **Survey questions:** Create survey questions about...
- › **Complaint response:** Respond professionally to this complaint...
- › **Chat script:** Create a chat response for...
- › **Onboarding guide:** Create onboarding steps for...
- › **Escalation note:** Write an escalation summary for...
- › **Thank you note:** Write a thank you note for...

9 Education and Training

- › **Lesson plan:** Create a lesson plan on...
- › **Quiz:** Create a quiz on...
- › **Course outline:** Outline a course on...
- › **Explanation:** Explain this concept in simple terms...
- › **Activity:** Create an activity to...
- › **Learning objectives:** Write learning objectives for...
- › **Study guide:** Create a study guide for...
- › **Training agenda:** Create a training agenda for...
- › **Examples:** Give examples of...
- › **Reflection questions:** Write reflection questions about...

10 Decision Support

- › **Decision matrix:** Create a decision matrix for...
- › **Cost benefit:** Analyze the cost against the benefit of...
- › **Option comparison:** Compare these options...
- › **Go or no go:** Help me decide whether to...
- › **Metrics:** What metrics should we track for...
- › **Pros and cons:** List pros and cons of...
- › **Recommendation:** What is your recommendation for...
- › **Impact assessment:** Assess the impact of...
- › **Tradeoff analysis:** Analyze the tradeoffs of...
- › **Next steps:** What are the next steps we should...

11 How to Adapt Any Pattern

Four Moves, Every Time

STEP 1

CHOOSE

Pick the closest match.

STEP 2

ADD DETAIL

Context, audience, constraints.

STEP 3

SPECIFY FORMAT

Tell it how you want the output.

STEP 4

ITERATE

Refine with follow up prompts.

USE THESE AS BUILDING BLOCKS

Combine them, customize them, and keep the versions that work for your team. The more detail you give, the better the output.

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Ten categories · one hundred patterns.

Keep the versions that work for your team.

