Prompting 101 - Episode 5: Real-World Applications and Your Prompt Library

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Welcome to the final episode of Prompting One O One, Episode 5: Real-World Applications and Your Prompt Library. Over the past four episodes, we've built your prompting skills from the ground up. You learned the Four W's Framework, the CRAFT method, how to avoid common mistakes, and advanced techniques like role-playing, chain-of-thought, and prompt chaining.

Today, we're going to put all of that knowledge into practice. I'm going to give you ready-to-use prompt templates for the most common tasks people face every day: writing emails, creating content, planning projects, solving problems, and more. Think of this episode as your prompt library, your reference guide you can return to whenever you need to accomplish something with AI.

By the end of this episode, you'll have a collection of proven prompts you can customize for your own needs, and you'll know how to build your own personal prompt library that grows with you over time.

Let's start with one of the most common uses: Professional Emails.

Template One: The Professional Request Email

"You are an experienced business communications specialist. I need to write a professional email making a request. Context: (describe your situation and relationship with the recipient). Write an email that: clearly states my request, provides necessary context without over-explaining, demonstrates respect for their time, and includes a specific call-to-action with a timeline. The tone should be professional but warm. Length: 150 to 200 words. Format: Include subject line, greeting, body, and closing."

You would customize the context part with your specific situation. For example: "I'm reaching out to a potential client I met at a conference last month to request a 30-minute discovery call."

Template Two: The Follow-Up Email

"You are a professional relationship manager. I need to write a follow-up email. Context: (describe previous interaction and current situation). The purpose is to (state your goal: reconnect, get a response, move forward, etc.). Write a brief, friendly follow-up email that references our previous conversation, adds value or new information, and includes a clear next step. Tone: friendly and professional, not pushy. Length: 100 to 150 words."

Now, let's move to Content Creation.

Template Three: Social Media Post

"You are a social media content creator who specializes in (your industry). Create a (platform name) post about (topic). The post should: grab attention in the first line, provide value or insight, include a clear call-to-action, and feel authentic to my brand. Target audience: (describe your audience). Tone: (specify your desired tone). Include 3 to 5 relevant hashtags. Length: (specify based on platform: Instagram 150-200 words, LinkedIn 100-150 words, Twitter 240 characters, etc.)."

Template Four: Blog Post or Article Outline

"You are an experienced content strategist and writer. Create a detailed outline for a blog post titled (your title or topic). Target audience: (describe who will read this). The purpose is to (educate, persuade, entertain, etc.). The outline should include: a compelling introduction hook, 5 to 7 main sections with descriptive subheadings, 2 to 3 key points under each section, and a strong conclusion with a call-to-action. Tone: (specify tone). Estimated final word count: (your target)."

Template Five: Product or Service Description

"You are an expert copywriter who specializes in (your industry). Write a compelling description for (product or service name). Key features: (list main features). Key benefits: (list main benefits that solve customer problems). Target customer: (describe ideal customer). Unique selling point: (what makes this different from competitors). The description should: lead with benefits not features, address a specific pain point, create desire, and end with a clear call-to-action. Tone: (specify). Length: (specify, typically 100-200 words for web, 50-75 for marketplace listings)."

Now, let's look at Problem-Solving and Analysis.

Template Six: Decision Analysis

"You are a strategic consultant helping me make an important decision. The decision I'm facing is: (describe your decision). My constraints are: (list budget, time, resources, or other limitations). My goals are: (list what you're trying to achieve). Analyze this decision step by step: First, clarify the key factors I should consider. Second, identify the pros and cons of each option. Third, consider potential risks and how to mitigate them. Fourth, provide a recommendation with clear reasoning. Present this as a structured analysis."

Template Seven: Problem Breakdown

"You are a problem-solving expert. I'm facing this challenge: (describe your problem or challenge). Relevant context: (provide background information). Help me break down this problem systematically. First, reframe the problem to ensure I'm solving the right thing. Second, identify the root causes, not just symptoms. Third, generate 5 potential solutions with pros and cons for each. Fourth, recommend the most promising approach with specific first steps. Think through this step by step."

Let's move to Planning and Organization.

Template Eight: Project Plan

"You are a project management specialist. I need to plan this project: (describe project and objectives). Timeline: (specify deadline or timeframe). Resources available: (list team, budget, tools). Create a project plan that includes: clear phases or milestones, specific tasks for each phase, estimated time for each task, potential risks and mitigation strategies, and success metrics. Format as a structured plan with phases as main sections and tasks as bullet points under each."

Template Nine: Content Calendar

"You are a content marketing strategist. Create a (time period: week, month, quarter) content calendar for (platform or channel). My business: (brief description). Target audience: (description). Content goals: (awareness, engagement, conversion, education, etc.). For each piece of content, provide: the date, content topic or theme, content format (video, image, article, etc.), key message or angle, and suggested call-to-action. Present as a table or structured calendar format."

Now, Learning and Education.

Template Ten: Explanation for Beginners

"You are an expert teacher who excels at making complex topics simple. Explain (topic) to someone who is a complete beginner. Use the following structure: First, provide a simple one-sentence definition. Second, use an analogy or metaphor that relates to everyday life. Third, break down the concept into 3 to 5 key components and explain each one. Fourth, provide a real-world example that shows the concept in action. Fifth, summarize the key takeaway. Tone: friendly and encouraging, avoiding jargon. Length: 400 to 500 words."

Template Eleven: Step-by-Step Tutorial

"You are an instructional designer. Create a step-by-step tutorial for (task or skill). Target audience: (describe skill level and background). The tutorial should: start with what the learner will be able to do by the end, list any prerequisites or materials needed, break the process into 7 to 10 clear steps, provide specific details and tips for each step, anticipate and address common mistakes or challenges, and end with next steps for continued learning.

Format as a numbered list with detailed explanations. Tone: clear, supportive, and encouraging."

Let's look at Customer Service and Communication.

Template Twelve: Customer Service Response

"You are a customer service specialist known for turning difficult situations into positive experiences. Context: (describe the customer issue or complaint). Write a response that: acknowledges their frustration with empathy, takes responsibility where appropriate without over-apologizing, explains what happened and why if relevant, offers a specific solution or next steps, and ends on a positive note that reinforces the relationship. Tone: professional, empathetic, and solution-focused. Length: 150 to 200 words."

Template Thirteen: Presentation Outline

"You are a presentation coach and speechwriter. I need to create a presentation on (topic). Audience: (describe who will attend). Purpose: (inform, persuade, inspire, train, etc.). Time limit: (specify minutes). Create a detailed outline that includes: an attention-grabbing opening, 3 to 5 main points with supporting details for each, strategic moments for audience engagement or questions, smooth transitions between sections, and a memorable closing with clear takeaway or call-to-action. Note where visual aids would be most effective. Format as a structured outline."

Now, let's talk about Creative Applications.

Template Fourteen: Brainstorming Ideas

"You are a creative strategist known for innovative thinking. I need fresh ideas for (describe what you need ideas for: campaign, product name, event theme, content series, etc.). Context: (provide relevant background). Constraints: (list any limitations: budget, timeline, resources, brand guidelines). Generate 10 diverse ideas that range from safe and practical to

bold and unconventional. For each idea, provide: the core concept in one sentence, why it could work, and one potential challenge to consider. Think creatively and don't self-censor."

Template Fifteen: Headline or Tagline Variations

"You are an award-winning copywriter specializing in headlines and taglines. Create 10 headline variations for (describe what the headline is for: ad, article, email, landing page, etc.). The headline should: communicate (main message or benefit), appeal to (target audience), evoke (desired emotion or response), and fit within (character limit if applicable). Provide a mix of styles: some direct and clear, some creative and intriguing, some benefit-focused, some curiosity-driven. Present as a numbered list."

Finally, let's cover Personal Productivity.

Template Sixteen: Meeting Agenda

"You are an efficiency expert who designs productive meetings. Create an agenda for a (type of meeting: team meeting, client meeting, brainstorming session, etc.). Meeting purpose: (state the goal). Participants: (who will attend and their roles). Time available: (duration). The agenda should: include a brief purpose statement, list topics in priority order, allocate specific time to each topic, identify who leads each section, note what preparation is needed, and end with clear next steps and action items. Format as a structured agenda."

Template Seventeen: Summary or Notes

"You are an expert at distilling information into clear, actionable summaries. I'm going to provide (source material: article, meeting notes, video transcript, research, etc.). Create a summary that: captures the main points, highlights key takeaways or action items, organizes information logically, and presents it in a scannable format. Length: (specify based on source length, typically 20 to 30 percent of original). Format: use headings, bullet points, and bold text for emphasis."

Now that you have these templates, let me show you how to build and organize your own personal prompt library.

Step One: Create a document or note where you'll store your prompts. This could be a Google Doc, a Notion page, a note-taking app, whatever system you already use and trust.

Step Two: Organize by category. Create sections for different types of tasks: Communication, Content Creation, Analysis, Planning, Learning, Customer Service, Creative, and Personal Productivity. Add categories specific to your work or interests.

Step Three: Start with the templates I've provided today. Copy them into your library and customize the bracketed sections with your specific information, industry, or preferences.

Step Four: Every time you write a prompt that works really well, save it to your library. Note what made it effective. Over time, you'll build a collection of your greatest hits.

Step Five: Include variations. For each template, create 2 or 3 versions for slightly different situations. For example, you might have one email template for cold outreach, one for warm introductions, and one for following up with existing contacts.

Step Six: Add notes and examples. Under each template, jot down notes about when to use it, what to customize, or examples of particularly good outputs you've received.

Step Seven: Review and update regularly. Once a month, look through your prompt library. Remove prompts that no longer serve you. Update ones that could be improved based on what you've learned. Add new prompts for new tasks you're facing.

Here's a pro tip: Create a "quick reference" section at the top of your library with your five most frequently used prompts. This saves you time when you need something fast.

Another pro tip: Version your prompts. If you have a prompt that works well but you want to try improving it, don't delete the original. Save both versions and test them. Keep whichever performs better.

Let me also share the concept of prompt templates with variables. These are prompts where you've identified the parts that change and made them easy to swap out.

For example:

"You are a (ROLE). Create a (DELIVERABLE) for (AUDIENCE). Context: (CONTEXT). The (DELIVERABLE) should: (REQUIREMENT 1), (REQUIREMENT 2), (REQUIREMENT 3). Tone: (TONE). Length: (LENGTH). Format: (FORMAT)."

You just fill in the capitalized variables each time you use it. This makes reusing and adapting prompts incredibly fast.

Before we wrap up this final episode, let me leave you with five principles that will serve you well as you continue your prompting journey beyond this series.

Principle One: Clarity is kindness. The clearer you are with your prompts, the better results you get. Don't make the AI guess what you want.

Principle Two: Iteration is improvement. Your first prompt rarely gives you the perfect result. Refine, adjust, and improve through conversation.

Principle Three: Specificity beats generality. Detailed, specific prompts consistently outperform vague, general ones.

Principle Four: Context is crucial. Always provide enough background for the AI to understand your situation and needs.

Principle Five: Save what works. Build your library. Learn from your successes and your mistakes.

Let's recap everything we've covered in this five-episode series.

In Episode 1, we learned what a prompt is and why it matters. We introduced the Four W's Framework: What, Who, Why, and Way.

In Episode 2, we explored the anatomy of a perfect prompt through the CRAFT framework: Context, Role, Action, Format, and Tone.

In Episode 3, we examined the ten most common mistakes beginners make and exactly how to fix each one.

In Episode 4, we dove into advanced techniques: role-playing, chain-of-thought prompting, few-shot learning, prompt chaining, and constraint-based creativity.

And today, in Episode 5, we've equipped you with ready-to-use templates for real-world applications and shown you how to build your personal prompt library.

You now have everything you need to be a confident, effective prompt engineer. You understand the principles, you know the frameworks, you can spot and fix mistakes, you have advanced techniques in your toolkit, and you have practical templates to start using immediately.

But remember, prompting is a skill that improves with practice. The more you use these techniques, the more intuitive they'll become. You'll start seeing opportunities to use AI in ways you never considered before. You'll develop your own style and preferences. You'll create prompts that are uniquely effective for your specific needs.

Your final homework, your ongoing practice, is this: Use AI every day. Even if it's just for small tasks. Write one good prompt every day for the next 30 days. Save the ones that work well to your library. Reflect on what made them effective.

In 30 days, you'll be amazed at how natural prompting has become and how much more productive you are.

Thank you for joining me for this entire Prompting One O One series. It's been my privilege to guide you from complete beginner to confident prompt engineer. You've invested time in learning a skill that will serve you for years to come, across countless applications and industries.

AI is transforming how we work, create, learn, and solve problems. And now, you have the skills to harness that transformation effectively. You're not just using AI. You're directing it with precision and purpose.

Keep experimenting. Stay curious. Build your library. And most importantly, keep practicing.

This is the end of Prompting One O One, but it's just the beginning of your journey as a skilled prompt engineer. Go create something amazing.