

YourAIPlaybook

Prompt Library by Role

Ready-to-use AI prompts organized by job function.

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How to Use This Library

Each section below is tailored to a specific role. Find the prompts that match your job, copy them into any AI tool, and replace the **[bracketed placeholders]** with your own details. The more context you provide, the better the output.

Works everywhere: ChatGPT, Claude, Gemini, Copilot, or any AI assistant. These prompts are tool-agnostic.

Pro tip: Don't stop at the first response. Follow up with "make it shorter," "adjust the tone," or "add more detail to section 2." AI works best as a conversation, not a one-shot request.

Roles included

Managers and Team Leads, Analysts and Data Professionals, Marketers and Content Creators, HR and People Ops, Operations and Project Managers, Small Business Owners.

SECTION 1

Managers and Team Leads

Prompts for status updates, coaching conversations, team announcements, meeting agendas, and executive summaries.

Weekly Status Update

Write a weekly status update for my team. Key accomplishments: **[list]**. Challenges: **[list]**. Priorities for next week: **[list]**. Keep it under 200 words.

1:1 Coaching Questions

I have a 1:1 with **[name]** who has been **[struggling with/excelling at]** **[topic]**. Suggest 5 coaching questions I should ask.

Team Announcement Email

Draft an email to my team announcing **[change]**. Tone should be transparent, supportive, and forward-looking.

Team Meeting Agenda

Create an agenda for a 30-minute team meeting focused on **[topic]**. Include time allocations.

Executive Summary

Summarize this project update for an executive audience. Focus on outcomes, risks, and what we need from leadership.

[Paste your project update here]

SECTION 2

Analysts and Data Professionals

Prompts for trend analysis, plain-language rewrites, metric comparisons, visualization recommendations, and executive summaries.

Trend and Anomaly Detection

Here's a dataset: **[paste or describe]**. Identify the top 3 trends and any anomalies worth investigating.

Plain-Language Rewrite

I need to present these findings to a non-technical audience. Rewrite this analysis in plain language with a clear recommendation.

[Paste your analysis here]

Metric Comparison

Compare **[metric A]** across **[time period 1]** and **[time period 2]**. What changed and what might explain the shift?

Visualization Recommendations

Suggest the best visualization types for showing **[data relationship]**. Explain why each works.

Analysis Executive Summary

Write an executive summary of this analysis. Structure: key finding, evidence, recommendation, risk.

[Paste your analysis here]

SECTION 3

Marketers and Content Creators

Prompts for LinkedIn posts, content calendars, audience rewrites, email subject lines, and landing page optimization.

LinkedIn Post Variations

Write 5 LinkedIn post variations about **[topic]**. Professional tone, under 200 words each, include a call to action.

Content Calendar

Create a content calendar for **[time period]** focused on **[theme]**. Include post topics, formats, and target platforms.

Audience Rewrite

Rewrite this blog post for **[different audience]**. Keep the core message but adjust the language and examples.

[Paste your blog post here]

Email Subject Lines

Generate 10 subject lines for an email about **[topic]**. A/B testing style: 5 curiosity-driven, 5 value-driven.

Landing Page Copy Review

Analyze this landing page copy and suggest 3 improvements to increase conversions.

[Paste your landing page copy here]

SECTION 4

HR and People Ops

Prompts for job descriptions, interview questions, onboarding checklists, survey analysis, and company announcements.

Job Description

Write a job description for **[role]**. Include responsibilities, qualifications, and what makes this role unique at our company.

Interview Questions

Draft interview questions for a **[role]** candidate focused on **[skills]**. Include behavioral and situational questions.

Onboarding Checklist

Create an onboarding checklist for a new **[role]** hire. Cover their first 30, 60, and 90 days.

Employee Survey Analysis

Summarize these employee survey results and identify the top 3 themes leadership should act on.

[Paste survey results here]

Policy Change Announcement

Draft a company-wide announcement about **[policy change]**. Tone: clear, empathetic, action-oriented.

SECTION 5

Operations and Project Managers

Prompts for project plans, risk assessments, meeting action items, process documentation, and stakeholder communication.

Project Plan

Create a project plan for **[initiative]**. Break it into phases with milestones, owners, and estimated timelines.

Risk Assessment

Write a risk assessment for **[project]**. Identify top 5 risks, likelihood, impact, and mitigation strategies.

Meeting Action Items

Summarize this meeting transcript into action items with owners and deadlines.

[Paste transcript here]

Process Documentation

Draft a process document for **[workflow]**. Include steps, decision points, and who's responsible for each.

Stakeholder Communication Plan

Create a stakeholder communication plan for **[project]**. Who needs to know what, when, and through which channel.

SECTION 6

Small Business Owners

Prompts for social media content, client proposals, customer FAQs, prospect follow-ups, and quarterly planning.

Non-Salesy Social Posts

I run a **[type of business]**. Write 5 social media posts that showcase our expertise without being salesy.

Client Proposal

Draft a proposal for **[service]** to **[client type]**. Include scope, timeline, deliverables, and pricing structure.

Customer FAQ

Create a customer FAQ for my **[product/service]**. Anticipate the top 10 questions and write clear answers.

Prospect Follow-Up Email

Write a follow-up email to a prospect who **[attended a demo/downloaded a resource/visited our site]**. Keep it warm, not pushy.

90-Day Business Plan

Help me create a 90-day business plan focused on **[goal]**. Include weekly milestones.

The right prompt saves hours.

Start using yours.

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