

AI Prompt Starter Kit

A practical collection of prompts for writing, research, planning, problem-solving and everyday professional tasks.

HOW TO USE IT

Copy a prompt, replace the words in [brackets] with your own information, then refine the result. Give AI enough context to understand the task - but always review facts, tone and judgement before using the output.

1. WRITING & COMMUNICATION

Make this clearer

Rewrite the following for clarity and concision. Keep the meaning intact, remove repetition and use a professional, natural tone: [paste text].

Draft a professional reply

Draft a reply to [person/audience] about [issue]. My objective is [objective]. The tone should be [warm / firm / diplomatic / concise]. Include these points: [points].

Turn notes into a polished message

Turn these rough notes into a well-structured [email / memo / announcement / briefing]. Put the most important information first: [notes].

2. RESEARCH & UNDERSTANDING

Explain a topic

Explain [topic] to me as a busy professional who understands [related area] but is new to this subject. Start with the essentials, then explain the practical implications.

Compare options

Compare [option A] and [option B] for [purpose]. Use these criteria: [criteria]. Show the main advantages, limitations, risks and situations where each option is stronger.

Find the gaps

Review the following information and identify what is missing, unclear, unsupported or requires verification before I make a decision: [information].

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More prompts for everyday professional work.

3. PLANNING & PRIORITISATION

Build an action plan

Turn this objective into a practical action plan: [objective]. Break it into clear steps, identify dependencies, suggest an order of priority and flag anything that could delay progress.

Prepare for a meeting

Help me prepare for a meeting about [topic]. My role is [role]. The desired outcome is [outcome]. Give me the key questions to ask, information to prepare and decisions that may be required.

Prioritise my workload

Here is my current task list: [tasks]. Help me prioritise it based on urgency, impact, dependencies and effort. Explain the reasoning briefly.

4. PROBLEM-SOLVING & DECISIONS

Challenge my thinking

I am considering [decision/approach]. Act as a constructive challenger. Identify assumptions, risks, unintended consequences and questions I should answer before proceeding.

Generate options

I need to solve this problem: [problem]. Generate several realistic options, including at least one simple low-cost option. For each, explain benefits, drawbacks and likely trade-offs.

Make a recommendation

Based only on the information below, recommend the strongest option and explain why. Clearly separate facts, assumptions and judgement: [information].

5. IMPROVE THE OUTPUT

Critique the draft

Review this draft as if you were [intended reader]. Tell me what is clear, what may confuse or concern the reader, what is missing and what should be shortened or strengthened: [draft].

Make it sound like me

Revise this draft to sound natural, confident and human. Avoid generic corporate language, exaggerated claims and unnecessary complexity. Preserve my meaning: [draft].

AINIE WAHID PROMPT FORMULA

Context + Task + Audience + Constraints + Desired Output

The clearer you are about what you need, who it is for and what a good result should look like, the more useful the AI response becomes.