

BUILD YOUR ROLE-SPECIFIC PROMPT SET

45 MIN BUILD · THEN LIVE ACROSS ONE WORKWEEK

Objective. *Build three prompts customized for your role, use them across one workweek, and refine based on what didn't work.*

CONCEPTS TO KEEP IN MIND

- **Generic prompts are throw-away. Role-specific prompts are tools.** The lift comes from baking your domain context in once, so you don't rewrite it each time.
- **Reps reveal failure modes.** A prompt looks great on paper, then fails the third time you use it on a real input. That's what the week of use is for.
- **Edit-pass prompts are underrated.** "Rewrite this in the voice of [you]" is often more useful than another draft prompt.
- **The teach-a-coworker test.** If you couldn't hand the prompt to someone in your role and have it work for them, it's not a tool yet — it's still a one-off.

SCENARIO

Pick three of your most repeated tasks at work. Build a prompt for each. Use them all week. By Friday you'll have three tools you'll use forever (or know exactly why they didn't survive contact with reality).

SOURCE MATERIAL

Pick **three tasks you do repeatedly**, customized for your role. Examples by track:

- **PM:** writing a launch brief · distilling a customer interview into themes · turning a design doc into a status update
- **Data:** writing a SQL question into proper SQL · explaining a chart caption · reviewing your own analysis for missed angles
- **Customer-facing:** drafting a support reply that's empathetic but firm · summarizing a long ticket thread · writing a follow-up after a tough call
- **Ops:** writing an incident summary · turning a checklist into an SOP doc · drafting a vendor request

(Or your own — three tasks that recur in your specific role.)

PROMPTS TO TRY

The role-prompt template — fill the bracketed parts for each of your three tasks:

[Context]

I'm a [role] at [type of org]. I do this task [N] times per [week/month]. The audience for the output is [who reads it]. The thing they care most about is [reader's actual need, not the formal goal].

[Specific Details]

The input I'm working from:

[paste the input – meeting notes, raw data, customer message, half-formed idea, etc.]

[Intent]

Produce [the artifact this task creates: brief / reply / SOP / status update / etc.]

[Desired Format]

[Be specific to the artifact. e.g., for a status update: "Subject + 3 bullets + 1-line risk callout"]

[Constraints]

- Tone: [your default]
- [Anything specific to your role – e.g., "no marketing-speak," "must be skimmable in 30 seconds," "always include the open questions section"]
- Do not invent facts not in the input. If something is missing, list it as "missing" rather than filling it in.

Edit-pass prompt — the second-most-used in any role kit:

Rewrite the draft below in the voice of [your default tone – e.g., "warm but efficient," "direct but not curt," "scholarly but readable"]. Do not change the substance, only the register. Cut filler. If a sentence is doing two jobs, split it.

[paste draft]

Self-review prompt — for catching your own blind spots:

I just drafted [the artifact]. Below is the draft. Below that is the audience and what they need.

[Draft]

[Audience and need]

What did I miss? What would the audience push back on? What's one sentence I should cut, and why?

DELIVERABLE

By Friday, save:

1. Three prompts (in a Notes app, Notion, a `prompts.md` somewhere you'll find them)
2. One-paragraph note on what you'd teach a coworker in your role: which prompt earned its keep, which needed surgery, which you'd skip teaching them entirely

SIGNS OF SUCCESS

- All three prompts got used at least 3 times this week.
- One of them clearly survived (you'll keep using it). One probably needed surgery (you rewrote it mid-week). One may not have survived — that's fine, kill it.
- The “teach a coworker” note is concrete: you can name *which* prompt you'd hand them and *why*.
- The role-prompt template itself becomes the meta-tool: when a fourth recurring task shows up next week, you build prompt #4 from this template in five minutes.

Deliverable. *Three finalized prompts saved where you'll find them, plus a one-paragraph note on what you'd teach a coworker in the same role.*