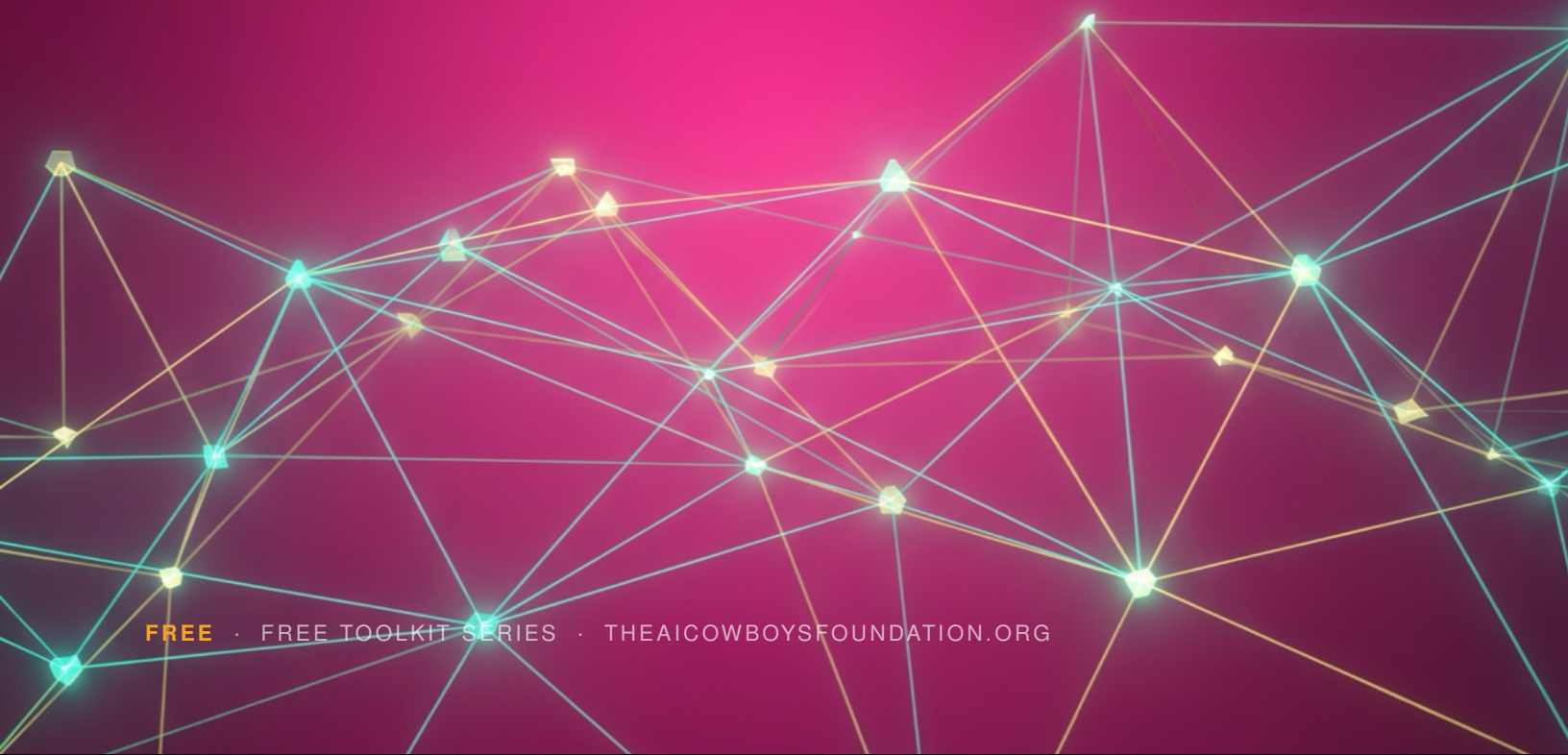
THE AI COWBOYS FOUNDATION

TOOLKIT 04 · SKILLS

Prompt Library for Business Tasks

Tested prompts for writing, replies, summaries, meetings, and reports.
Copy, adapt, and put AI to work.



Prompt Library for Common Business Tasks

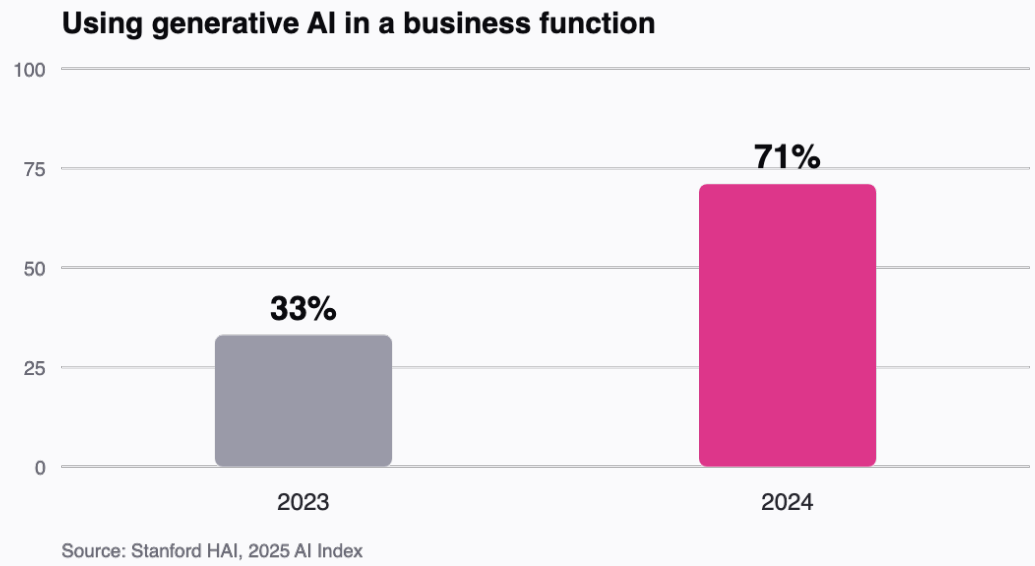


The gap between frustrating and useful is usually the instruction, not the tool.

A starter set of prompts you can copy, paste, and adapt. Replace the bracketed parts with your own details. Always review the output before you use it, and never paste sensitive information into a tool that is not approved for it.

Why prompts are a skill worth training

The gap between a frustrating AI experience and a genuinely useful one is usually the instruction, not the tool. Stanford University's 2025 AI Index found that use of generative AI in at least one business function more than doubled in a single year, from 33 percent to 71 percent. The tools have arrived. The skill of directing them clearly is what most teams are still missing, and it is very learnable.



Generative AI use in business functions more than doubled in one year. The tools are everywhere. Directing them well is the skill that separates useful from frustrating. Source: Stanford HAI, 2025 AI Index.

WORKED EXAMPLE: THE SAME REQUEST, BEFORE AND AFTER

Weak prompt: `Write a follow up email.`

Strong prompt: `Write a short, friendly follow up email to a workshop attendee named [name] who asked about our veteran workforce program. Thank them, answer that the next cohort opens in September, point them to the workforce pathways page, and keep it under 90 words. Then list anything I should verify before sending.`

The weak prompt gets a generic template you will rewrite anyway. The strong prompt gets a near final draft, because it supplies the audience, the goal, the length, the tone, and a request to flag anything to check.

REAL WORLD: TEXAS TRAINS FOR THIS

Texas treats AI skill as core workforce training, not a nice extra. Under Government Code 2054.5191, state and local government employees who work with AI systems complete a certified AI awareness training program every year, with programs certified by the Texas Department of Information Resources.

The lesson: if the state requires annual AI literacy for its own workforce, a one hour team session on writing clear prompts is a small investment with a fast payoff.

Writing and editing

Draft a clear email Write a short, friendly email to [audience] about [topic]. Keep it under [number] words, use plain language, and end with a clear next step.

Improve something you wrote Improve the clarity and tone of the text below without changing its meaning. Make it plain, warm, and easy to skim. Then list any claims I should double check. [paste text]

Adjust the reading level Rewrite the text below so a busy reader with no background in [topic] can understand it on the first read. [paste text]

Customer and community replies

Reply to a question Draft a helpful reply to the message below. Be warm and specific, answer the question directly, and offer one useful next step. Flag anything a person must verify before sending. [paste message]

Turn notes into a friendly update Turn these rough notes into a short, clear update for [audience]. [paste notes]

Summarizing and understanding

Summarize a long document Summarize the document below in [number] bullet points a decision maker can read in one minute. Then list the three most important open questions. [paste text]

Pull out action items Read the notes below and list every action item as a task, with an owner if one is named and a due date if one is given. [paste notes]

Meetings and reporting

Meeting agenda Create a focused agenda for a [length] meeting about [topic] with [who]. Include time boxes and a clear goal for each item.

Status report Write a short status report for [project] covering what is done, what is next, and any risks, based on the notes below. [paste notes]

Getting better results

- Give context: who it is for, how long it should be, and the tone you want.
- Show an example of good output when you have one.
- Ask for sources or a list of things to verify.
- Iterate. Tell the tool what to change rather than starting over.
- Ask the tool to flag anything a person should verify. It moves review from optional to built in.

The safety habit that goes with every prompt

Before you paste anything, ask three questions. Would I be comfortable if this text appeared in public? Does it include information about a real, identifiable person? Is this tool approved for this kind of information? If any answer is wrong, stop. Our free Data Privacy Quick Reference covers this in one page.

Sources and further reading

- 2025 AI Index Report, Economy chapter, Stanford Institute for Human Centered AI
- Statewide AI awareness training, Texas Department of Information Resources
- NIST AI Resource Center, National Institute of Standards and Technology

PUT THIS TO WORK

Want help applying this in your organization?

The AI Cowboys Foundation delivers free briefings, workshops, and readiness assessments for business, government, classrooms, and veteran programs. Tell us what you are working on and we will point you to the right next step.

Contact us

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