FREE STARTER GUIDE · PREVIEW OF THE AI PROMPT & CREATIVE SYSTEMS LIBRARY

Prompt Library Starter Template

Turn scattered prompts into a searchable, tested working system — tagged by job, stored with results, and pruned before it becomes a junk drawer.

For	Level	Time	Next level
AI users and creators	Beginner	2 hours to set up	Chapter 6 of the full playbook

THE MICRO-PAIN THIS GUIDE FIXES

A prompt library is a tested operating asset — not a folder of clever sentences.

You have great prompts somewhere: in old chats, notes apps, screenshots, a Notion page last updated in spring. When you need one, you rewrite it from memory and get a worse result. Or you downloaded a '1,000 prompts' pack that you've never used.

A useful library stores fewer prompts with more context: the job, the tool, the input, a real output, the review decision and known limitations. It's searchable by job, and it gets pruned. This template sets it up in an afternoon.

Minutes
Lost every time you recreate a prompt from memory.

Quality
Recreated prompts rarely match the one that worked.

Clutter
Untested prompt packs that nobody trusts.

When you finish this free guide you will have

- A library structure with tags for job, audience, tool, format and date
- Prompt cards that include input, output, review decision and limitations
- Your first 10 tested prompts collected
- A monthly pruning routine

THIS FREE STARTER

- One working route for one problem
- 7 short steps and a copy-and-use prompt
- One worked example and a final checklist

THE FULL PLAYBOOK · $29

- 6 chapters that take the whole job end to end
- 9 ready-to-use templates, a worked case, 152 PDF pages
- **See The AI Prompt & Creative Systems Library →**

STEP BY STEP

The working method

Structure → harvest → card → test → tag → use → prune.

You need: Any database-like tool: Notion, Airtable, Google Sheets, Obsidian — or Claude Projects/skills for execution; Access to your past chats for harvesting; A tag list (below). **Rule:** Only add prompts that produced a real, reviewed result.

STEP 01 OF 07

Create the structure

- Fields: title, job, audience, tool/model, format, prompt text, example input, example output, review decision, limitations, date, owner.
- Create it as a database/table, not a document.
- Add a 'status' field: draft, tested, retired.

Example: Notion database 'Prompt Library' with 12 properties.

Done when: Structure created with all fields. **Avoid:** One long document of prompts.

STEP 02 OF 07

Define your tags

- Job tags: summarise, draft email, analyse data, brainstorm, code review, design brief, etc.
- Audience tags: clients, team, social, investors.
- Tool tags: Claude, ChatGPT, Gemini, Midjourney, Cursor...

Example: Tags: job=follow-up email, audience=clients, tool=Claude.

Done when: Tag list of 10–20 job tags. **Avoid:** Tagging by clever prompt technique instead of job.

STEP 03 OF 07

Harvest from past work

- Search your chat history for your top 10 repeated tasks.
- Copy the prompt that produced the best result and the result itself.
- Note what you changed afterwards.

Example: Found the client-update email prompt that got the best replies.

Done when: 10 candidate prompts collected with outputs. **Avoid:** Starting from downloaded prompt packs.

STEP 04 OF 07

Write each as a card

- Replace specifics with [placeholders].
- Add example input and output.
- Add limitations: when it fails, what to check.

Example: Card: 'Client weekly update' — placeholders for project, wins, risks; limitation: needs real numbers.

Done when: Each card complete. **Avoid:** Saving the prompt without an example output.

> **In the full playbook** · The AI Prompt & Creative Systems Library gives you a ready-made, tested prompt collection organised exactly this way. See what is inside · Get it for $29

STEP 05 OF 07

Test before marking 'tested'

- Run each card on a fresh input.
- Compare to the saved example.
- Mark tested, revise, or discard.

Example: 7 of 10 worked on new inputs; 2 revised; 1 discarded.

Done when: Status updated after a fresh test. **Avoid:** Marking prompts tested because they worked once.

STEP 06 OF 07

Make it easy to use

- Pin the library; create views by job.
- Turn top prompts into Claude Projects instructions, skills, or text-expander snippets.
- Share with your team if relevant.

Example: Top 3 prompts saved as Claude skills; the rest via a 'by job' view.

Done when: Top prompts reachable in under 10 seconds. **Avoid:** Burying the library three clicks deep.

STEP 07 OF 07

Prune monthly

- Retire prompts unused for 60 days or outdated by tool changes.
- Merge duplicates, keeping the better example.
- Update limitations from recent failures.

Example: Monthly review retired 4 cards and merged 2.

Done when: Monthly calendar reminder. **Avoid:** Only ever adding.

COPY AND USE

Prompts and template

Paste into your AI tool and replace everything in [brackets].

PROMPT 1 · HARVEST ASSISTANT

```
Here is a conversation where I got a great result:
[paste conversation]
Extract a reusable prompt card: title, job, audience, tool, format, the prompt with [placeholders]
replacing specifics, an example input, the final output, what I changed after the first answer, and
limitations.
```

PROMPT 2 · CARD TESTER

```
Here is a saved prompt card: [card].
New input: [input].
Run the prompt on the new input. Then compare your output with the card's example output: is quality
similar? What differences or failures appear? Suggest one edit to the prompt if needed.
```

WORKED EXAMPLE

A marketing team's library of 18 prompts that everyone uses

A 5-person team had hundreds of prompts scattered across chats and nobody reused them.

1. Notion database with the card structure.
2. Harvested 30 prompts from chats; kept 18 after testing.
3. Tagged by job; views per team function.
4. Top 5 saved as Claude skills.
5. Monthly pruning on the first Monday.

RESULT

New team members produce on-brand drafts on day one — and the library stays small and trusted.

FINAL CHECKLIST

Before you call it done

- [ ] Database structure with all fields
- [ ] Job-based tags
- [ ] 10 prompts harvested
- [ ] Placeholders instead of specifics
- [ ] Example input and output per card
- [ ] Limitations noted
- [ ] Fresh-input test before 'tested'
- [ ] Views by job
- [ ] Top prompts as skills/snippets
- [ ] Monthly pruning reminder

In the full playbook · The full library includes prompt cards for writing, design, video, code and research. See what is inside · Get it for $29

WHEN IT GOES WRONG

SYMPTOM	LIKELY CAUSE	FIX
Library ignored	Too hard to find prompts	Views by job; pin; skills/snippets
Prompts don't work for others	No examples or placeholders	Add input/output examples and placeholders
Library bloated	No pruning	Monthly retire/merge
Outdated results	Tools changed	Record tool/model and date; retest

LOCKED IN THE FULL PLAYBOOK · TOOLKIT PREVIEW

This free starter shows the method. The AI Prompt & Creative Systems Library ships the ready-to-use files:

- Anti slop design law
- Brand voice and taste card
- Creative quality checklist
- Creative system setup guide
- Image prompt json templates
- Prompt engineering techniques cheatsheet
- Prompt library
- Prompt library structure
- Viral hooks threads skill

Unlock all templates — $29 one-time →

WHERE THIS FREE GUIDE STOPS

You fixed one problem. The full system fixes the job around it.

This starter gave you one route through one step. It deliberately leaves out what makes the result hold up at work:

- **The steps before and after this one.** The AI Prompt & Creative Systems Library covers the whole job in six chapters, not one slice of it.
- **Ready-to-use templates.** 9 copy-and-use files, so you do not rebuild the structure every time.
- **A full worked case** that shows every decision on a realistic project, start to finish.
- **Checks for when it fails**, so a result you ship tomorrow is still right next month.

YOUR NEXT STEP · THE AI PROMPT & CREATIVE SYSTEMS LIBRARY

Start with a full, tested prompt library

What you will be able to do:

- Diagnose why AI output looks generic and fix the missing decisions
- Brief every creative job with a structured prompt and a brand voice card
- Write hooks and direct images and video with reusable specs
- Run a generate, select, edit, publish workflow with a scored quality check

6	9	1	152
chapters	templates	worked case	PDF pages

You just read a preview of **Chapter 6: Run a generate-select-edit-publish workflow with a scored quality gate and a versioned prompt library**.

~~$59~~ **$29** one-time · instant access in your CosynkAI Library

Get the playbook — $29 one-time → ***See what is inside***

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