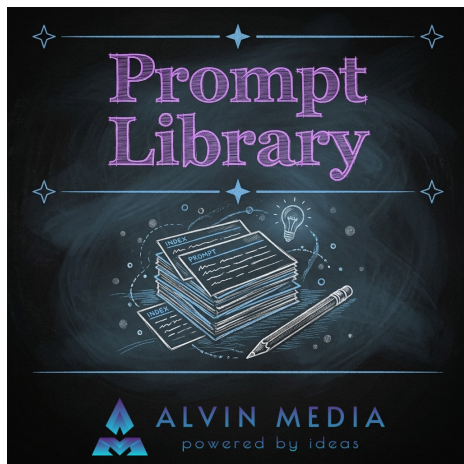


Prompt Library

A capture-and-reuse system your Business Ops Ally can run for you — copy, paste, done.



What this playbook does

Every time you ask an AI for something good, you reinvent the wheel — and then lose the result in a chat thread you'll never find again. This playbook ends that. It turns your AI agent into a prompt librarian: capture the prompts that already work for you, organize them by how you'll actually use them, and retrieve the right one in seconds when you need it.

Inside the roadmap

- **Capture what already works** — mine your chat history and save the prompts that got the best results, so nothing good is lost again.
- **Build a clean library** — a simple structure organized by use case, not source, so prompts stay within reach at the moment of work.
- **Write once, reuse forever** — a consistent five-part template (role, context, task, format, constraints) for every prompt you save.
- **Retrieve fast and improve** — an index plus tags, a monthly review, and versioning that keeps what worked while you refine.

How it works

Every section comes as copy-paste prompts your Ally can run right away — your Ally becomes a librarian that stores your greatest hits and serves them up at the moment you need them. If you can copy and paste, you can do this.

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