

Prompt Library Template

Build your personal collection of effective prompts

Why Keep a Prompt Library

Benefits of saving your best prompts:

- ✓ Reuse what works (no starting from scratch)
- ✓ Faster course development
- ✓ Consistent quality across projects
- ✓ Learn what works for your context
- ✓ Share with team members
- ✓ Refine prompts over time

Track prompts that give you 80%+ usable results.

Prompt Template Format

For each prompt in your library:

Title: [Descriptive name]

Use Case: [When to use this]

Input Required: [What you need to fill in]

Expected Output: [What it produces]

Prompt:

[The actual prompt template with [brackets] for variables]

Example Result: [Sample output]

Success Rate: [% of times it works well]

Notes: [Tips for using this prompt effectively]

Keep all your prompts in one doc for easy access.

Starter Prompts to Save

Must-have prompts for your library:

1. Learning Objectives Generator
2. Scenario Creator
3. Assessment Item Builder
4. Content Summarizer
5. Format Converter
6. Quality Review
7. Revision Request

Start with these, add more as you discover what works for your projects.