FREE WORKBOOK

THE AI PROMPT STARTER KIT

Simple do’s and don’ts to get real results from AI

- The 5-Part Prompt Formula
- 3 Copy-Paste Templates

TEN TALENT TRADES

FAITHFUL WITH WHAT YOU'VE BEEN GIVEN

Welcome!

If you've ever stared at an AI chatbox and thought – what do I even type? – you're in exactly the right place.

Most people treat AI like a search engine. They type a few words, get a vague answer, and walk away thinking that wasn't very useful.

Section 1

What AI Actually Is

Think of AI like a brilliant new hire on their first day. They are smart, capable, and eager to help — but they have zero context about you, your work, your tone, or what good looks like to you. The more clearly you brief them, the better the result. A vague instruction gets a vague result. A clear detailed brief gets outstanding work.

- Be detailed: give it enough context for a thorough result
- Be clear: express your ideas clearly to get what you need
- Be honest: share feedback to ensure you're getting your desired result

Section 2

THE #1 RULE:

Be specific.

Vague prompts produce vague answers. Every single time.

DO THIS	NOT THIS
“Write a 3-sentence email to a client explaining their project is delayed by one week due to supplier issues. Keep the tone professional but warm.”	“Write an email about a delay.”

Remember:

Specificity is not about writing more words. It is about answering the questions AI would ask you: Who is this for? What exactly do you need? What does a great result look like?

Section 3

The 5-Part Prompt Formula

Great prompts follow a structure. Use all five parts, every time. It's the one habit worth building first.

1 **ROLE** — Tell AI who it should be.

2 **CONTEXT** — Give background and situation.

3 **TASK** — State exactly what you need.

4 **FORMAT** — Describe how output should look.

5 **CONSTRAINTS** — Set limits and state what to avoid.

Formula in Action

This formula helps you include key elements in your prompt, making your AI outputs clearer, better tuned, and more effective.

Section 4

THE AI PROMPT STARTER KIT

3 Copy-Paste Starter Templates

Use these as-is or adapt them. Just fill in the brackets and paste into any AI tool.

1

Template Text

Compose a professional email for [purpose] that is clear, polite, and concise. Include key details such as [details] and a call to action.

2

Summarize Anything

Summarize the following text briefly and clearly: [text]. Highlight important points and present it in an easy-to-understand way.

3

Brainstorm Starter

Generate ideas related to [topic] for [purpose]. Provide creative angles, suggestions, and possibilities to help start a brainstorming session.

Section 5

THE AI PROMPT STARTER KIT

The 3 Biggest Mistakes

1

Being Too Vague

"Help me write something" tells AI almost nothing.

2

Accepting the First Answer

The first response is rarely the best one. Don't be afraid to refine!

3

Packing 5 tasks into one prompt

Build incrementally. Take things one step at a time.

The Fix.

All three mistakes share the same root cause — treating AI like a vending machine instead of a collaborator. The moment you shift to thinking of AI as a brilliant colleague who needs a proper brief, everything changes. Be specific, iterate freely, and tackle one task at a time.

YOU'RE JUST GETTING STARTED!

YOUR AI PROMPT STARTER KIT:

- ✓ **You now have a foundation many people skip.**
- ✓ **A mental model for how AI actually thinks.**
- ✓ The number 1 rule for better prompts.
- ✓ 3 copy-**paste templates you can use today.**
- ✓ A 5-part formula you can apply to any task today.
- ✓ **The 3 mistakes to avoid from the start.**

But this is just the map. If you are ready to take the road trip — with deep dives, full walkthroughs, 28 templates, and a personal AI workflow — here is where to go next.

ROAD TRIP STARTS HERE:

PROMPT WITH PURPOSE

This Ebook provides more insight into getting quick wins with AI, as well as 28 ready-to-use prompt templates.

COMING SOON VIDEO COURSE:

THE ONE-HOUR WORKFLOW

Designed to help you turn the task that drains you most into a workflow you run every week. Coming soon to our Skool community.

Visit **tentalenttrades.com/shop** to take the next step.