

THE AI PROMPT PLAYBOOK

FREE SAMPLE — the method and the first
12 prompts of the 120 in the full edition

2026 Edition · Works with any modern AI assistant

How to use this book

This is a reference you raid, not a book you read front to back. Every entry is a prompt you copy, paste into whichever AI assistant you use, and change two or three words in. Keep it open on a second screen while you work.

It works with any current assistant. Nothing here depends on a specific product or a specific version, because none of it is about tricks. It is about how you frame a request so the answer comes back usable.

The four rules underneath every prompt in this book

- 1. Give the outcome, not the task.** "Write an email" is a task. "Write an email that gets my client to approve the budget without another meeting" is an outcome. An assistant given a finish line finds a path to it; one given a task produces a generic shape.
- 2. Say who it is for.** The same content written for your boss, your customer, and your teammate are three different pieces of writing. Naming the reader does more for quality than any other single word you can add.
- 3. Set the boundary.** Length, tone, what to leave out, what not to change. Without a boundary you get the average of everything, which is always too long and too bland.
- 4. Ask for the reasoning when the answer matters.** For anything you will act on, add "show me what this is based on" or "tell me what would change your answer". It turns a confident guess into something you can check.

Notation: anything in [SQUARE BRACKETS] is a slot you replace. Everything else you paste as written.

The shape of a prompt that works

```
[CONTEXT: the situation, in one or two lines]
[GOAL: what a good result looks like]
[AUDIENCE: who reads it or uses it]
[CONSTRAINTS: length, tone, what to avoid]
```

You rarely need all four. You almost always need the goal and one constraint.

Part 1 · Email and messages (prompts 1–15)

01 · The email that gets a decision

Use when: you need someone to choose, not just to be informed.

Write an email to [WHO] about [SUBJECT].

The goal is a decision, not a discussion. Structure it as:
the ask in the first line, the two or three facts that support
it, the deadline, and what happens if I do not hear back.

Under 150 words. Plain language. No pleasantries beyond one line.

Why it works: "the ask in the first line" is the whole trick. Most people bury the request in paragraph three, and busy readers never get there.

02 · Say no without damage

Use when: declining a request from someone you need to keep on your side.

I need to decline this: [REQUEST]

Write a reply that is a clear no, but keeps the relationship.
Give the real reason in one sentence, do not over-explain,
and offer one thing I can actually do instead.

Do not apologise more than once. Do not leave any opening
that sounds like a maybe.

Why it works: the "no maybe" instruction removes the hedging that makes people ask again next week.

03 · Chase a reply without nagging

I sent this [DAYS] days ago and got no reply: [PASTE EMAIL]

Write a follow-up that makes replying easy. Restate the ask
in one line, give them a one-click way to answer (yes / no /
need more time), and add one new piece of information so it
is not just a repeat.

Three sentences maximum.

04 · The apology that closes the issue

Something went wrong: [WHAT HAPPENED]

Write the message to [WHO]. Own it plainly in the first line, say what we are doing about it and by when, and stop.

No excuses, no explanation of internal process, no "we take this very seriously". Under 100 words.

Why it works: banning the three most common corporate reflexes is what makes an apology read as sincere.

05 · Make a long thread readable

Here is an email thread: [PASTE]

Give me: what was decided, what is still open, who owes what to whom, and the one thing I need to do next.

Ignore the pleasantries. If something was decided and then quietly reversed later in the thread, flag it.

Why it works: the quiet reversal is what everyone misses when skimming a forty-message thread, and it is usually the expensive part.

06 · Ask a stranger for something

I want to ask [PERSON, and what they do] for [WHAT].
We have never spoken. My connection to them is [IF ANY].

Write a cold email that respects their time: why them specifically, what I am asking in one sentence, why it is low effort for them, and an easy exit.

Under 120 words. No flattery.

07 · Defuse an angry message

I received this and it is hostile: [PASTE]

First, tell me what they actually want underneath the tone. Then write a reply that addresses the real issue and lowers the temperature without being a doormat.

Do not match their tone. Do not concede anything I have not told you I am willing to concede.

Why it works: separating "what they want" from "how they said it" is the step people skip when they reply angry.

08 · The update nobody has to chase

Write my [WEEKLY/MONTHLY] update for [WHO].

Three sections: shipped, in progress with an honest status, blocked and what I need from you.

Be specific with numbers. Do not hide bad news in the middle of a paragraph. If something slipped, say so in the first line of that item.

09 · Turn notes into a message

Here are my rough notes: [PASTE]

Turn them into a message to [WHO] that they can act on. Keep my meaning exactly. Do not add claims I did not make. Do not smooth over anything I said bluntly if the bluntness was the point.

10 · Rewrite this so it does not sound aggressive

Rewrite this so the content is identical but it does not read as annoyed: [PASTE]

Keep it direct. I do not want it softer in substance, only in temperature. Show me which specific phrases were the problem.

Why it works: asking which phrases were the problem teaches you the pattern, so you stop writing them.

11 · Introduce two people properly

Introduce [PERSON A: who they are, what they need] to [PERSON B: who they are, what they have].

One paragraph. Say why each should care about the other, suggest a concrete first step, then get out of the way. Make it easy for either of them to decline gracefully.

12 · Negotiate over email

Situation: [WHAT IS BEING NEGOTIATED]
My position: [WHAT I WANT]
What I can give up: [YOUR FLEXIBILITY]
What I cannot: [YOUR LIMITS]

Write the message. Anchor clearly, justify with one reason, and name what I am offering in return.

Never mention my limits. Do not open with a compromise.

Why it works: "never mention my limits" prevents the model from negotiating against you by revealing your floor.

This is a free sample of The AI Prompt Playbook.

You have just read the method and the first twelve prompts. The full edition is 36 pages and contains 120 prompts across nine parts: email and messages, writing and editing, research and summarizing, analysis and decisions, meetings and planning, coding and technical work, learning and skills, career and professional, and getting better answers out of the tool itself.

It also includes the table of the twelve habits that ruin your results, and a seven day plan.

Full edition: **techsnot.com** — \$19.90 USD, one time payment, instant PDF download.

The AI Prompt Playbook · free sample. Published by CONECT PRO DIGITAL LTDA (CNPJ 60.071.188/0001-90), Rua Doutor Celestino 122, Sala 708, Centro, Niteroi, RJ, 24020-091, Brazil. Contact: suporteselos@gmail.com. Independent educational product, not affiliated with or endorsed by any AI provider.