

C.R.A.F.T. Prompt Builder

C - Context: _____

R - Role: _____

A - Action: _____

F - Format & Tone: _____

T - Target Audience: _____

Full Prompt: _____

Prompt Troubleshooting Checklist

- ☐ Did I clearly define the role of the AI?
- ☐ Did I specify what kind of output I want?
- ☐ Did I describe the tone and format?
- ☐ Did I include who the content is for?
- ☐ Did I clarify any technical or unclear terms?
- ☐ Did I add examples or constraints?

Notes: _____

Weekly Automation Planner

1. What repetitive tasks do I want to eliminate this week?

2. What systems could I automate (emails, planning, content)?

3. What prompt(s) will I test or improve this week?

4. Notes on what worked / didn't work:

Top 25 Business Prompts (Template Slots)

Prompt Name: _____

Prompt Use Case: _____

Prompt Body: _____

Result Notes: _____

Repeat 5x per page (total 25 entries)

Prompt Vault Starter Sheet

| Prompt Name | Use Case | Prompt | Notes |

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Use this to track and refine your most effective prompts.