

THE WHOLE BOOK - RCTF THROUGH RISE

The Prompt Library

Every reusable prompt template from the book, in one place. Copy, adapt, and make it your own.

None of these are meant to be typed word for word. Adapt every bracket to your own real situation.

Inquire: Asking Well (RCTF)

The RCTF prompt, fully worked (Chapter 4)

“You are an experienced email marketer who writes warm, friendly emails for small retail businesses. Our store is [name]. We are running a [sale] this [timeframe]. Our customers are [audience]. Write a promotional email. Keep it under 150 words, include a friendly subject line, and end with [call to action].”

Role, Context, Task, and Format, all in one natural paragraph.

Inquire: Giving Full Context

A finished Context Pack, ready to reuse (Chapter 5)

“I am a [your role] at [organization]. Our policy is to [key fact]. My tone is always [tone]. I avoid [thing to avoid] and write the way I would actually [natural voice].”

Write once for a task you repeat often. Paste it in before your specific request.

Inquire: Using AI as a Thought Partner

The challenge prompt (Chapter 7)

“Here is my current thinking: [describe it]. Challenge it. Point out weaknesses. Suggest alternatives. What am I missing? If you disagreed with me, what would you say?”

Read the response slowly. Do not defend your original thinking.

Recheck: Verifying What You're Told (SIFT)

Five questions to run on any AI answer that matters (Chapter 6)

Is this factual or an opinion? Would I be comfortable repeating this in an important meeting? Does this answer match what I already know? If this were wrong, what would the consequence be? What would I verify before acting?

These are questions you ask yourself, not AI. That is exactly the point.

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Own: Deciding What Stays Yours (CORE)

Four questions before an important decision (Chapter 10)

Consequence: what happens if this is wrong? Ownership: who is accountable? Reversibility: can this be undone?
Ethics: does it affect fairness, trust, or another person's future?

If any single answer comes back high, the final decision stays with you.

Own: Using AI Safely (TRUST)

A personal acceptable-use rule to adapt (Chapter 12)

"I will not paste anything covered by a confidentiality agreement, anything that identifies a customer or employee, or anything I would not be comfortable seeing on a public website. When in doubt, I will ask before I paste, not after."

Say this to yourself before pasting anything you have not thought about yet.

Rise: Leading Others Through Change

The Five-Sentence Script, in skeleton form (Chapter 13)

Acknowledge the reality. Share what you genuinely know. Admit what you don't know yet. Make one commitment you know you will keep. End with one practical next step.

Aim for around 150 words total.

One habit ties all of these together

Specificity beats cleverness, every time. The strongest prompt in this library is the one written with the most honest, specific detail about your actual situation.