

BUILD WITH ROBYN

The 60-Prompt Cheat Sheet

Six kinds of work. Sixty guided prompts.
The full menu from the free AI Prompt Builder —
so you always know what to ask AI for next.

Build it live, free, no signup:

buildwithrobyn.ai/tools/prompt-builder

Write Something

Craft clear, compelling written content for any purpose.

Executive Summary

The long document, distilled for leadership.

Blog Post Draft

A full post in your own voice.

Email Newsletter

A subscriber email that earns the open.

LinkedIn Article

Thought-leadership that builds credibility.

Product Description

Benefit-first copy, not a feature list.

Case Study

Problem, solution, measurable result.

SOP / Procedure Doc

Clear numbered steps anyone can follow.

Cover Letter

Targeted to the role and your story.

Social Caption

Hook, message, and the right hashtags.

Business Proposal

Persuasive copy built around their problem.

Analyze & Understand

Break down complex information and extract what matters.

Document Summarizer

Any document, in plain language.

Root Cause Analysis

The three real causes, and the fix.

Competitor Analysis

Their strengths, gaps, and positioning.

Data Interpretation

Numbers turned into plain-English insight.

Meeting Notes Digest

Actions, owners, and decisions pulled out.

Feedback Synthesizer

Messy feedback sorted into clear themes.

Risk Assessment

Risks rated by likelihood and impact.

Research Review

Many sources into one clear brief.

Financial Read

A P&L or budget, explained simply.

Trend Spotter

Emerging patterns and where they point.

Plan & Organize

Structure projects, workflows, and priorities with clarity.

Project Kickoff Plan

Scope, milestones, owners, success criteria.

30-60-90 Day Plan

A credible ramp for a new role.

Sprint Plan

Prioritized tasks that fit real capacity.

Content Calendar

A publishing plan you'll actually keep.

OKR Writing

Objectives with measurable key results.

Meeting Agenda

A focused agenda with clear outcomes.

Prioritization Matrix

Sort the list by impact vs. effort.

Budget Framework

A simple budget with room to flex.

Launch Checklist

Every pre-launch step, in order.

Workflow Map

A messy process, mapped end to end.

Create & Brainstorm

Generate ideas, angles, and creative directions quickly.

10 Headline Ideas

Ten angles for any piece of content.

Content Repurposing

One idea, reshaped for every platform.

Name Generator

Name options for a product or brand.

Hook Generator

Openers that stop the scroll.

Analogy Builder

A hard idea made instantly clear.

Course Outline

A teachable outline, module by module.

Brand Story Arc

Your story, shaped to connect.

FAQ Generator

The questions people actually ask.

Workshop Design

A session built for real learning.

Tagline Ideation

Short lines that capture the idea.

Communicate

Write messages that land — at every level of the org.

Difficult Conversation

What to say, said with care.

Performance Feedback

Honest feedback using the SBI model.

Executive Briefing

A tight briefing for senior leaders.

Stakeholder Update

Tuned to what they actually care about.

Professional Decline

A clear no that keeps the relationship.

Negotiation Framework

Your position, options, and fallback.

Cold Outreach

A message that actually gets replies.

Recognition Note

Specific praise that lands.

De-escalation Message

Cools tension and moves things forward.

Team Announcement

Change explained with context and next steps.

Automate & Systemize

Build repeatable systems, SOPs, and AI workflows.

Automation Audit

The five tasks ripest to automate.

Prompt Template Builder

A reusable fill-in-the-blank prompt.

AI Use Case Map

AI matched to real business needs.

Workflow Documentation

A process documented for handoff.

Airtable Schema Design

A base schema for your workflow.

Email Triage System

Rules that sort and prioritize your inbox.

Reporting Template

A recurring report with auto-fill logic.

Approval Workflow

Steps, routing, and fallback handling.

AI Adoption Playbook

Roll AI out to a team or department.

Multi-Agent System Plan

Multiple AI agents, with human checkpoints.

How to use this

1

Pick the work you're doing

— one of the six categories.

2

Open the matching prompt

in the free builder.

3

Answer the plain-English questions

it asks you.

4

Add a finishing touch

have the AI challenge your plan, or check its own work before you see it.

5

Copy your expert prompt

into any AI — Copilot, Claude, ChatGPT, Gemini.

Learn AI calmly. No hype, just clarity.

buildwithrobyn.ai