



10-PROMPT STARTER PACK

AI-Powered Management & Supervision Toolkit

From the HR Martin Presentation:

"From Spreadsheets to Smart Prompts"

Presented by Wes Boggs, CAO, Think Technologies Group

How to Use This Progressive Toolkit

- 1** Select your comfort level.
 -  **BEGINNER** - Build confidence with simple, quick wins
 -  **INTERMEDIATE** - More detailed analysis when you're comfortable
 -  **ADVANCED** - Sophisticated insights for power users
- 2** Consider the 4 Pillars of your framework. (See page 6 for examples.)
 -  **PERSONA** - Give AI a specific role
 -  **PURPOSE** - Define the task clearly
 -  **PARAMETERS** - Specify format & constraints
 -  **PROCESS** - Guide the thinking steps
- 3** Go to your comfort level section and follow these Instructions:
 1. Copy the prompt template
 2. Replace [bracketed items] with your specific details
 3. Attach relevant reports from your club management software
 4. Paste into ChatGPT, Claude, or your preferred AI platform
 5. Refine based on the initial response

BEGINNER LEVEL

Perfect for getting started - simple and confidence-building

1. Quick Performance Review Prep

★ Great first prompt to try

Act as an HR consultant. Review this employee's performance data and tell me the 3 most important discussion points for their upcoming review.

Attached report: [Upload performance metrics, project completions, or notes]

Employee role: [Position title]

Review period: [Time frame]

2. Meeting Agenda Optimizer

★ Simple meeting improvement

You are my executive assistant. Look at this meeting agenda and suggest how to make it more efficient and focused.

Current agenda: [Paste your draft agenda]

Meeting duration: [X minutes]

Key attendees: [List key participants]

Main objective: [What must be accomplished]

3. Team Communication Simplifier

★ Great for clear communication

Act as a business communications expert. Take this complex update and rewrite it in simple terms that my entire team will understand and act on.

Original message: [Paste your technical or complex update]

Team context: [Brief description of team's technical level]

Key action needed: [What you want them to do]

4. Quick Problem Solver

★ Fast operational insights

You are a business operations consultant. Based on this issue, what's the one thing I should do first to address it?

Problem description: [Describe the issue]

Resources available: [Team size, budget, timeline]

Constraints: [Any limitations]

● INTERMEDIATE LEVEL

When you're comfortable with basics and want more depth

5. Comprehensive Team Analysis

Act as an organizational development expert with 15 years of experience. Analyze my team's performance and provide actionable insights.

Attached reports: [Upload team metrics, project outcomes, employee feedback]

Additional context:

- Team size: [number]
- Recent changes: [new hires, departures, reorganization]
- Current challenges: [list 2-3 key issues]

Please provide:

- Top 3 strengths and improvement areas
- Specific recommendations for each improvement area
- Quick wins vs. long-term initiatives
- Team development priorities for next quarter
- Risk factors to monitor

6. Customer Service Optimization

You are a customer experience expert specializing in service improvement. Help me enhance our customer satisfaction and reduce complaints.

Attached data: [Upload customer feedback, complaint logs, satisfaction scores]

Additional context:

- Average response time: [current metrics]
- Team size: [number of service reps]
- Common complaint themes: [list top 3]

Analyze:

- Complaint patterns and root causes
- Response time vs. industry standards
- 3 specific improvement strategies
- Training needs for the team
- Expected impact of each improvement
- Implementation difficulty (Easy/Medium/Hard)

● INTERMEDIATE LEVEL CONTINUED

When you're comfortable with basics and want more depth

7. Productivity & Efficiency Analysis

You are a productivity consultant. Help me identify where my team is losing time and how to improve our efficiency.

Attached information: [Upload task logs, project timelines, or workflow descriptions]

Additional context:

- Team size and roles: [describe]
- Current tools/systems: [list main ones]
- Biggest time complaints: [from team feedback]

Provide analysis on:

- Top 3 time wasters and their impact
- Process bottlenecks and their causes
- Automation opportunities
- Quick efficiency wins (implement this week)
- Longer-term process improvements
- ROI estimate for suggested changes

8. Stakeholder Communication Strategy

You are an executive communications specialist. Create a compelling update for our stakeholders about our department's progress.

Attached reports: [Upload performance data, project status, achievements]

Stakeholder context:

- Primary audience: [executives, board, investors]
- Their main concerns: [list 2-3]
- Communication frequency: [weekly, monthly, quarterly]

Create a communication plan including:

- Executive summary (3-4 sentences)
- Key achievements in business terms
- Challenges addressed transparently
- Forward-looking initiatives
- Metrics that matter to stakeholders
- Recommended communication cadence



ADVANCED LEVEL

Sophisticated analysis for experienced users

9. Strategic Workforce Planning

You are a strategic HR consultant. Conduct a comprehensive analysis of our workforce capabilities and provide strategic recommendations for talent optimization and growth.

Attached data: [Upload org charts, skill inventories, performance data, succession plans]

Additional context:

- Growth targets: [revenue, headcount projections]
- Budget constraints: [hiring budget, training budget]
- Strategic priorities: [list 3-5 company objectives]
- Competition for talent: [describe market conditions]

Provide comprehensive analysis including:

- Skills gap analysis vs. strategic needs
- Succession risk assessment by critical role
- Build vs. buy vs. borrow talent strategies
- Talent retention risk factors and mitigation
- Optimal team structure for growth targets
- Learning & development investment priorities
- 3-year workforce transformation roadmap
- Cost-benefit analysis of recommendations

10. Integrated Business Intelligence & Decision Support

Act as my senior business strategy consultant. Create a comprehensive analysis that integrates operational, financial, and market data to support critical business decisions.

Attached data: [Upload operational metrics, financial reports, market research, competitive intelligence]

Additional context:

- Strategic decisions needed: [list key decisions facing the business]
- Risk tolerance: [conservative, moderate, aggressive]
- Time horizon: [for decisions and planning]
- Available resources: [budget, people, technology]

Develop:

- Cross-functional performance dashboard
- Predictive models for key metrics
- Scenario analysis (Conservative, Most Likely, Optimistic)
- Risk assessment matrix with mitigation strategies
- Competitive positioning analysis
- Resource optimization recommendations
- Strategic initiative prioritization framework
- Decision tree for critical choices
- Implementation roadmap with milestones
- Success metrics and monitoring plan

QUICK REFERENCE: THE 4 PILLARS

PERSONA Examples:

- "Act as an HR consultant" (Beginner)
- "You are a customer experience expert with 15 years experience" (Intermediate)
- "Act as my senior strategic consultant" (Advanced)

PURPOSE Examples:

- "Tell me the 3 most important things" (Beginner)
- "Analyze performance and provide insights" (Intermediate)
- "Conduct comprehensive analysis with strategic recommendations" (Advanced)

PARAMETERS Examples:

- "Focus on quick wins" (Beginner)
- "Provide ROI estimates and difficulty ratings" (Intermediate)
- "Create predictive models with scenario analysis" (Advanced)

PROCESS Examples:

- "Review and highlight" (Beginner)
- "First analyze, then recommend, finally prioritize" (Intermediate)
- "Develop comprehensive framework, analyze scenarios, provide strategic roadmap" (Advanced)

Contact

Questions about these prompts or AI implementation?

Wes Boggs

Chief AI Officer

Think Technologies Group

wboggs@think-team.ai

352-342-3898

thinkAI Think Smarter. Grow Faster.

PRO TIPS FOR BETTER AI RESPONSES

For Manufacturing:

- Add production metrics, quality data, safety records
- Focus on efficiency, waste reduction, cycle time
- Include supply chain considerations

For Retail:

- Include sales data, inventory turnover, customer traffic
- Focus on conversion rates, basket size, seasonal patterns
- Add merchandising and staffing optimization

For Professional Services:

- Include utilization rates, project profitability, client satisfaction
- Focus on billable hours, resource allocation, pipeline management
- Add client retention and growth strategies

For Technology:

- Include sprint velocity, bug rates, deployment frequency
- Focus on technical debt, innovation metrics, time-to-market
- Add talent retention and skill development

INDUSTRY-SPECIFIC ADAPTATIONS

1. Be Specific with Context

- Industry, company size, team size
- Current challenges and constraints
- What success looks like

2. Provide Clean Data

- Remove sensitive information first
- Organize data logically
- Include relevant time periods

3. Iterate and Refine

- Start broad, then narrow focus
- Ask follow-up questions
- Request different perspectives

4. Validate Outputs

- Check against your experience
- Run ideas by your team
- Start with small tests