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The Prompting Playbook

25 copy-paste prompt patterns for working professionals — each with a real industry example so you can see exactly where it earns its keep.

The anatomy of a prompt that works

- Role — tell the model who it is ("You are a senior demand planner...")
- Context — paste the messy reality: data, constraints, audience
- Task — one clear verb: draft, compare, extract, critique, rank
- Format — table, bullet memo, JSON, 5-line summary. Always specify.
- Quality bar — "flag anything you're unsure about" cuts hallucinations sharply

Industry example — A category manager at an FMCG firm turned a 3-hour weekly sales summary into a 15-minute review by fixing only the Context and Format blocks.

10 prompts for operations & supply chain

- Summarise this week's DC performance for a CXO in 8 bullets, risks first
- Compare these 3 transporter quotes; build a decision table with hidden costs
- Draft an RCA for this SLA breach using 5-Why, from these WhatsApp notes
- Turn this SOP into a one-page checklist a new picker can follow on day 1
- Extract PO number, SKU, qty and dispute reason from these 20 emails into a table
- Write the vendor escalation mail: firm tone, keeps the relationship intact
- Convert this Excel error log into 5 hypotheses ranked by likely impact
- Role-play my appraisal negotiation; be a tough but fair India head of ops
- Build an interview scorecard for a warehouse shift lead: 6 competencies
- Explain this demand-forecast miss to a non-technical founder in 5 lines

10 prompts for business & career

- Rewrite my LinkedIn 'About' using my last 3 wins; confident, zero clichés
- Critique this proposal like a sceptical CFO — list the 5 questions I'll get
- Draft a cold email to a UAE logistics head; 90 words, one concrete number
- Make a 30-60-90 plan for my new role from this JD
- Summarise this 40-page industry report into 10 insights + 3 actions for me
- Generate 15 content ideas from this one client project (anonymised)
- Turn these meeting notes into minutes with owners and deadlines
- Stress-test my pricing: argue why a client would say no, then counter it
- Write my talk outline: 20 minutes, story–problem–framework–demo–ask
- Translate this technical doc for a sales audience without dumbing it down

5 prompts to check the machine

- "List your assumptions before answering" — surfaces silent guesses
- "Cite which part of my input supports each claim" — anchors it to your data
- "Give a confidence score per section and why" — shows where to verify
- "Argue the opposite conclusion" — cheap red-teaming for big decisions
- "What information would change your answer?" — tells you what to go measure

Industry example — A quick-commerce planner caught a 12% forecast error because the model listed 'festival week excluded' as an assumption — it wasn't supposed to be.

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