# Prompt Library

For the moments between sessions. Real situations, real pressure — a thinking partner in 30 seconds. Copy. Paste. Fill the brackets. Begin.

# THE THREE AGENTS RUN FULL SESSIONS. THIS IS FOR EVERYTHING ELSE.

Real-time moments. A decision you can't get out of your head at 10pm. A conversation tomorrow you're not ready for. Open your AI tool, paste the prompt, fill in the brackets.

**Works with Claude, ChatGPT, and Gemini. No file uploads required — these prompts are self-contained.**

## RELATIONSHIPS

### PREPARE FOR A HIGH-STAKES STAKEHOLDER MEETING

YOU'LL GET: AOS PREP + THINK/FEEL/KNOW SORT + OPENING QUESTION

*Use when: first meeting with a senior leader, or a relationship that needs repair*

I'm preparing for a meeting with [name/role]. Here's what I know about them: [brief context]. The purpose of this meeting is [stated purpose].

Help me prepare using the AOS framework: what questions should I ask to understand their Ambitions, Obstacles, and what Support they need from someone in my seat?

Then run me through Think/Feel/Know: what do I Think they believe about this situation, what do I Feel going into this room, and what do I actually Know -- observable and factual, separate from what I'm interpreting?

End with one strong opening question I can use to follow their signal rather than my agenda.

→ *Be honest about the context you give it. The quality of prep is only as good as the accuracy of your input.*

### DIAGNOSE A BROKEN STAKEHOLDER RELATIONSHIP

YOU'LL GET: TRUST EQUATION DIAGNOSTIC + SPECIFIC REPAIR SEQUENCE

*Use when: a relationship has cooled, broken down, or become political*

I have a stakeholder relationship that's not working: [name/role, brief description of the dynamic].

Run me through a Trust Equation diagnostic. Ask me questions to assess my Credibility, Reliability, and Professional Intimacy with this person. Then probe whether my Self-Orientation -- how I'm being perceived -- might be the root issue.

RELATIONSHIPS

## BUILD A FIRST-30-DAYS STAKEHOLDER MAP

YOU'LL GET: FULL STAKEHOLDER LANDSCAPE + TOP-5 PRIORITY RANKING

*Use when: new VP role or major scope expansion*

I've just started as [role] at [org/context]. Help me build a stakeholder map for my first 30 days.

Ask me questions to identify: group-level stakeholders, individual stakeholders with the most influence over my success, and anyone I might be underweighting or avoiding.

Then force me to rank the top five by how much my success depends on them -- not how comfortable I am with them.

STRATEGY

## READ MY ORGANIZATION'S STRATEGY

YOU'LL GET: SEVEN-ELEMENT ASSESSMENT + DIFFERENTIATOR TEST + CASCADE CHECK

*Use when: inherited a strategy document and need to understand what it actually says*

Here is my organization's strategy [paste document or summary].

Run me through the Seven-Element Strategy Map: Aspirations, Mission, Values, Strategic Positioning, Capabilities, Metrics, and Priority Actions. For each: is it present, is it clear, is it genuinely differentiating?

Then apply the Differentiator Test: what's one thing true about this strategy that isn't true about our top three competitors? If you can't find it, name the gap.

Finally, check the cascade: does structure follow from capabilities, and capabilities from strategic positioning -- or is the org working backwards?

*→ Don't paste the mission statement and call it strategy. Include actual decisions, trade-offs, and priorities.*

STRATEGY

## FIND MY 90-DAY LEVERAGE POINT

YOU'LL GET: LEVERAGE MAP + TWO TOP PRIORITIES + BINARY 90-DAY SUCCESS PICTURES

*Use when: too many priorities, need to know where your attention actually moves things*

I'm a [role] and I have the following priorities competing for my attention: [list 5-8 things].

Help me build a Leverage Map. For each priority, probe me on: (1) Strategic Criticality -- how directly does this connect to the org's strategic positioning? (2) 90-Day Tractability -- can I move this meaningfully in 90 days with my current authority and resources?

Then force me to pick the top two. For each: help me build a specific, binary 90-day success picture. Not a direction. Not an improvement. What exists at day 90 that doesn't exist today?

*→ If you can't describe a binary 90-day success picture, it's not a priority yet -- it's a direction.*

## ORG DESIGN DIAGNOSTIC

YOU'LL GET: FOUR-QUESTION DIAGNOSIS + THE REAL STRUCTURAL CONSTRAINT

*Use when: the org isn't executing the strategy and you're not sure why*

I want to run an org design diagnostic. Context: [org, role, the priority that isn't executing].

Ask me four questions: (1) Does the structure serve the strategy? (2) Where do decisions actually live -- not on paper, in practice? (3) What does the org actually optimize for based on how time, budget, and attention are allocated? (4) Can the talent execute the strategy?

Challenge any answer that's too tidy. I want the real picture -- not the official version.

*→ Question 3 is the one leaders most reliably give the managed answer to.*

TEAMS

## BUILD A CAPABILITY ASSESSMENT FOR MY TEAM

YOU'LL GET: BEHAVIORAL MATURITY SCALE + CAPABILITY MAP + GAP TYPE ANALYSIS

*Use when: need to assess your team objectively, without loyalty bias*

> I manage a team of [number] in [function/context]. The strategy requires: [list 3-5 capabilities].
>
> Help me build a behavioral maturity scale (1-5) for each capability. For each level, ask me to describe what it looks like in observable behavior -- not personality, not outcomes. Only what I could observe and a second person could verify.
>
> Then help me rate each team member and identify whether the gaps are structural (across most of the team) or individual (one person).

→ *If you're rating everyone 3 or above, ask whether you're avoiding the discomfort of rating lower.*

## PREPARE A HANDOFF CONVERSATION

YOU'LL GET: FOUR-PART HANDOFF SCRIPT, READY TO DELIVER

*Use when: about to delegate significant work and want it to be a development opportunity*

> I'm about to hand off [describe the work] to [name/role]. The development opportunity is: [what capability this builds].
>
> Help me prepare the four-part Handoff Conversation: (1) Why You -- the specific capability reason this goes to them, not someone easier. (2) What I Need -- the specific outcome, without prescribing process. (3) Their Authority -- what they can decide without checking back, and what requires a check-in. (4) Where I'm Available -- the defined touchpoint.
>
> Push back if I describe the process instead of the outcome. Push back if my authority boundary is vague.

→ *If you can't answer 'What can they decide without me?' specifically, you're not ready to delegate.*

TEAMS

## WRITE AN SBI FEEDBACK SCRIPT          YOU'LL GET: COMPLETE SBI SCRIPT, READY TO DELIVER

*Use when: need to deliver specific feedback -- affirming or developmental -- and want it to land*

> I need to deliver feedback to [name/role]. Here's what happened: [describe the situation, what they did, and the impact -- in rough form].
>
> Structure this using SBI: Situation (specific moment), Behavior (observable act -- not interpretation), Impact (effect on team, client, work, or relationship).
>
> If I've described a pattern instead of a specific moment, call that out. If I've described my interpretation instead of what I observed, correct me. Then write the full script.

*→ SBI works equally for affirming feedback. If you only use it for critical feedback, you're under-using it.*

GENERAL

## PREPARE FOR A DIFFICULT CONVERSATION          YOU'LL GET: THINK/FEEL/KNOW SORT + OPENING THAT LEADS WITH CURIOSITY

*Use when: a conversation you've been avoiding*

> I need to have a difficult conversation with [name/role] about [topic]. I've been avoiding it because [honest reason].
>
> Help me prepare using Think/Feel/Know: What do I Think they believe about this situation? What do I Feel going into this room? What do I Know -- factually and observably, separate from what I'm interpreting?
>
> Once those are separated: draft an opening that leads with curiosity, not my conclusion. The goal of the first 60 seconds is to understand their read, not to deliver mine.

*→ Separate Think/Feel/Know before writing a single word. Most failed conversations skip this step.*

## UNSTICK A DECISION          YOU'LL GET: THE REAL QUESTION + BINARY CRITERIA + A CALL

*Use when: going in circles and need to force clarity*

> I'm stuck on this decision: [describe it]. I've been going back and forth between [option A] and [option B] because [what's pulling in each direction].
>
> Help me make it binary. What's the actual question I need to answer -- stripped of the complexity I've added to avoid making the call?