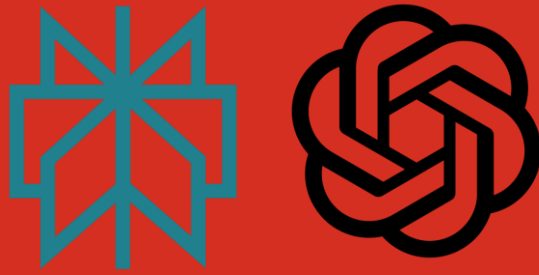


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## CHAIN OF THOUGHT (COT)

### **BASIC**

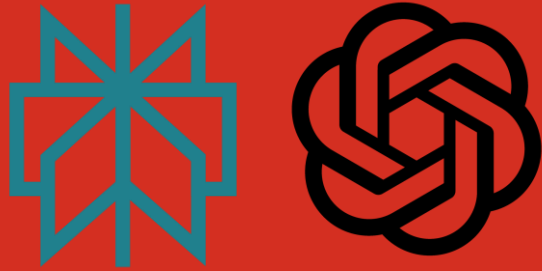
Help me develop a new performance review system for our company.

### **STRUCTURED CoT PROMPT**

Help me design a new performance review system for a 200-employee software company, step by step. Start by analyzing our current system: annual reviews only, 40% of employees rate it 'ineffective,' high-performer turnover up 25%, managers spend 6 hours per review, and feedback satisfaction is 5.2/10. Then identify needs: engineering (60%) needs technical skill focus, product (25%) needs collaboration metrics, support (15%) needs customer satisfaction goals. Next, propose a system: frequency, tools (budget \$100K), and training. Finally, define success: engagement scores, turnover reduction, and fair evaluations. Suggest a solution balancing employee growth and company goals.

### **WHY IT WORKS**

- Breaks big problems into clear, logical steps.
- Forces the AI to mimic human reasoning instead of generating a surface-level answer.
- Ensures all critical components are addressed, reducing back-and-forth refinement.

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**DIRECT EXAMPLE**

## **BASIC**

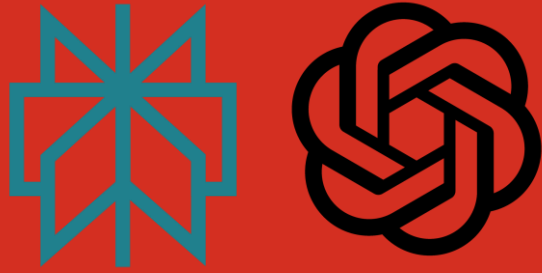
Help me write a standard operating procedure for shutting down a production line at the end of a shift.

## **DIRECT EXAMPLE PROMPT**

Here's an example of how we document procedures: 'Starting the mixing machine: Verify that the hopper is loaded with the correct raw materials. Check that all safety guards are in place, then power on the machine. Run a test batch to ensure consistency before beginning full production.' Now, using this format and level of detail, write a standard operating procedure for shutting down the production line at the end of a shift. Include steps for equipment cleaning, safety checks, and logging production totals, keeping it precise and easy to follow.

## **WHY IT WORKS**

- Provides a blueprint for tone, length, and detail.
- Reduces guesswork for consistent results.
- Works best when you know the exact output style you want.

 **Claude****Gemini****ROLE / PERSONA**

## **BASIC**

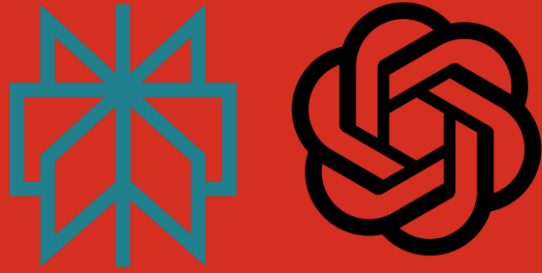
Give me questions to ask on a discovery call with a potential client.

## **ROLE / PERSONA PROMPT**

You are a senior enterprise sales consultant with 15 years of experience selling SaaS solutions to mid-market companies. You specialize in discovery calls that uncover pain points without feeling like an interrogation. You have a first call scheduled with the VP of Operations at a 200-person logistics company that is still managing inventory with spreadsheets. Create your discovery call framework with open-ended questions, follow-up prompts for when they give vague answers, and red flags to listen for that signal whether this prospect is a strong fit.

## **WHY IT WORKS**

- Focuses the LLM's tone, vocabulary, and depth to match a specific expertise level.
- Produces more nuanced, field-specific responses instead of surface-level generalities.
- Works across every use case, from finance to engineering to creative writing.

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**CONSTRAINT BASED**

## **BASIC**

How can I improve cash flow for my business?

## **CONSTRIANT BASED PROMPT**

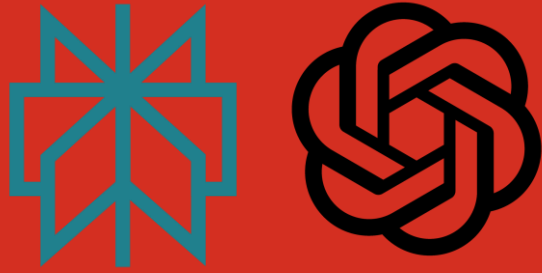
Suggest ways to improve cash flow for my retail business with these constraints: We have a \$100,000 monthly budget, cannot take on new debt, and need to maintain at least 60 days of inventory. Prioritize strategies that optimize existing resources, improve payment collection, or reduce costs without reducing staff.

## **WHY IT WORKS**

- Ensures realistic, actionable solutions by setting practical limits.
- Prevents AI from suggesting options that don't fit your scenario.
- Helps align AI recommendations with real-world decision-making.



Claude



Gemini

**INTERACTIVE**

## **BASIC**

Help me plan a cloud migration for my company.

## **INTERACTIVE PROMPT**

I need to plan a migration from on-premise servers to the cloud for my 75-person accounting firm. Before you start, ask me 5 to 10 clarifying questions about our current infrastructure, budget, compliance requirements, timeline, team skill level, and which applications are business-critical so you can tailor the migration plan to our specific environment. Once you have my answers, build the plan.

## **WHY IT WORKS**

- Lets the LLM gather context you might forget to include upfront.
- Produces far more tailored results because the AI understands your unique situation.
- Saves time by reducing back-and-forth revisions after the first response.

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