

Clarity & Efficiency Prompt Library

12 reusable prompts for organizing long conversations, moving context between AI tools, planning projects, and finding the blind spots in a plan. Copy any prompt below and paste it into ChatGPT, Claude, Gemini, or your assistant of choice.

STEP 1

Repository

Create the master source of truth.

STEP 2

Gap Analysis

Find missing information, risks, and weak assumptions.

STEP 3

Context Transfer

Move the cleaned project into a new conversation.

01 Repository [Best Overall]

Creates a master reference document from a long conversation.

Best use: Use at the end of a long thread.

Create a Repository of everything we've accomplished in this conversation.

Organize it into:

- Objectives
- Decisions Made
- Current State
- Important Facts
- Assumptions
- Constraints
- Open Questions
- Action Items
- Future Ideas
- Files and Links Referenced
- Terminology

Remove duplicates, dead ends, and conversational filler.

Format this as the canonical reference document that can be pasted into a brand-new conversation.

02 Rebase

Compresses a conversation into a clean starting point without losing essential context.

Best use: Use when a thread has become cluttered or repetitive.

Rebase this conversation into a clean starting point for a new AI session.

Keep only the information necessary for future work.

Eliminate repeated discussion, abandoned ideas, and unnecessary explanations.

Preserve all important decisions, constraints, facts, assumptions, and next steps.

03 Roadmap

Turns brainstorming and discussion into a sequenced execution plan.

Best use: Use after developing a large idea or project.

Convert everything we've discussed into a logical roadmap.

Separate it into:

- Phase 1
- Phase 2
- Phase 3
- Dependencies
- Risks
- Milestones
- Next Actions

Put the steps in the order they should be completed and identify anything blocking progress.

04 Decision Log

Records what was decided, why, and what alternatives were rejected.

Best use: Use for projects that may continue for weeks or months.

Build a chronological decision log from this conversation.

For each decision, include:

- Decision
- Date or point in the conversation, if known
- Why it was made
- Alternatives considered or rejected
- Expected impact
- Confidence level
- Whether the decision is final or still open

Do not include casual discussion that did not result in a decision.

05 Knowledge Base

Converts a conversation into organized, searchable reference material.

Best use: Use for SOPs, training, support, or an AI assistant.

Convert everything we've discussed into a searchable knowledge base.

Organize the information into clear categories and subcategories.

Use concise questions and answers wherever possible.

Include:

- Processes
- Procedures
- Definitions
- Rules
- Exceptions
- Troubleshooting
- Examples
- Related resources

Make every section easy for a person or AI assistant to retrieve and understand.

06 Context Transfer [Best for New Chat]

Prepares the full context needed to continue seamlessly in another conversation.

Best use: Use before starting a fresh chat or moving to another AI tool.

Pretend another AI has never seen this conversation.

Write everything it needs to continue exactly where we left off.

Preserve:

- Project purpose
- Goals
- Important background
- Decisions
- Assumptions
- Constraints
- Preferences
- Terminology
- Current status
- Open questions
- Next steps

Do not merely summarize. Transfer the working context in a structured format so the next AI can continue without repeating completed work.

07 Executive Brief

Creates a concise leadership-level overview.

Best use: Use before meetings, presentations, or stakeholder updates.

Create a one-page executive briefing based on this conversation.

Focus on:

- Goal
- Current status
- Progress made
- Major decisions
- Current blockers
- Risks
- Immediate priorities
- Decisions or support needed

Keep it concise, clear, and suitable for someone who has not followed the full discussion.

08 Systems Map

Shows the systems, tools, people, and processes involved and how they connect.

Best use: Use for businesses, operations, software, and workflow design.

Create a systems map from everything discussed.

Identify:

- Systems
- People and roles
- Tools and platforms
- Inputs
- Outputs
- Dependencies
- Data flows
- Handoffs
- Automation opportunities
- Missing pieces
- Failure points

Explain how each component connects to the others and flag any unclear or broken connections.

09 Gap Analysis [Best for Blind Spots]

Identifies missing information, weak assumptions, and overlooked risks.

Best use: Use after creating a plan, repository, or strategy.

Act as an experienced consultant reviewing this conversation.

Identify:

- Blind spots
- Missing information
- Hidden assumptions
- Contradictions
- Risks
- Dependencies
- Unanswered questions
- Weak areas in the plan
- Better alternatives
- Recommended improvements

Separate critical gaps from minor improvements and explain why each matters.

10 Devil's Advocate

Challenges the logic behind the plan rather than simply agreeing with it.

Best use: Use before making a significant decision.

Challenge every major assumption and conclusion we've made.

Identify:

- Weak logic
- Missing evidence
- Optimistic assumptions
- Unintended consequences
- Reasons the plan may fail
- Better alternatives
- Conditions that would change the recommendation

Do not agree merely because an idea has already been discussed or accepted.

11 Master Prompt Builder

Builds a reusable prompt from the work already completed.

Best use: Use when you want to recreate the same result later.

Based on this conversation, write the ideal master prompt that would have produced the final outcome efficiently from the beginning.

The prompt should include:

- Role
- Objective
- Background
- Inputs
- Constraints
- Required questions
- Process
- Output format
- Quality standards
- What to avoid

Make it reusable and easy to customize for similar future projects.

12 AI Memory Pack

Packages a project for transfer between ChatGPT, Claude, Gemini, or another AI.

Best use: Use when changing platforms or maintaining a long-term project.

Package this conversation into an AI Memory Pack.

Include:

- Project identity
- Purpose
- Goals
- Important people and roles
- Key facts
- Decisions
- Constraints
- Preferences
- Current progress
- Outstanding work
- Risks
- Important terminology
- Relevant files and links
- Recommended next prompt

Remove conversational filler and format the result so it can be pasted directly into another AI system.

Tap any prompt on the website to copy it in one click. This file is yours to keep and share with your team.