Practice Project: Your Prompt Library

Build your own library of 15 tested prompts, organised by task, and prove each one works before you trust it.

Introduction

This is the final lesson of the series, and it is a project, not a reading task. By now you know every technique: clear instructions, roles, examples, formats, step-by-step thinking, context, iteration, and the mistakes to avoid. A **prompt library** turns that knowledge into a tool you use every day: a small collection of prompts you have personally tested, organised by task, ready to copy.

A library you built beats a list you downloaded. Downloaded prompts are written for strangers. Yours are written for your subjects, your shop, your style — and you have proof each one works, because you tested it.

(Roman Urdu: Aakhri lesson aik project hai. Apni prompt library banao: apne kaam ke liye, khud test ki hui, har prompt ka saboot ke wo kaam karta hai. Download ki hui list ajnabi ke liye likhi hoti hai; aap ki library aap ke liye.)

Key points

- **A prompt library is a personal toolkit, not a collection.** 15 tested prompts you actually use beat 100 you never open.
- **Organise by task, not by technique.** Sections like Study, Writing, Coding, Shop, Daily life — you reach for a task, not for "few-shot".
- **Every prompt in the library must be tested.** Test = you ran it, the answer was usable, and you fixed it at least once. An untested prompt is a guess with formatting.
- **Use one template for every entry:** Name, When to use it, The prompt (with [brackets] for your details), and one line: "Tested on [date] — works for [what]".
- **Keep the [brackets] habit.** Every changeable part — topic, class, product, language — goes in [BRACKETS], so future-you fills it in without rewriting.
- **Review the library monthly.** Drop prompts you never used, fix ones that stopped working well, and add one new prompt for a task you repeat.
- **Share carefully.** Sharing your library with classmates is generous and useful — but remove anything personal first (your subjects are fine; your numbers, names and private details are not).
- **Beginners get stuck starting the library.** Start with only 5 prompts — the 5 jobs you repeat every week — and test those. A library of 5 tested prompts you use daily beats a library of 15 untested prompts you never open. Grow it by one prompt a week, not all at once.
- **Version your best prompts.** When a prompt stops working well (a tool update, a new subject), do not delete it — save the old version, note the date, and write the new version below it. That history shows you what changed and why, and it saves you from re-learning the same fix twice.

Examples

Example 1 — One library entry, complete

```
Name: Clean notes from rough notes
When: After any class, when my notebook is messy.
Prompt:
You are a helpful teacher. Turn my rough class notes below into clean study notes on [TOPIC].
Use short headings, bullet points and simple English. Keep every important fact, remove
repeated lines, and add a 3-line summary at the end. My notes: [PASTE YOUR NOTES HERE]
Tested: works for science and maths chapters. Keep the notes short — long notes come back
messy.
```

That is a complete entry: name, moment, prompt, and a testing note. Copy this shape for all 15.

Example 2 — The 15 prompts, by task

Your library needs 15 entries. Here is a suggested map — adapt it to your life:

- Study (5): clean notes, simple explanation, MCQs, viva practice, paragraph check.
- Writing (3): formal email, Roman Urdu message, story with a lesson.
- Coding (3): explain code line by line, debug with error, draft a small function.
- Shop or daily life (2): product message, monthly budget table.
- Prompting itself (2): improve my weak prompt, turn a long answer into steps.

If a section does not fit your life, swap it: a student needs study prompts, a shopkeeper needs shop prompts. The number matters less than the testing — but 15 is the target, because it forces you past your first 5 favourites.

Example 3 — The "improve my prompt" entry (the meta-prompt)

```
Name: Fix my weak prompt
When: My prompt gave a weak answer and I do not know why.
Prompt:
Here is a prompt I wrote: [PASTE YOUR PROMPT]. Tell me what is missing from it: is the task
unclear, the audience missing, the format unnamed, or the context absent? Then rewrite it as a
strong prompt, keeping my goal exactly the same.
Tested: use it whenever an answer disappoints you — it teaches you while it fixes the prompt.
```

This is the most valuable entry in any library: a prompt that improves prompts. It turns every failure into a lesson.

Example 4 — Before and after: a library entry that is actually reusable

Before (frozen to one topic):

```
Explain photosynthesis in simple words for class 9 and ask me 3 questions.
```

After (library entry with brackets):

```
Name: Explain and test me
When: Any new topic I must learn, not just read.
Prompt:
Explain [TOPIC] in simple English for [CLASS], with one daily-life example. Then ask me 3 questions, one at a time, waiting for each answer. After the 3rd answer, give me a score and the one point to revise again.
Tested: works for science and maths topics. Keep the topic to one heading — a whole chapter comes back too long.
```

The first version works once. The second works every week, for every subject, because every changeable part is in brackets and the testing note warns about the one trap (whole chapters).

Example 5 — A shopkeeper's library: 5 entries that earn their place

- Morning product message (Roman Urdu, price, timing, reply YES to order).
- Customer complaint reply (polite, apology, solution, no discount unless asked).
- Monthly budget table (income, expenses, balance, one recommendation).
- New stock announcement (item, price, sizes, shop timing).
- Fix my weak prompt (the meta-prompt from Example 3).

Five entries, all tested, all used weekly. That is a library — not because it has 15 entries, but because every entry is used. Your 15 is a target to grow into, not a starting line.

Example 6 — The monthly review, done in 10 minutes

Monthly review checklist:

1. Open the library. Mark each prompt: used this month, or not used?
2. Drop every prompt not used for 2 months — it is clutter, not a tool.
3. For the most-used prompt, read its testing note. Is it still true? Update it if the tool changed.
4. Add exactly one new prompt — for the job you repeated most this month without a library entry.

Ten minutes, once a month, keeps 15 prompts honest. Without the review, the library quietly becomes the 100-prompt collection this lesson warns against.

Real-world case — Where this is actually used

Freelancers and small business owners live by prompt libraries: one tested prompt for client messages, one for proposals, one for product descriptions, one for fixing weak prompts. A freelancer who writes proposals daily does not re-think the proposal prompt daily — she fills the brackets (client, job, price) and sends. Students do the same with study prompts. The library is not a document; it is the habit of never solving the same prompting problem twice.

Quick recap

- A library = 15 tested prompts, organised by task, ready to copy.
- One template per entry: name, when, prompt with [brackets], testing note.
- Tested means: ran it, usable answer, fixed at least once.
- Organise by task (Study, Writing, Coding, Shop), not by technique.
- Review monthly: drop, fix, add.
- Share the prompts, never the personal details inside them.

Common mistakes

1. **Collecting 100 untested prompts** — a library of guesses. Fix: 15 tested beats 100 collected.
2. **No [brackets]** — a prompt frozen to one topic, useless next week. Fix: bracket every changeable part.
3. **Never reviewing** — dead prompts pile up. Fix: one monthly review, 10 minutes, drop what you never used.

1. **Copying a library without testing a single entry** — a downloaded library is written for strangers, with their subjects, their tone, their tools. Fix: test every borrowed prompt once on your own task before it earns a place in your library.
2. **No date on any entry** — a prompt that worked in January may fail in June after a tool update, and without a date you cannot tell which entries are stale. Fix: every entry carries "Tested on [date]" — that is part of the template, not decoration.

Practice

1. Build your library this week: 15 entries in the template above, one per task you actually do. Test each one at least once before it earns its place.
2. Show your library to one classmate or friend. Watch which prompts they copy — those are your best entries. Then add one prompt for a task they asked about that you did not cover.
3. Final check for the whole series: explain prompt engineering to someone in 3 sentences, without notes. If you can, you did not just read 12 lessons — you learned the skill.

1. Build your first 5 entries this week (not 15): the 5 jobs you repeat most. Test each one once. Write the testing note honestly — including the one entry that did not work first time and what you fixed.
2. Take one borrowed or downloaded prompt. Test it on your own task, fix what fails, and rewrite it as a library entry with brackets and a testing note. Compare the borrowed version with your tested version.
3. Do a 10-minute monthly review of your library (even if it only has 5 entries yet): drop what you never used, update one testing note, and add one new entry for a repeated job you had no prompt for.

Practice quiz

1. What makes a prompt library different from a downloaded list?

- It is longer
- Every prompt in it is tested by you, for your tasks, with [brackets] for your details
- It is stored online
- It has no examples

Answer: Every prompt in it is tested by you, for your tasks, with [brackets] for your details

2. What does a complete library entry contain?

- Just the prompt text
- Name, when to use it, the prompt with [brackets], and a testing note
- A screenshot of the answer
- The date only

Answer: Name, when to use it, the prompt with [brackets], and a testing note

3. How often should you review your prompt library?

- Never, once built it is done
- Monthly: drop what you never used, fix what stopped working, add one new prompt
- Every day, fully rewritten
- Only when a tool breaks

Answer: Monthly: drop what you never used, fix what stopped working, add one new prompt

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Watch the video lesson: https://youtu.be/Q2DooGqDNp0

Read online: https://scopetreasure.com/notes/pe-prompt-library-project · More free tools and notes at https://scopetreasure.com