CAMPOS
Womens' Initiative Network

PROMPT. PREPARE. PERFORM.

WIN with AI

Step up. Speak up. WIN.

60 prompts for your next meeting, drawing, pitch or tough conversation.

Copy. Paste. Swap the [brackets].
Save this post for your next big task.

Swipe →

START HERE

Good answers start with a good prompt

Give the AI three things.

W

Who

Give it a role and an audience. “Act as a project controls lead writing for a client VP.”

I

Info

Share the goal, the facts and what is at stake. More context, better answer.

N

Need

Say what you want back: format, length, tone. “One page, plain language, 3 options.”

THEN, CHALLENGE IT

“What is missing? What would a skeptic say? Ask me 3 questions before you answer.”

Protect

No client, confidential or personal data in public tools.

Verify

Check every number, name and source.

Own it

You edit, you decide, and you say you used it.

Six prompts to start Swap the [brackets]

1. **Prepare.** Act as an expert in [field]. I am meeting [who] about [topic]. What should I know and ask?
2. **Pressure-test.** Play a skeptical [role]. What are the 3 toughest questions about [my plan]?
3. **Draft.** Write an email to [who] about [topic]. Tone: [warm, direct]. Under [100] words.
4. **Distill.** Summarize this in 5 bullets, then list decisions and next steps: [paste notes].
5. **Practice.** Role-play [person] while I [present, negotiate, ask]. Then give me feedback.
6. **Sharpen.** Rewrite this clearer and more confident. Keep my voice: [paste draft].

USE IT WELL

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PROMPTS 1 TO 6

Prepare

Walk in knowing more than the room expects.

1 **Client meeting brief**

"Act as an expert in [industry]. I am meeting a [role] at a [type of company] about [topic]. Give me 5 things to know, 5 questions to ask and 2 risks to raise."

2 **Panel or talk prep**

"I am speaking on [topic] for [audience]. Ask me what experiences I have first, then draft 5 talking points of 30 seconds each and 3 short stories."

3 **Learn a topic fast**

"Explain [technical topic] to a smart colleague from a different discipline. Give a 5-minute overview, 8 glossary terms and 3 common mistakes."

4 **Know the room**

"The attendees are [roles only, no names]. For each, tell me what they likely care about and the question they might ask me."

5 **Plan a tough conversation**

"I need to talk to [role] about [issue]. Help me plan: my goal, their likely view, 3 opening lines and what I do if they push back."

6 **One-page pre-read**

"Turn these notes into a one-page pre-read for [audience]: purpose, 3 key points, the decision needed and next steps. [paste non-confidential notes]"

PROMPTS 7 TO 12

Communicate

Say it clearly, kindly and with confidence.

7 Draft an email

“Write an email to [who] about [topic]. Goal: [action I want]. Tone: [warm, direct]. Under [100] words. Include a subject line.”

8 Say it shorter

“Cut this to half the length. Keep my voice and the main ask: [paste draft].”

9 Say it for a non-expert

“Rewrite this for a [client executive]. Plain language, no jargon, lead with the point: [paste draft].”

10 Say no, kindly

“Help me decline [request] and keep the relationship. Give 3 versions: warm, firm and one that offers an alternative.”

11 Follow up after a meeting

“From these notes, write a follow-up email with decisions, owners and dates, and a thank-you line: [paste notes].”

12 Sound confident

“Rewrite this to sound confident, not apologetic. Remove hedges like ‘just’ and ‘sorry’, and keep it respectful: [paste draft].”

PROMPTS 13 TO 18

Work smarter

Save hours on projects, reports and proposals.

13 Notes to actions

“Summarize this in 5 bullets, then list decisions, action items with owner and due date, and open questions: [paste notes].”

14 Risk brainstorm

“I am planning a [type of project, no client names]. List 15 likely risks across schedule, cost, safety, permitting and people, each with a trigger and a mitigation.”

15 Lessons learned

“Turn these rough notes into a lessons-learned summary: what worked, what did not, what we would change, and 3 recommendations: [paste notes].”

16 Spreadsheet help

“My spreadsheet has these columns: [list]. Write the formula to [goal], explain it in plain words and suggest 2 checks that catch errors.”

17 Proposal outline

“Outline a proposal to a [type of client] for [scope]: summary, approach, schedule, team and 3 differentiators. Ask me what is missing first.”

18 Check my work

“Review this [report or summary] for errors, unclear statements and missing assumptions. List issues by priority. Do not rewrite it: [paste text].”

PROMPTS 19 TO 24

Lead and grow

Build the case, find your people, plan your next step.

19 Self-review

“Help me write my self-review. My accomplishments: [list]. Turn them into 5 impact statements with results, and tell me where I am missing numbers.”

20 Make the case

“I am making the case for [promotion or new role]. My evidence: [list]. Draft a one-page case and 3 objections I should prepare for.”

21 Ask for a mentor

“Draft a short message asking [person] for 20 minutes of advice on [topic]. Make it easy to say yes and specific about what I will ask.”

22 Map my career

“I am a [role] with [years] of experience, interested in [direction]. Map 3 paths over 5 years, the skills each needs and one first step this quarter.”

23 Delegate well

“Help me delegate [task] to a [role]. Write clear instructions: the outcome, the deadline, the constraints and how I will check in.”

24 Coach me

“Act as an executive coach. Ask me 5 questions about [challenge], one at a time. Then name the pattern you see and suggest one experiment this week.”

PROMPTS 25 TO 30

Practice and WIN together

Rehearse, connect and lift each other up.

25 Practice a pitch

“Play a skeptical [client VP]. I will give a 2-minute pitch on [topic]. Ask me 3 hard questions, then give feedback on clarity and confidence.”

26 Rehearse a negotiation

“Role-play [role] while I ask for [budget, scope or raise]. Push back realistically. After 5 exchanges, stop and coach me.”

27 Work a room

“I am attending [event] and know few people. Give me 5 conversation openers, 3 follow-up questions and a graceful way to move on.”

28 Plan a chapter event

“Help me plan a [60-minute] WIN chapter event for [number] people on [theme]: an agenda, 3 types of speaker, a budget checklist and a follow-up plan.”

29 Write panel questions

“Write 10 panel questions on [topic] that are candid, not feel-good: 3 personal, 4 practical and 3 about what we would change.”

30 Recognize a colleague

“Help me write a thank-you note for [colleague]. What she did: [facts]. Make it specific and genuine, under 80 words.”

PROMPTS 31 TO 35

Engineering and energy

Learn the system. Ask sharper questions.

31 Decode a standard

“Explain the intent of [code, standard and section] in plain language for a [project manager]. Give 3 examples of how it applies on a [type of pipeline or facility project] and the questions to ask the engineer of record.”

32 Natural gas basics

“Explain how a [transmission line, distribution system, regulator station or compressor station] works to a new hire from a non-engineering background. Include a flow description, 8 terms and 3 safety points.”

33 Energy industry brief

“Act as an energy industry analyst. Write a one-page brief on [trend, such as renewable natural gas or electrification] for a [utility client]: what is changing, who is affected, 3 questions to raise and every claim I must verify.”

34 Clear scope of work

“Turn this description into a scope of work for [type of work]: deliverables, assumptions, exclusions and interfaces. Flag anything ambiguous: [paste non-confidential description].”

35 Constructability check

“Act as a construction manager. For [type of work, such as a pipeline replacement in a dense urban area], list 10 constructability concerns, the question to ask the designer for each and the schedule impact.”

PROMPTS 36 TO 41

Quality and calcs

Catch it on paper, not in the field.

36 Drawing review checklist

“Build a review checklist for a [P&ID, plan and profile, isometric or piping layout] with 15 items on completeness, consistency, notes, tags and revisions. Put what to check first at the top.”

37 Better review comments

“Rewrite these drawing comments so each states the location, the issue and the fix requested, in a respectful tone: [paste comments].”

38 Calculation package structure

“Outline a calc package for [type of calculation]: purpose, inputs, assumptions, method, results, checks and references. Do not do the calculation. Give me the structure and a self-check list.”

39 Check my approach

“Here is my method and inputs for [calculation, no client data]: [paste]. Do not give the answer. Tell me which assumptions are unstated, which unit errors to look for and 3 sanity checks.”

40 Inspection and test plan

“Draft an inspection and test plan outline for [type of work]: activity, inspection point, source of acceptance criteria, who verifies and the record kept. I will confirm it against our spec.”

41 Nonconformance report

“Turn these notes into a nonconformance report: what was found, where, the requirement not met, containment, root cause questions and corrective action. Keep it neutral: [paste notes].”

PROMPTS 42 TO 46

Safety first

Prepare the crew. Learn without blame.

42 Tailgate talk

“Help me prepare a 5-minute tailgate safety talk for [task and conditions]: the main hazards, the controls, when to stop work and 3 questions to ask the crew. I will check it against the site plan and job hazard analysis.”

43 Learn from a near miss

“Turn these notes into a near-miss summary: what happened, what could have happened, contributing factors and 3 lessons for other crews. Write it to teach, not to blame: [paste notes].”

44 Root cause, one question at a time

“Run a 5 Whys with me on [issue]. Ask one question at a time. Then group the causes by people, process, equipment and information and suggest 3 corrective actions.”

45 Office safety walk

“Create a 15-point safety walkthrough checklist for our [office or yard]: ergonomics, egress, storage, electrical and emergency plans, plus a way to assign owners to open items.”

46 Speak up

“Help me tell a [crew lead or client] clearly and respectfully: I see a safety concern about [situation] and believe we should [pause or change]. Give 3 versions and a calm answer to pushback.”

PROMPTS 47 TO 52

Travel and money

Smooth trips. Clear numbers.

47 Plan a site trip

“I am traveling to [city] for [site visit] on [dates]. Build a checklist for before, during and after: safety gear, documents, schedule, team check-ins and a backup plan for delays.”

48 Travel day brief

“Write a one-page brief for a team traveling to [location]: schedule, meeting points, an emergency contact process and what to do if someone is delayed. Use placeholders for names and numbers.”

49 Explain a variance

“Write a short explanation of a [cost or schedule] variance for [audience]: what changed, why, the impact and what we are doing about it. Facts: [paste summary]. Under 150 words.”

50 Change order case

“Help me build the case for a change order: original scope, what changed, who requested it, cost and schedule effect and the contract language to cite. Ask me what facts are missing first.”

51 Forecast narrative

“Turn these numbers into a monthly forecast narrative for a client: budget, actual, forecast at completion, top 3 risks and the decision needed: [paste numbers, no client names].”

52 Billing checklist

“Create a checklist for reviewing a progress invoice before it goes out: scope match, percent complete support, rates, approvals and back-up. Put what most often causes a rejection first.”

PROMPTS 53 TO 56

Risk and leadership

See it coming. Lift others up.

53 Cost and schedule risk

“List the top 10 cost and schedule risks for a [type of project] at the [design, procurement or construction] stage. For each, give an early warning sign, a rough way to size the impact and an owner.”

54 Be a mentor

“I am about to mentor a [early-career engineer or coordinator]. Draft a first-meeting plan: 5 questions to ask, goals to set together, a rhythm for check-ins and how we will know it is working.”

55 Find a sponsor

“I want a sponsor, not just a mentor. Explain the difference in 3 lines, what a sponsor does for my career, who could play that role by title only, and a short, specific ask for a first conversation.”

56 Lead through change

“My team is facing [change]. Draft a short message: what is changing and why, what is not changing, what I need from them and when they will hear more. Then list the 5 questions they will ask.”

PROMPTS 57 TO 60

Network and grow

Turn conversations into relationships.

57 Follow up after an event

“Write 3 short follow-up messages to people I met at [event]: a potential client, a peer and someone senior. Reference [a detail I remember] and make the next step specific.”

58 Account plan

“Help me build a one-page account plan for a [type of client]: their priorities, our past work in general terms, 3 relationship goals this year, who we should know and the next 5 actions.”

59 Capability summary

“Write a one-page capability summary for [service line] aimed at a [utility or energy client]: the problem we solve, how we work, 3 proof points and a call to action. Mark every proof point I must verify.”

60 Lunch-and-learn

“Design a 30-minute lunch-and-learn I could offer a client on [topic]: title, 3 learning points, one interactive moment and a follow-up that opens a conversation about their needs.”

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YOUR TURN

Try one this week

Pick one prompt. Use it on a real task. Tell a colleague what happened.

Protect	No client, confidential or personal data in public AI tools.
Verify	Check every number, name and source.
Own it	You edit, you decide, and you say you used it.

SHARE YOUR BEST PROMPT

Tell us in the comments which prompt saved you time, and follow Campos Women's Initiative Network for more.