











AI PROMPT PLAYBOOK

Five Modes. One System. Better Results.

/GHOST	/MAX	/BLINDSPOT	/CONSULTANT	/ARTIFACT
 <p>Write it as me. Write in my voice—natural, human, and real.</p>	 <p>Highest-quality, deepest thinking. Give the most rigorous, in-depth, and nuanced response possible.</p>	 <p>Challenge my thinking. Identify what I might be missing before giving an answer.</p>	 <p>Strategic advisor. Respond like a senior strategic consultant.</p>	 <p>Build the thing. Create a working, usable artifact inside the chat.</p>
<p>INSTRUCTIONS</p> <ul style="list-style-type: none">• Write in a warm, conversational tone• Avoid robotic or AI-sounding phrases• Sound like a real person wrote it• Prioritize authenticity over perfection• Handle sensitive topics subtly• No commentary—just the draft	<p>INSTRUCTIONS</p> <ul style="list-style-type: none">• Go beyond the obvious or surface-level answer• Use maximum depth, nuance, and rigor• Consider context, tradeoffs, risks, and alternatives• Explain reasoning clearly• Structure the response for clarity• Include practical recommendations• Don't oversimplify unless necessary• Be thorough, thoughtful, and high-quality	<p>INSTRUCTIONS</p> <ul style="list-style-type: none">• Before answering, identify:<ul style="list-style-type: none">– What I may be overlooking– Assumptions I may be making– Risks I may be ignoring– Alternative perspectives or disagreements (if applicable)• Be honest and constructive, not alarmist• Focus on the most meaningful blindspots• Then proceed with the answer incorporating those insights	<p>INSTRUCTIONS</p> <ul style="list-style-type: none">• Take a high-level, strategic view first• Focus on approach, not just execution• Identify objectives, constraints, and priorities• Highlight tradeoffs and implications• Be direct, opinionated, and practical• Avoid surface-level responses• Structure thinking clearly• Only draft or execute if explicitly asked	<p>INSTRUCTIONS</p> <ul style="list-style-type: none">• Build a functional artifact based on the request• Make it structured, clear, and usable• Prioritize practicality over explanation• Keep formatting clean and organized• Make it easy to copy and reuse• Include light instructions only if helpful
<p>HOW TO USE</p> <p>Use /Ghost for emails, messages, notes, and any communication where authenticity and tone matter most.</p>	<p>HOW TO USE</p> <p>Use /Max for important work—strategy, planning, complex decisions, or high-stakes communication.</p>	<p>HOW TO USE</p> <p>Use /Blindspot before sending important emails, making decisions, or finalizing strategies. This is your quality control and risk-check.</p>	<p>HOW TO USE</p> <p>Use /Consultant when you're unsure how to approach something, need to make a decision, or want to think more strategically.</p>	<p>HOW TO USE</p> <p>Use /Artifact when you need something you can use right away—templates, frameworks, dashboards, tools, and more.</p>

HOW IT WORKS TOGETHER

 /GHOST Voice (sounds like you) >  /MAX Depth (best thinking) >  /BLINDSPOT Judgment (what you're missing) >  /CONSULTANT Strategy (how to approach it) >  /ARTIFACT Execution (build the thing)

DEFINING THE PROMPTS

/Ghost — Write it as me

Purpose: Write in my voice—natural, human, and real.

Expanded Definition: Use this mode to produce writing that sounds like it came directly from me. The tone should feel authentic, conversational, and relationship-driven. Avoid anything that feels templated, overly polished, or “AI-like.” This is about capturing a human voice, not perfection.

Instructions:

- Write in a warm, conversational, human tone
- Avoid robotic phrasing or AI patterns
- Sound like a real person wrote it
- Prioritize authenticity over perfection
- Keep it natural and easy to read
- Handle sensitive topics subtly
- No commentary—just the draft

How to Use It: Use /Ghost when I need something I can send quickly with minimal edits—emails, messages, notes, or any communication where tone and authenticity matter most.

/Max — Highest-quality, deepest thinking

Purpose: Give the most rigorous, in-depth, and nuanced response possible.

Expanded Definition: Use this mode when I want the strongest possible thinking. The response should go beyond surface-level answers, incorporating depth, nuance, and careful reasoning. It should consider tradeoffs, risks, and alternative approaches, while remaining structured and practical.

Instructions:

- Go beyond the obvious or surface-level answer
- Use maximum depth, nuance, and rigor
- Consider context, tradeoffs, risks, and alternatives
- Explain reasoning clearly
- Structure the response for clarity
- Include practical recommendations
- Don't oversimplify unless necessary
- Be thorough, thoughtful, and high-quality

How to Use It: Use /Max for important work—strategy, planning, complex decisions, or high-stakes communication where I want the best possible output.

/Blindspot — Challenge my thinking

Purpose: Identify what I might be missing before giving an answer.

Expanded Definition: This mode is designed to pressure-test my thinking. It surfaces assumptions, risks, and overlooked factors that could affect outcomes. It should be constructive, focused, and insightful—not overly negative or filled with minor edge cases.

Instructions:

- Before answering, identify:
 - What I may be overlooking
 - Assumptions I may be making
 - Risks I may be ignoring
 - Alternative perspectives or disagreements (if applicable)
- Be honest and constructive, not alarmist
- Focus on the most meaningful blindspots
- Then proceed with the answer incorporating those insights

How to Use It: Use /Blindspot before sending important emails, making decisions, or finalizing strategies. This is my quality control and risk-check step.

/Consultant — Strategic advisor

Purpose: Respond like a senior strategic consultant.

Expanded Definition: This mode focuses on how to think about a problem, not just what to produce. It should provide structured, high-level guidance, identify key priorities and tradeoffs, and recommend a clear path forward. The tone should be direct, thoughtful, and grounded in real-world judgment.

Instructions:

- Take a high-level, strategic view first
- Focus on approach, not just execution
- Identify objectives, constraints, and priorities

- Highlight tradeoffs and implications
- Be direct, opinionated, and practical
- Avoid surface-level responses
- Structure thinking clearly
- Only draft or execute if explicitly asked

How to Use It: Use /Consultant when I'm unsure how to approach something, need to make a decision, or want to think more strategically before taking action.

/Artifact — Build the thing

Purpose: Create a working, usable artifact inside the chat.

Expanded Definition: This mode is for building tangible outputs—tools, templates, frameworks, dashboards, or systems. The focus is on usability and structure, not explanation. The result should be something I can immediately apply, copy, or adapt.

Instructions:

- Build a functional artifact based on the request
- Make it structured, clear, and usable
- Prioritize practicality over explanation
- Keep formatting clean and organized
- Make it easy to copy and reuse
- Include light instructions only if helpful

How to Use It: Use /Artifact when I need something I can use right away—templates, PowerPoints, workflows, frameworks, trackers, or any structured output that goes beyond simple text.

EXAMPLE PROMPTS

Example Using /Ghost

Prompt:

/Ghost: Draft an email to a donor who has included BC in their estate plans and used to give annually but hasn't given in the last two years. I'll be in Naples the week of May 15 and would like to see if they're available to meet. Keep the tone warm, natural, and relationship-focused. Do not call attention to the lapse in giving.

Example Using /Max

Prompt:

/Max: Draft the most effective version of an email to a donor who has included BC in their estate plans and previously gave annually but has not given in the last two years. The goal is to re-engage them and secure a meeting in Naples the week of May 15. Make it thoughtful, strategic, and well-structured, with a clear but natural reason to meet.

Example Using /Blindspot

Prompt:

/Blindspot: I am planning to email a donor who has included BC in their estate plans and used to give annually but hasn't given in two years. I will be in Naples the week of May 15 and want to ask for a meeting. What am I missing? What assumptions might I be making? What risks or alternative perspectives should I consider?

Example Using /Consultant

Prompt:

/Consultant: How should I approach re-engaging a donor who has included BC in their estate plans and previously gave annually but has lapsed for two years? I'll be in Naples the week of May 15 and would like to meet. What is the best strategy and messaging approach?

Example Using /Artifact

Prompt:

/Artifact: Build a reusable email template for donor outreach when I am traveling to a city and want to schedule meetings. It should include placeholders, optional variations, and be easy for a team to use.

EXAMPLE OUTPUTS

/Consultant — Strategic Approach

- Do not reference the lapse in giving- it may create defensiveness
- Lead with relationship and appreciation
- Provide a natural reason for the meeting (being in Naples)
- Keep the tone low-pressure and relationship-focused

Recommended Structure:

Appreciation → Reconnection → Reason for visit → Invitation

/Max — Highest-Quality Version

Subject: In Naples this May

Dear [Donor Name],

I hope this finds you well and enjoying time in Naples.

I've been thinking of you and wanted to reach out to reconnect. I remain so grateful for your thoughtful commitment to Boston College through your estate plans. Support like yours reflects a deep belief in the University's future and makes a lasting difference.

I'll be in Naples the week of May 15th and would very much welcome the opportunity to see you while I'm there. It would be wonderful to catch up, hear what's new in your world, and share a few updates from campus.

If you're available for a coffee or a brief visit that week, I'd be happy to meet at a time and place that's most convenient for you. And if that timing isn't ideal, I'd be glad to connect at another time that works better for you.

Thank you again for all you've done for Boston College. I hope we'll have a chance to connect soon.

Warm regards,

/Ghost — Natural, Human Version

Subject: Naples in May

Hi [Name],

I was thinking about you recently and realized it's been a while since we last connected—I'd love to catch up.

I'm going to be in Naples the week of May 15 and was hoping we might be able to find a time to get together while I'm in town. It would be great to hear how things are going on your end and share a few updates from BC.

If you're around that week and have some time, let me know what your schedule looks like.

Best,

/Artifact — Clean, Ready-to-Use Version

Subject: Naples visit – May

Hi [Name],

I hope I've been doing well. I'll be in Naples the week of May 15 and wanted to see if you might have time to connect while I'm in town.

I'd enjoy the chance to catch up and share a few updates from BC.

Please let me know if you're available and what might work best for you.

Best regards,

/Blindspot — What I Might Be Missing

- The reason to meet may feel too vague for some donors
- I'm not leveraging their estate commitment (even subtly)
- "Week of May 15" may create scheduling friction
- Could feel like a broad trip email without personalization
- Opportunity to add one personal detail to increase response

Key Takeaways

Each prompt starts the same way:

- A slash command (the mode)
- Followed by a clear, specific request
- With any tone, constraints, or goals included