



AI Prompt Workbook

Learn How to Write Better AI Prompts to Work Smarter, Earn More & Improve Productivity

MoneyOnliners Learning Resources

Workbook ID: MO-WB-010

Version: 1.0

Category



Companion Academy

AI Academy

Website

www.moneyonliners.com

Table of Contents

1. Welcome
2. What Is Prompt Engineering?
3. How to Use This Workbook
4. Before You Begin
5. AI Readiness Assessment
6. Understanding Great Prompts
7. Prompt Building Framework
8. Daily Prompt Practice
9. AI for Learning
10. AI for Productivity

11. AI for Blogging & SEO
 12. AI for Freelancing
 13. AI for Business
 14. AI for Money Management
 15. AI Prompt Library
 16. My Personal Prompt Collection
 17. AI Ethics & Fact-Checking
 18. My 90-Day AI Learning Plan
 19. Final Reflection
 20. Certificate of Completion
 21. Continue Learning
-

Welcome

Artificial intelligence is becoming an important tool in many industries, but the quality of AI-generated results depends heavily on the instructions you provide.

This workbook is designed to help you learn how to write clear prompts, evaluate responses, improve your results, and use AI responsibly in your work, studies, business, and financial planning.

Rather than memorizing prompts, you will learn a repeatable process you can adapt to many different situations.

Learning Outcomes

By completing this workbook you will:

- ✓ Understand how AI prompts work
- ✓ Learn a structured prompt-writing process
- ✓ Improve AI responses through iteration

- ☒ Organize your best prompts
 - ☒ Apply AI responsibly in real-world situations
 - ☒ Build a reusable personal prompt library
-

Before You Begin

AI Readiness Checklist

- ☐ I understand AI can make mistakes.
 - ☐ I will verify important information.
 - ☐ I will use AI ethically.
 - ☐ I will continue learning as AI evolves.
-

My AI Goals

Why do I want to use AI?

- ☐ Learn faster
 - ☐ Improve productivity
 - ☐ Start a business
 - ☐ Freelancing
 - ☐ Blogging
 - ☐ Career development
 - ☐ Financial planning
 - ☐ Other
-

AI Skills Assessment

Rate yourself.

Skill	Rating
Using AI	★ ★☆☆☆
Writing Prompts	★ ★☆☆☆
Editing AI Output	★ ★☆☆☆
Fact Checking	★ ★★☆☆
Productivity	★ ★★☆☆

What Makes a Great Prompt?

A high-quality prompt usually includes:

- A clear objective
- Relevant background or context
- A defined role for the AI
- Specific constraints or requirements
- The desired output format
- Success criteria

Prompt Formula

Goal

What do you want to accomplish?

Context

What information does the AI need?

Role

Who should the AI act as?

Requirements

What should the answer include?

Output Format

How should the result be presented?

Mini Case Study

Olivia's Story

Olivia asked an AI assistant to "help me write a blog."

The response was very general.

She then rewrote her prompt:

"Act as an experienced financial educator. Write a beginner-friendly 1,500-word article explaining how to build an emergency fund. Include practical examples, a comparison table, FAQs, and a simple action plan."

The second response was far more useful because it clearly explained the objective, audience, and expected format.

Key Lesson: Clear prompts usually produce clearer results.

Prompt Improvement Workshop

Original Prompt

What was missing?

☐ Clear goal

☐ Context

☐ Audience

☐ Structure

☐ Examples

☐ Tone

Improved Prompt

Daily Prompt Practice

Day	Prompt	Goal	Result	Improvement
-----	--------	------	--------	-------------

Monday	_____	_____	_____	_____
--------	-------	-------	-------	-------

Tuesday	_____	_____	_____	_____
---------	-------	-------	-------	-------

Wednesday	_____	_____	_____	_____
-----------	-------	-------	-------	-------

Thursday	_____	_____	_____	_____
----------	-------	-------	-------	-------

Friday	_____	_____	_____	_____
--------	-------	-------	-------	-------

Saturday	_____	_____	_____	_____
----------	-------	-------	-------	-------

Sunday	_____	_____	_____	_____
--------	-------	-------	-------	-------

AI for Learning

Tasks

- ☐ Summarize concepts
 - ☐ Explain difficult topics
 - ☐ Generate quizzes
 - ☐ Create study plans
 - ☐ Review writing
-

Reflection

Which learning task saved you the most time?

AI for Productivity

Activities

- ☐ Plan my week
 - ☐ Draft emails
 - ☐ Organize tasks
 - ☐ Create checklists
 - ☐ Brainstorm ideas
-

Productivity Review

What workflow could AI improve for you?

AI for Blogging & SEO

Use AI to help:

- ☐ Generate article outlines
- ☐ Suggest headings
- ☐ Improve readability
- ☐ Brainstorm content ideas
- ☐ Draft meta descriptions
- ☐ Plan topic clusters

Reminder: Always review, edit, and fact-check AI-generated content before publishing.

AI for Freelancing

Practical Uses

- ☐ Proposal drafting
 - ☐ Portfolio ideas
 - ☐ Client communication
 - ☐ Research
 - ☐ Project planning
-

AI for Business

Business Activities

- ☐ Brainstorm product ideas
- ☐ Customer personas
- ☐ Marketing plans
- ☐ Sales copy
- ☐ Meeting summaries
- ☐ Process documentation

AI for Money Management

AI can help organize information, compare options, explain financial concepts, and assist with budgeting or planning. However, major financial decisions should always be based on verified information and, where appropriate, advice from qualified professionals.

My Prompt Library

Prompt Name Purpose Works Well?

_____	_____	★ ★ ★ ★ ★
_____	_____	★ ★ ★ ★ ☆
_____	_____	★ ★ ★ ☆ ☆

Prompt Testing Log

Prompt Version What Changed? Better Result?

_____	V1	_____	☐
_____	V2	_____	☐
_____	V3	_____	☐

AI Ethics & Fact-Checking

Before using AI-generated content:

- ☐ Verify facts from reliable sources.
- ☐ Check calculations.
- ☐ Review for bias or inaccuracies.

- ☐ Edit for clarity and originality.
 - ☐ Protect confidential information.
 - ☐ Respect copyright and attribution where applicable.
-

My 90-Day AI Learning Plan

Month 1

Learn prompt fundamentals

Month 2

Apply AI to one real project

Month 3

Build repeatable AI workflows

Final Reflection

What AI skill improved the most?

Which prompt produced your best result?

How will you continue improving your AI skills?

Completion Checklist

- ☒ Learned prompt fundamentals
- ☒ Built a prompt library
- ☒ Improved prompts through testing

- ☒ Applied AI to real tasks
 - ☒ Practised fact-checking
 - ☒ Created a 90-day learning plan
-

Certificate of Completion

Congratulations!

You have completed the MoneyOnliners AI Prompt Workbook.

You have developed a practical framework for writing, refining, and evaluating AI prompts while learning to use AI responsibly and effectively. Continue expanding your prompt library and refining your workflows as AI tools evolve.

My Commitment

I commit to using AI responsibly, verifying important information, protecting sensitive data, and continuing to improve my prompt-writing skills.

Signature: _____

Date: _____