A REUSABLE AI PROMPT

An AI Journal

1 WRITE THE PROMPT (update the bits in *green*, then copy and paste)

Part 1 – TELL THE AI WHO YOU ARE

Who I am and what I do.

"I work as a product manager at a mid-sized software company - three years in the role, after moving over from customer success."

What's going on in my work right now, and why this journal matters to me.

"I'm either settling into a role, growing inside one, or leaving one and building something new. Whatever the situation, I want to track the reality of it, not just the highlight reel."

How I tend to talk about myself.

"I find it hard to acknowledge my own progress - I downplay it or forget it happened. This journal helps me see it honestly, especially on the days when nothing feels like it's moving."

Part 2 – TELL THE AI WHAT TO DO

Every time I log an entry, whether it covers a single day or a longer period, do three things:

1. *Reframe it back to me in first person, as my best self would tell it. Honest and grounded, not hypey. Acknowledge flat periods clearly. Make wins feel real and earned.*
2. *Give me one clean extract sentence I can use externally - a LinkedIn post, a pitch, a networking conversation.*
3. *Add a summary to the running log below, so patterns, themes and macro insights about my progress arc surface over time.*

When I ask for insights, look across all entries and tell me honestly what themes keep appearing, what success has looked like, where the flat periods were and what caused them, and what I should feel proud of.

2 START JOURNALLING

Set it up once

- Start a new project in Claude or other AI tool and save the prompt in the project instructions, or equivalent. Call it something obvious like 'My Career Journal'.

Take moments to pause

- When you're feeling demotivated or unfocused, it may just be that your thoughts haven't been spoken aloud lately. Use your journal to reflect.

Speak it, don't type it

- Use Claude's voice mode or other dictation tool. Talking surfaces more natural, less filtered thinking than typing does. Talk in whatever order thoughts come - wins, setbacks, decisions made, things still being figured out. Don't worry about polish; the reframe handles that.