SYKESYSTEM PUBLISHING · COMPANION RESOURCE

REFERENCE INDEX

PROMPT INDEX

For ***AI Rules for Your Business***
by Don Sykes

Every prompt in the Prompt Pack on one sheet, with the chapter it serves and when to reach for it.



Sykesystem *Publishing*

The Companion Collection
Version 1.0 · October 2026 · Matches Prompt Pack 1.1

PROMPT INDEX

All 41 prompts on one sheet, grouped by the chapter that uses them. Find the prompt here, then pull the full card from the Prompt Pack. Chapters point to prompts by number, so Prompt 6.2 in the book is PP-6.2 here.

Prompts by chapter

CHAPTER	PROMPTS
Chapter 1. Are My People Already Using AI?	2
Chapter 2. Who Answers When the AI Is Wrong?	3
Chapter 3. Should I Just Ban It?	2
Chapter 4. What Goes on the One Page?	3
Chapter 5. What Can My People Never Paste In?	3
Chapter 6. How Do We Catch Mistakes Before the Customer Does?	3
Chapter 7. Which AI Tools Should We Pay For?	3
Chapter 8. Do I Really Need to Keep a Log?	2
Chapter 9. How Do I Roll This Out Without a Fight?	3
Chapter 10. What Do We Do When Something Goes Wrong?	3
Chapter 11. What Do I Tell Customers, Contractors, and My Insurer?	3
Chapter 12. How Do I Keep the Rules From Going Stale?	2
Chapter 13. What Changes When We're Regulated or Audited?	3
Chapter 14. What About the AI Already Inside Our Software?	3
Universal: Prompts That Work Anywhere	3
Total	**41**

Complete index

CARD	PROMPT	USE WHEN
CHAPTER 1. ARE MY PEOPLE ALREADY USING AI?		
PP-1.1	**Survey Tally Reader**	your T-11 survey sheets are back and tallied, and you want help reading what they say.
PP-1.2	**Amnesty Announcement Drafter**	you're about to hand out the survey and want to say the amnesty in your own words without losing the sentence that makes it work.
CHAPTER 2. WHO ANSWERS WHEN THE AI IS WRONG?		

CARD	PROMPT	USE WHEN
PP-2.1	**Pre-Send Checker**	any AI-drafted document is about to leave your building: a quote, a customer email, a proposal, a letter.
PP-2.2	**Who-Signs Map Builder**	you're naming who checks and who sends each kind of paper that leaves your company, and you want help seeing all of it.
PP-2.3	**Sixty-Second Read Script**	you're about to send something AI helped write, and you want the sixty-second read to catch what skimming misses.
CHAPTER 3. SHOULD I JUST BAN IT?		
PP-3.1	**Position Picker**	you're deciding whether to ban AI, manage it, or buy a company tool, and you want the reasoning written out where your crew can see it.
PP-3.2	**Yes-and-Never List Builder**	you've picked managed use and need your first yes list and never list, built from what your crew is already doing.
CHAPTER 4. WHAT GOES ON THE ONE PAGE?		
PP-4.1	**One-Page Rules Interviewer**	you're writing your one-page AI rules (T-1) and don't want to start from a blank template.
PP-4.2	**Plain-Language Translator**	you have a policy, a rule, or a page from somewhere else (a law firm template, a customer's requirements, your own first draft) and it reads like a contract instead of like you.
PP-4.3	**Confusion Finder**	your one page is drafted and you want to find the confusing lines before your crew does.
CHAPTER 5. WHAT CAN MY PEOPLE NEVER PASTE IN?		
PP-5.1	**Data Scrubber**	you have a job note, email, or other working text (yellow on the card) that needs names and numbers stripped before an AI tool helps you with it.
PP-5.2	**Red-Flag Spotter**	you're about to paste something into an AI tool and you're not sure what color it is.
PP-5.3	**Traffic-Light Drill Builder**	you're running the card past the crew at a meeting and want a drill instead of a lecture.
CHAPTER 6. HOW DO WE CATCH MISTAKES BEFORE THE CUSTOMER DOES?		
PP-6.1	**Quote Cross-Examiner**	a quote or proposal is drafted and you want every number in it traced to the price book before it goes.
PP-6.2	**Four-Trigger Scanner**	any draft is about to leave the building and you want to know exactly what in it needs checking.
PP-6.3	**What-Went-Wrong Talk Writer**	somebody caught a mistake (a spot check, a customer, a lucky phone call) and you want the whole crew to learn from it without anybody wearing it.
CHAPTER 7. WHICH AI TOOLS SHOULD WE PAY FOR?		
PP-7.1	**Terms Decoder**	you're filling in T-8 and the vendor's privacy or terms page reads like it was written to be skimmed.

CARD	PROMPT	USE WHEN
PP-7.2	**Seat Planner**	you're deciding who gets a paid seat and the fair-sounding answer, everybody, is about to cost real money.
PP-7.3	**Settings Walk Script**	accounts are set up, or you've inherited a pile of personal ones, and you want a settings walkthrough that doesn't depend on this book naming buttons that moved last month.
CHAPTER 8. DO I REALLY NEED TO KEEP A LOG?		
PP-8.1	**Log-Line Writer**	something AI helped write just went out and you want the log line written before the phone rings and you forget.
PP-8.2	**Quarter-Log Reader**	a quarter of log lines is sitting in T-5 and the quarterly review is coming, and you want the patterns pulled out before the meeting instead of during it.
CHAPTER 9. HOW DO I ROLL THIS OUT WITHOUT A FIGHT?		
PP-9.1	**Toolbox Talk Personalizer**	T-10's blanks are filled in but the script still sounds like a book instead of like you talking to your crew.
PP-9.2	**Pushback Rehearsal**	the talk is tomorrow and you want to hear the hard questions tonight, from something that can't gossip.
PP-9.3	**New-Hire Page Packet**	the rollout is done and you're building the packet that covers everyone you hire from here on.
CHAPTER 10. WHAT DO WE DO WHEN SOMETHING GOES WRONG?		
PP-10.1	**Incident Write-Up Builder**	the first hour is over, the facts are in hand, and the four-paragraph write-up needs to exist before memory starts editing it.
PP-10.2	**Make-It-Right Letter**	a customer got the wrong thing, the phone call is done or about to happen, and the written follow-up has to own the mistake without creating a second one.
PP-10.3	**Cause Finder**	the symptom is handled, and before the report closes you want the cause on paper, not just the story.
CHAPTER 11. WHAT DO I TELL CUSTOMERS, CONTRACTORS, AND MY INSURER?		
PP-11.1	**Questionnaire Answerer**	a customer, builder, or insurer sends written AI questions and you want drafted answers that stay inside the truth.
PP-11.2	**Clause Explainer**	a contract in front of you mentions AI, confidentiality, or your data, and you want plain English before you sign.
PP-11.3	**Customer Statement Fitter**	your five-sentence statement (T-7) is true but sounds like a form, and you want it in your trade's own words.
CHAPTER 12. HOW DO I KEEP THE RULES FROM GOING STALE?		
PP-12.1	**Quarterly Review Runner**	the quarterly review is on the calendar and you want something to keep the meeting on the seven questions, take the notes, and draft the change note at the end.

CARD	PROMPT	USE WHEN
PP-12.2	**Update Spotter**	a software vendor sends release notes or an update notice, and you want to know whether it slipped an AI feature into something you already pay for.
CHAPTER 13. WHAT CHANGES WHEN WE'RE REGULATED OR AUDITED?		
PP-13.1	**AI Inventory Interviewer**	you're starting the AI inventory (section 11 of T-2, growing into T-12) and don't want to stare at an empty table.
PP-13.2	**Evidence Gap Finder**	you want to know what an examiner or auditor would ask to see that you can't produce yet.
PP-13.3	**Exam Answer Assembler**	an examiner, an auditor, or a customer with audit rights has sent a written request list and you're assembling the response.
CHAPTER 14. WHAT ABOUT THE AI ALREADY INSIDE OUR SOFTWARE?		
PP-14.1	**Automation Register Interviewer**	you're starting the automation register (T-12) and would rather answer questions than stare at a blank form.
PP-14.2	**Leash Auditor**	one agent or AI feature is about to go live, or already is, and you want its job cut to the smallest size that still does the work.
PP-14.3	**Agent Incident Reconstructor**	software acted on its own, yours or someone else's, and you need the who-confirmed-what timeline before anyone argues about it.
UNIVERSAL: PROMPTS THAT WORK ANYWHERE		
PP-U.1	**Ask It How to Help**	you have a job for an AI tool that's bigger than one message, and you don't know the best way to ask for it.
PP-U.2	**The Self-Audit**	an AI answer came from anywhere outside this pack, a chat window, a phone app, or a feature inside your software, and you want to know what to check before you use it.
PP-U.3	**Explain It to My Crew**	you need to say a rule, a page section, or a decision out loud at a huddle, and the written version sounds like paperwork.