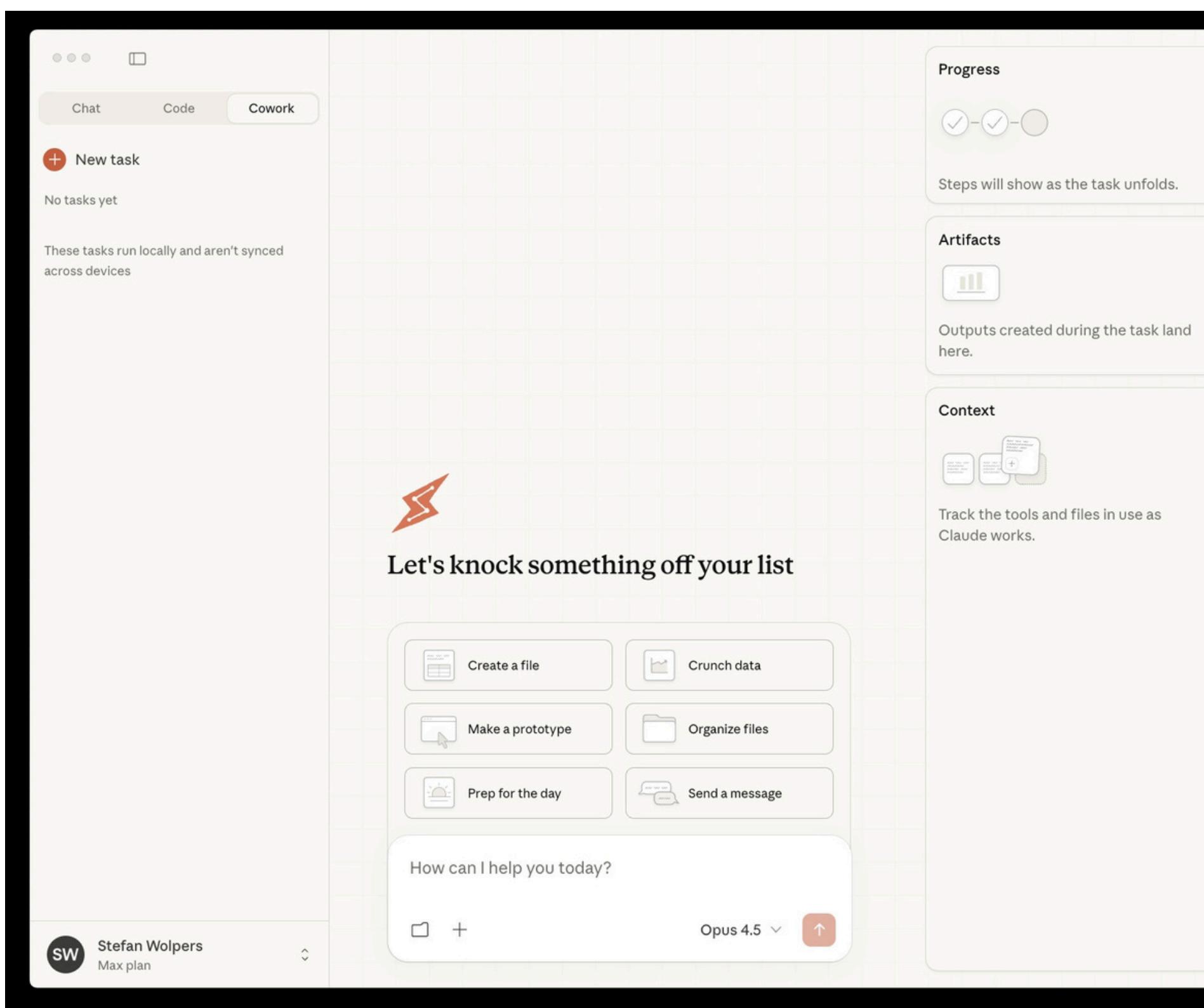


Claude Cowork:

A Test Drive



The Original Task

Organize and tidy up the folder "Prompts".

I have been collecting prompts that look useful for the students of the AI4Agile online course.

Learn more about the AI4Agile online course in the file "AI4Agile_Educational_Path_v3.16.docx".

Ask any clarifying questions and share a plan of how you'll approach this task.

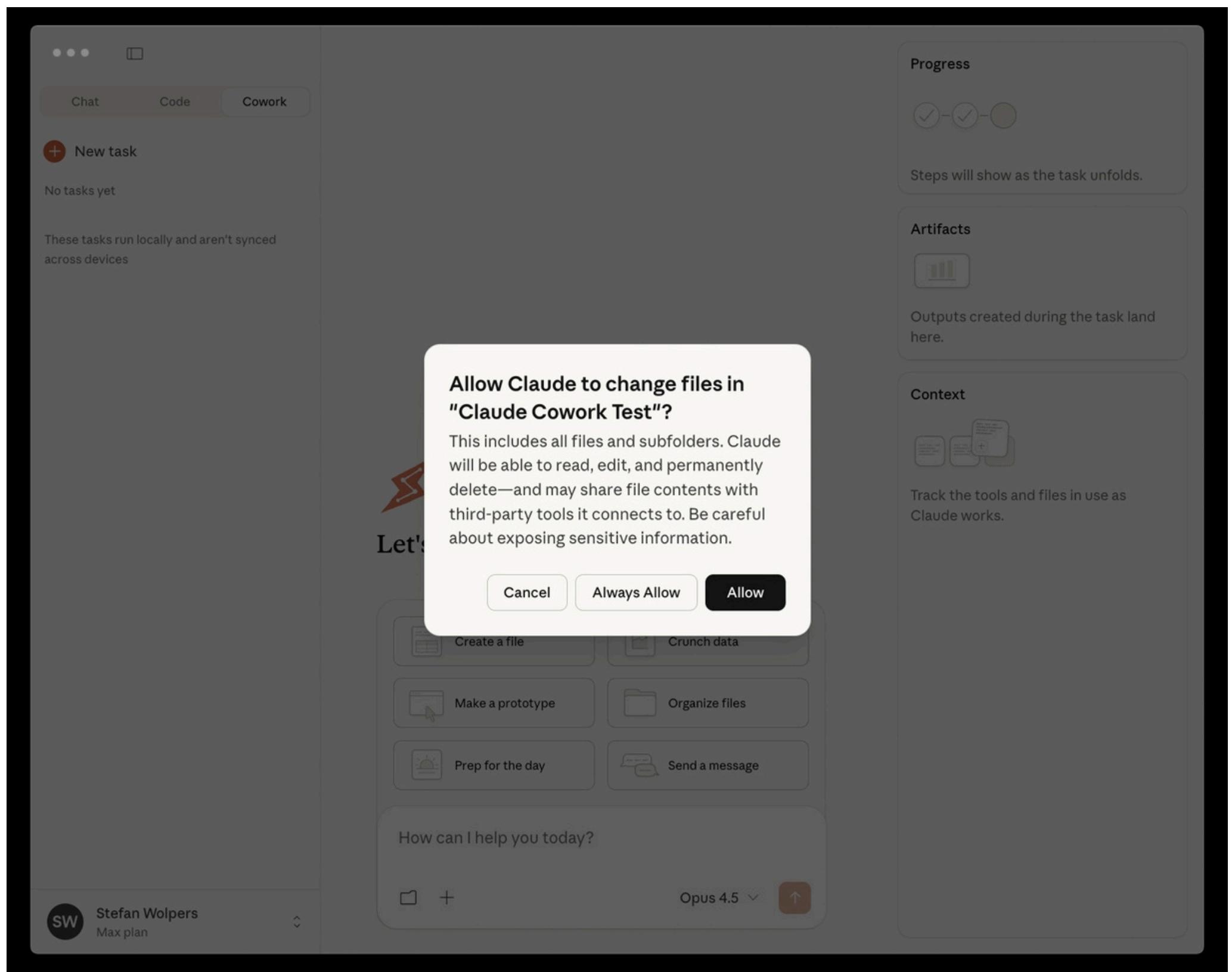
Also, wait for my GO before you start with the task.

The screenshot shows the Opus 4.5 interface with a task card open. The task card has the following content:

- What needs tidying up?**
 - My Downloads folder
 - My photos
 - Some old projects
 - Duplicate files
- Organize and tidy up [folder or files].**
- Ask any clarifying questions and share a plan of how you'll approach this task.**

The interface also includes a sidebar with sections for Progress, Artifacts, and Context, and a header with tabs for Chat, Code, and Cowork.

Step 1



Step 2

The screenshot shows a digital workspace interface with the following elements:

- Header:** Chat, Code, Cowork (selected).
- Left Sidebar:** New task, No tasks yet, and a note: "These tasks run locally and aren't synced across devices".
- Central Area:**
 - What needs tidying up?** (Listed in a grid): My Downloads folder, My photos, Some old projects, Duplicate files.
 - Task Description:** Organize and tidy up the folder "Prompts".
I have been collecting prompts that look useful for the students of the AI4Agile online course.
Learn more about the AI4Agile online course in the file ["AI4Agile_Educational_Path_v3.16.docx"](#).
Ask any clarifying questions and share a plan of how you'll approach this task.
Also, wait for my GO before you start with the task.
- Bottom Left:** Profile icon (SW), Stefan Wolpers, Max plan.
- Bottom Right:** Progress (two checked circles, one empty circle), Artifacts (bar chart icon), and Context (three overlapping document icons).
- Bottom Center:** Opus 4.5 with an upward arrow icon.

Step 3

The screenshot shows a task management interface with the following details:

- Task Title:** Organize prompts folder for AI4Agile course
- Task Status:** New task
- Task Description:** I'll help you organize the "Prompts" folder for your AI4Agile online course. Let me first explore what's in the folder and understand the course structure to ask the right clarifying questions.
- Task Progress:** Running command (status: Reading file, warning icon)
- Task Progress:** Let me read the docx file properly and get more details about the prompts: Running command (status: Running command)
- Task Progress:** Now let me sample a few of the prompt files to understand their content and structure better: Running command (status: Running command)
- Task Progress:** Now I have a good understanding. Let me ask you some clarifying questions: (status: Running command)
- What I Found:** (Empty section)
- Reply:** (Text input field)
- Model:** Opus 4.5
- Queue:** Queue button
- Notes:** Claude is AI and can make mistakes. Please double-check responses.
- Profile:** Stefan Wolpers (Max plan)
- Progress:** Steps will show as the task unfolds.
- Artifacts:** Outputs created during the task land here.
- Context:** Selected folders: Claude Cowork Test, Working files: AI4Agile_Educational_Path_v3.

Step 4

Organize prompts folder for AI4Agile course

What I Found

142 prompt files (mostly `.textClipping` files from macOS) covering diverse topics:

Category (my initial assessment)	Examples
Content & Writing	LinkedIn posts, newsletters, book summaries, ad copy
Learning & Teaching	Feynman method, Socratic tutoring, curious student
Business & Strategy	Product strategy, business audits, ROI analysis
Decision-Making	Decision chain (1-7), bias removal, perspectives
Prompting Techniques	Meta-prompting, prompt versioning, 10 Pillars
Marketing & Sales	Persona discovery, testimonials, pricing
Analysis & Research	Critical analysis, knowledge audits, curation
Miscellaneous	Infographics, YouTube, Nano-Banana (?)

Progress

✓ - ✓ - ○

Steps will show as the task unfolds.

Artifacts

Outputs created during the task land here.

Context

Selected folders 1

Claude Cowork Test

Working files

AI4Agile_Educational_Path_v3.1...

Reply...

Opus 4.5 Queue

Claude is AI and can make mistakes. Please double-check responses.

SW Stefan Wolpers Max plan

Step 5

The screenshot shows the Coqui AI interface with the following details:

- Header:** Organize prompts folder for AI4Agile course
- Left Sidebar:** Chat, Code, Cowork (selected), New task, Organize prompts folder for AI4Agile
- Message Area:** These tasks run locally and aren't synced across devices
- Middle Column:**
 - Miscellaneous:** Infographics, YouTube, Nano-Banana (?)
 - Clarifying Questions:** What output format do you want? (3/4)
 - 1. Reorganized folder structure: Move files into subfolders with clear naming
 - 2. Index document + folders: Create a master index (spreadsheet or doc) plus reorganized folders
 - 3. Just an index/catalog: Create a reference document without moving files
 - 4. Type something else...
 - Skip** button
- Bottom:** Reply... input field, + button, Opus 4.5, Queue button
- Right Sidebar:**
 - Progress:** ✓ - ✓ - ○
 - Steps will show as the task unfolds.
 - Artifacts:** Bar chart icon, Outputs created during the task land here.
 - Context:**
 - Selected folders: Claude Cowork Test
 - Working files: AI4Agile_Educational_Path_v3.1...
- Bottom Left:** Stefan Wolpers, Max plan

Step 6

Organize prompts folder for AI4Agile course

Thank you for the answers! Let me share my proposed plan:

Proposed Plan

1. Extract & Convert
Convert all 142 `.textClipping` files to clean `.md` (Markdown) files with descriptive names.

2. Categorize by Use Case (since you have no preference, I'll use a practical hybrid)
Based on the AI4Agile course structure, I'll create these folders:

Folder	Content
<code>01-Prompting-Fundamentals</code>	Meta-prompting, prompt structures, quality techniques
<code>02-Content-Creation</code>	Writing, LinkedIn, newsletters, marketing copy
<code>03-Analysis-Research</code>	Critical analysis, curation, knowledge audits
<code>04-Decision-Making</code>	Decision chains, bias removal, scenario simulation
<code>05-Learning-Teaching</code>	Feynman, Socratic, tutoring prompts
<code>06-Product-Strategy</code>	Product decisions, roadmaps, launches

Reply... + Opus 4.5 ↑

Claude is AI and can make mistakes. Please double-check responses.

Progress
✓ - ✓ - ○
Steps will show as the task unfolds

Artifacts
Outputs created during the task will be listed here.

Context
Selected folders: Claude Cowork Test
Working files: AI4Agile_Educational_Pathway

Stefan Wolpers
Max plan

Step 7

Organize prompts folder for AI4Agile course

07-Business-Operations	Audits, governance, workflows, ROI
08-Visual-Media	Infographics, presentations, video
09-Bonus-General	Prompts useful but not course-specific
Archive	Duplicates, incomplete, or low-relevance items

3. Create Master Index

A `_PROMPT-INDEX.md` file at the root with:

- Quick-reference table of all prompts
- Tags for role (SM/PO/Coach) and A³ classification (Assist/Automate/Avoid)
- Link to relevant AI4Agile module where applicable

4. Clean Up

- Rename files consistently (kebab-case, descriptive)
- Remove duplicates
- Flag any prompts that need review

Estimated effort: ~30-45 minutes of work on my end.

Ready when you give the GO!

Reply...

Opus 4.5

Stefan Wolpers
Max plan

Progress

✓ - ✓ - ○

Steps will show as the task unfolds.

Artifacts

Outputs created during the task land here.

Context

Selected folders

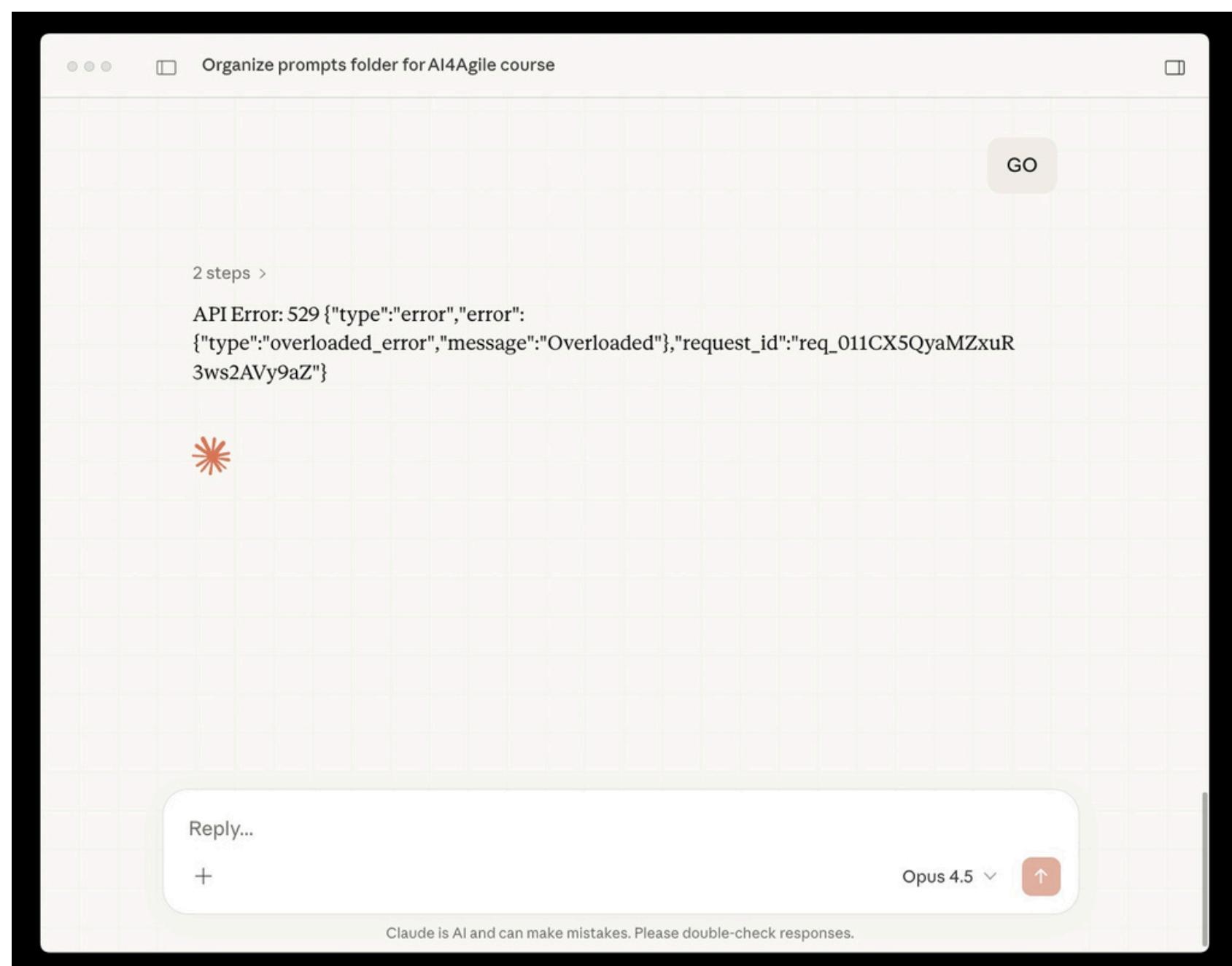
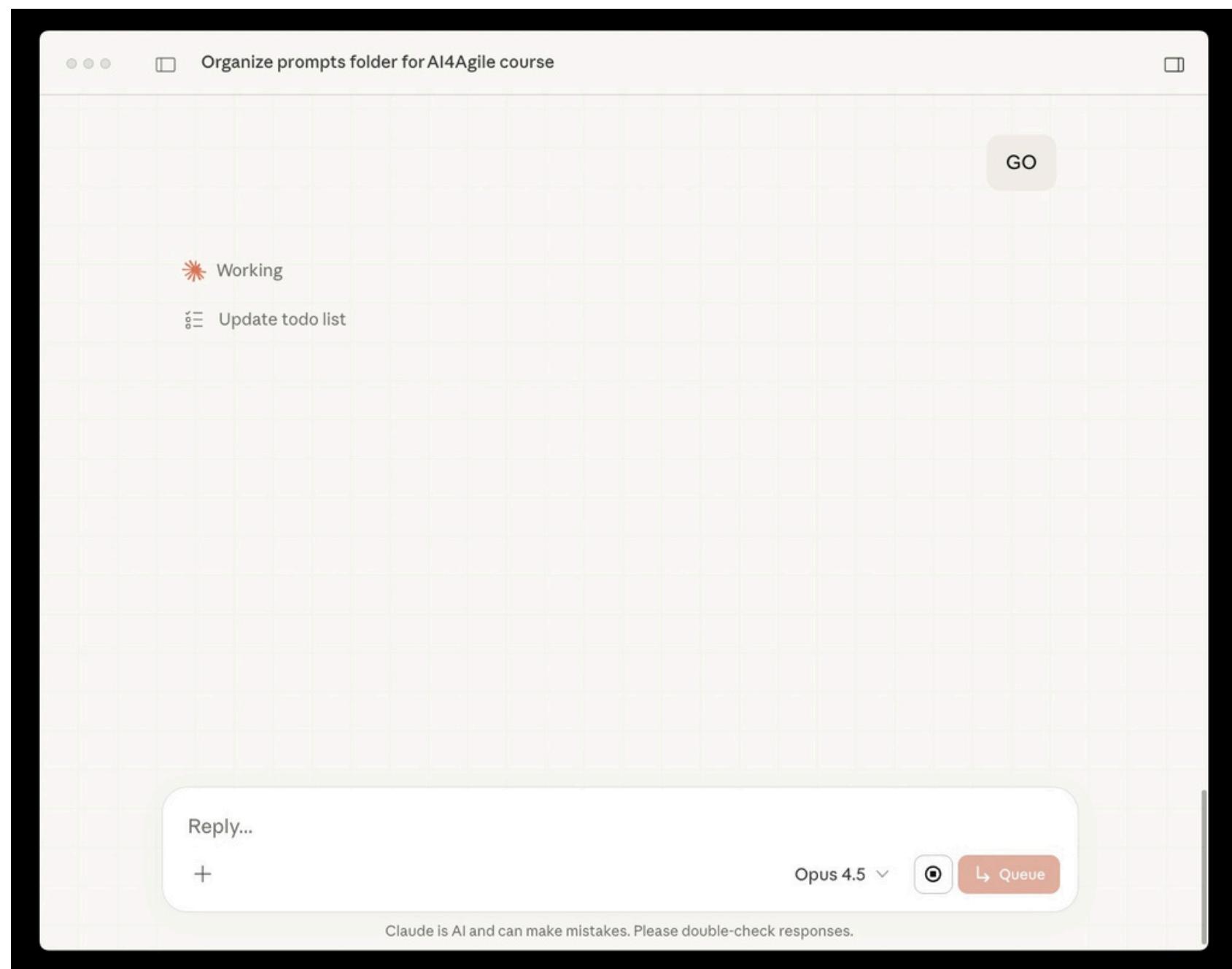
Claude Cowork Test

Working files

AI4Agile_Educational_Path_v3.1...

Claude is AI and can make mistakes. Please double-check responses.

Step 8: Trouble



Step 9

Organize prompts folder for AI4Agile course

Good progress! 129 of 141 files extracted successfully. Let me check what we got and handle the empty ones:

- 1 step
- Running command
- Running command

128 files extracted. Now let me analyze the content and categorize them:

- Updating todo list
- Running command

Excellent! Now let me create the folder structure and organize the files:

- Updating todo list
- Running command

Now let me create the master index and do some content analysis to tag the prompts:

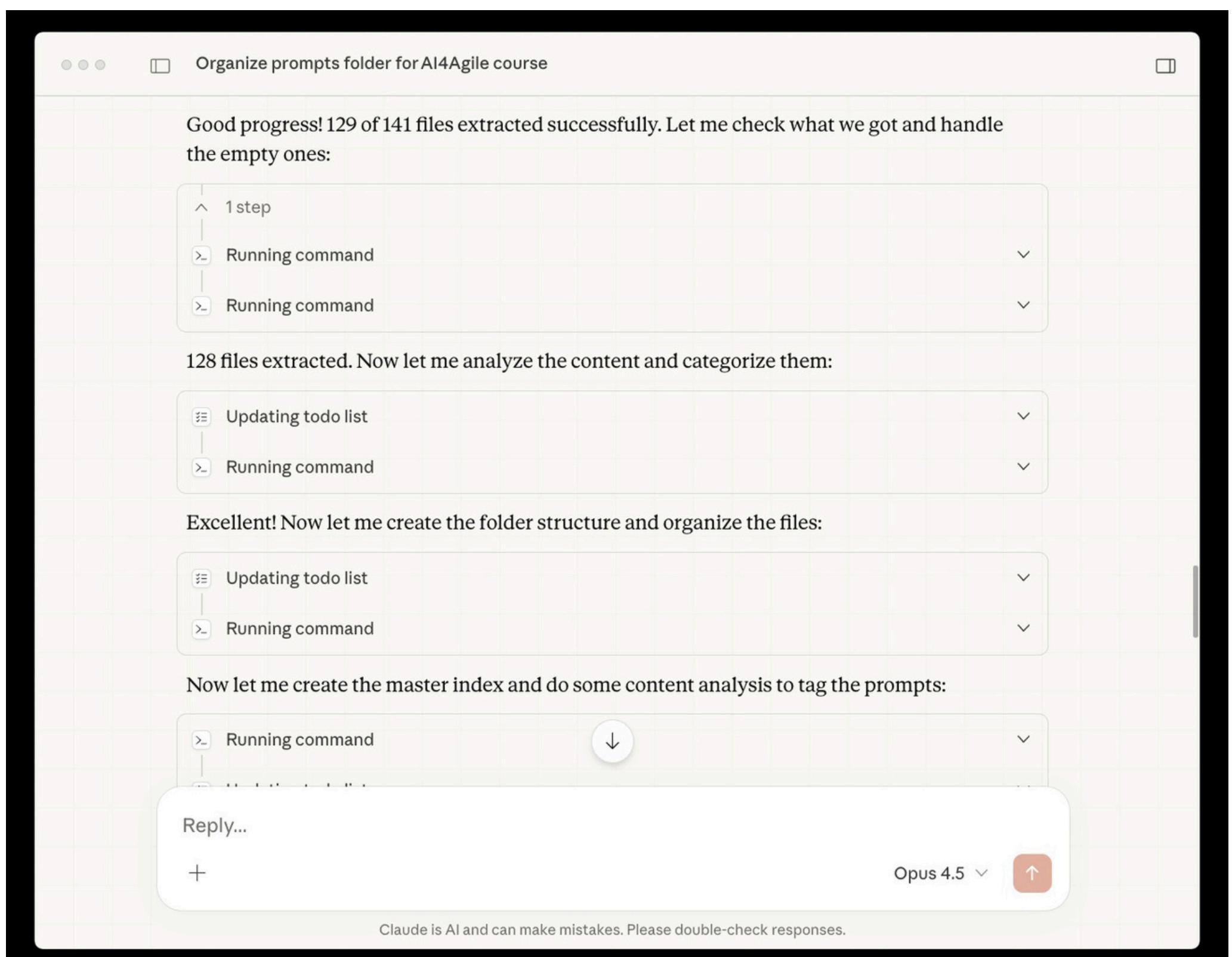
- Running command

Reply...

+

Opus 4.5

Claude is AI and can make mistakes. Please double-check responses.

A screenshot of a digital interface, likely a mobile application, showing a list of tasks and a reply input field. The tasks are organized into sections with expandable arrows. The sections include '1 step', 'Running command', 'Updating todo list', and 'Running command'. The 'Running command' sections have arrows pointing to the right, indicating they can be expanded. The 'Updating todo list' section has an arrow pointing to the left, indicating it can be collapsed. The 'Running command' section under 'Updating todo list' also has an arrow pointing to the right. Below the tasks, there is a large input field with the placeholder 'Reply...'. To the right of the input field is a button with a plus sign (+) and a button with an upward arrow (↑). The text 'Opus 4.5' is displayed next to the upward arrow button. At the bottom of the screen, a footer message reads 'Claude is AI and can make mistakes. Please double-check responses.'.

Step 10.1

Organize prompts folder for AI4Agile course

✓ Done! Here's What I Did

Summary

I organized your **142 prompt files** (macOS `.textClipping` format) into a clean, navigable structure:

What	Result
Files converted	128 → Markdown (<code>.md</code>)
Files not extractable	14 (empty or corrupted clippings)
Duplicates found	0
Categories created	10 folders

New Folder Structure

```
Prompts-Organized/
├── _PROMPT-INDEX.md      ← Master index with descriptions & tags
├── 01-Prompting-Fundamentals/  (6 prompts)
├── 02-Content-Writing/    (28 pr ↓ s)
├── 03-Analysis-Research/  (26 prompts)
└── 04-Planning-Material/  (11 prompts)
```

Reply... + Opus 4.5 ↑

Claude is AI and can make mistakes. Please double-check responses.

Step 10.2

Organize prompts folder for AI4Agile course

New Folder Structure

```
Prompts-Organized/
├── _PROMPT-INDEX.md      ← Master index with descriptions & tags
├── 01-Prompting-Fundamentals/  (6 prompts)
├── 02-Content-Writing/    (28 prompts)
├── 03-Analysis-Research/  (26 prompts)
├── 04-Decision-Making/    (4 prompts)
├── 05-Learning-Teaching/  (16 prompts)
├── 06-Product-Strategy/  (6 prompts)
├── 07-Business-Operations/ (10 prompts)
├── 08-Visual-Media/      (19 prompts)
├── 09-Career-Personal/   (8 prompts)
└── 10-Uncategorized/    (5 prompts)
```

Key Features

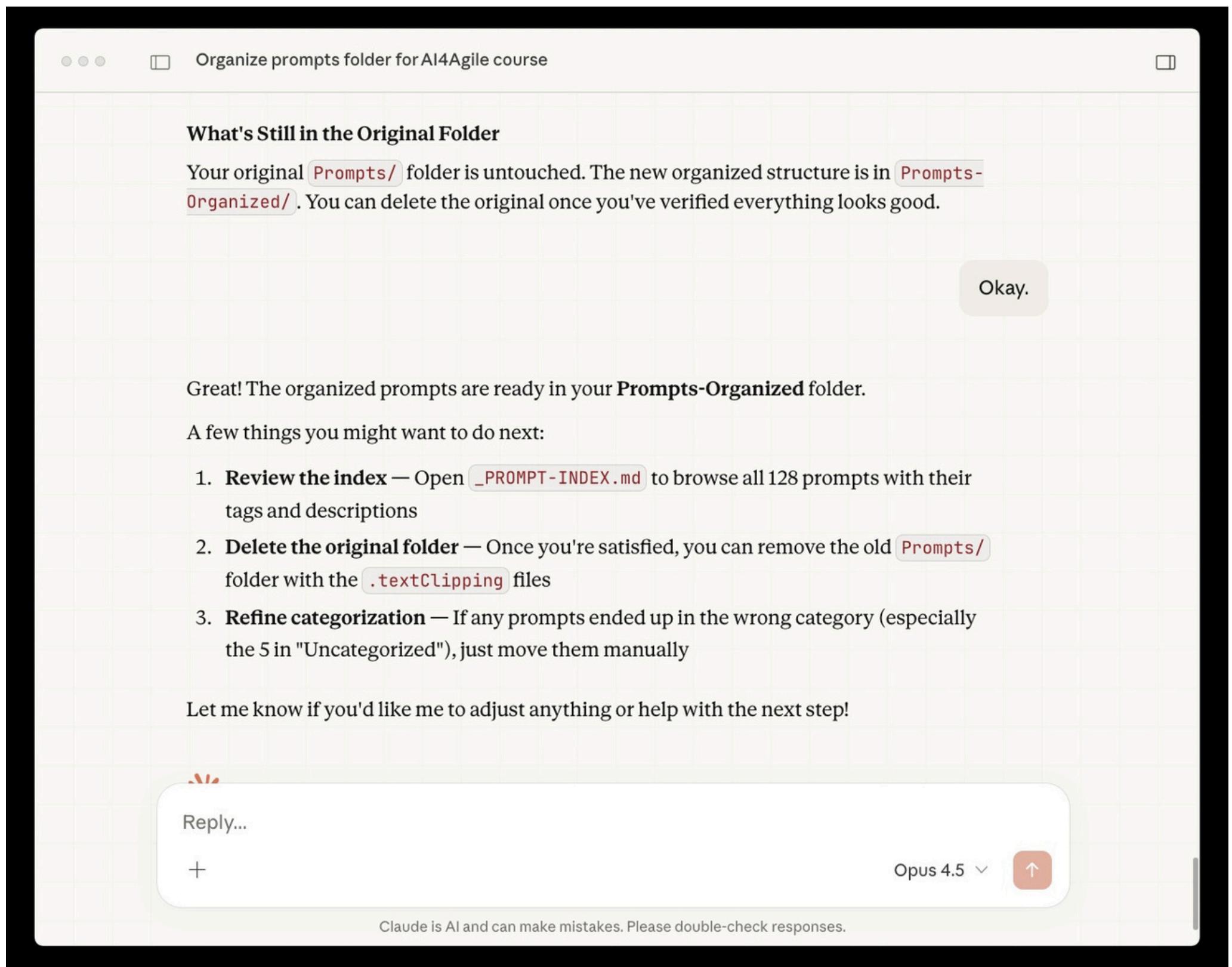
The **_PROMPT-INDEX.md** includes:

- Overview table of all categories
- Each prompt tagged with **Role** (SM/PO/Coach/General)
- **A³ Classification** (Assist/Automate/Avoid) ↓ for your course framework
- **Module mapping to AI4Agile M1-M8**

Reply...
+

Opus 4.5

Step 10.3



Organize prompts folder for AI4Agile course

What's Still in the Original Folder

Your original `Prompts/` folder is untouched. The new organized structure is in `Prompts-Organized/`. You can delete the original once you've verified everything looks good.

Okay.

Great! The organized prompts are ready in your **Prompts-Organized** folder.

A few things you might want to do next:

1. **Review the index** — Open `_PROMPT-INDEX.md` to browse all 128 prompts with their tags and descriptions
2. **Delete the original folder** — Once you're satisfied, you can remove the old `Prompts/` folder with the `.textClipping` files
3. **Refine categorization** — If any prompts ended up in the wrong category (especially the 5 in "Uncategorized"), just move them manually

Let me know if you'd like me to adjust anything or help with the next step!

Reply...

Opus 4.5

Claude is AI and can make mistakes. Please double-check responses.

Step 10.4

```
1 PROMPT-INDEX.md — Prompts-Organized
2
3 # AI4Agile Prompt Library
4
5 > **128 curated prompts** organized for the AI4Agile Online Course
6
7 **Last Updated:** January 13, 2026
8
9 ---
10
11 ## Overview by Category
12
13 | Category | Prompts | Description |
14 |-----|:-----:|-----|
15 | **01 Prompting Fundamentals** | 6 | Meta-prompting, prompt frameworks, structures |
16 | **02 Content & Writing** | 28 | LinkedIn, newsletters, reports, marketing copy |
17 | **03 Analysis & Research** | 26 | Critical analysis, curation, synthesis |
18 | **04 Decision Making** | 4 | Frameworks, scenarios, bias checking |
19 | **05 Learning & Teaching** | 16 | Feynman, Socratic method, tutoring |
20 | **06 Product Strategy** | 6 | PRDs, roadmaps, pricing, launches |
21 | **07 Business Operations** | 10 | Governance, workflows, ROI, audits |
22 | **08 Visual & Media** | 19 | Infographics, presentations, video |
23 | **09 Career & Personal** | 8 | Coaching, interviews, development |
24 | **10 Uncategorized** | 5 | Miscellaneous useful prompts |
25
26 ---
27
28 ## How to Use This Library
29
30 **Role Tags**
31 - **SM** = Scrum Master focused
32 - **PO** = Product Owner focused
33 - **Coach** = Agile Coach focused
34 - **General** = Applicable to all roles
35
36 **A3 Classification** (from AI4Agile course)
37 - **Assist** = Augments human work
38 - **Automate** = Suitable for full automation
39 - **Avoid** = Requires human judgment
40
41 **Module Mapping** (M1–M8)
42 - Indicates which AI4Agile course module the prompt aligns with
43 - “–” means it’s a bonus/general-purpose prompt
44
45 ---
46
47
48 ## Prompt Catalog
49
50
51 #### 01 Prompting Fundamentals
52
53 **[Meta Prompting Workflow](01-Prompting-Fundamentals/meta-prompting-workflow.md)**
54 _Generate a detailed prompt engineering guide.__
55 `General` · `Automate` · `M2`
```

Step 10.5

Organize prompts folder for AI4Agile course

Prompts Aligned with AI4Agile Modules

I've reorganized your prompts to match the **8-module AI4Agile curriculum** from v3.16:

New Folder Structure: [AI4Agile-Prompts/](#)

Folder	Prompts	Module Focus
M1-AI-Foundations	20	A³ Framework, addressing fears, AI as teammate
M2-Agile-Prompt-Craft	33	Prompt engineering, structured prompts, libraries
M3-Backlog-Refinement	18	User stories, acceptance criteria, personas
M4-Planning-Forecasting	1	Scenarios, risk identification (<i>needs more prompts</i>)
M5-Retrospectives	7	Insight clustering, experiments
M6-Discovery-Decisions	23	Decision briefs, assumption testing
M7-No-Code-Automations	5	SOPs, workflows, integrations
M8-Ethics-Governance	3	AI policy, HILT, compliance
BONUS-General-Resources	18	Content creation, learning, career

Reply... [+](#) Opus 4.5 [↑](#)

Claude is AI and can make mistakes. Please double-check responses.

4.9 ★ – Learn Why



Order your copy now: <https://geni.us/wtS2aa>
(Includes affiliate link to your local Amazon store.)

Join 35,000 Peers
and Subscribe to the
Food for Agile
Thought Newsletter

<https://bit.ly/m/StefanW>



Connect with me:

<https://bit.ly/m/StefanW>

