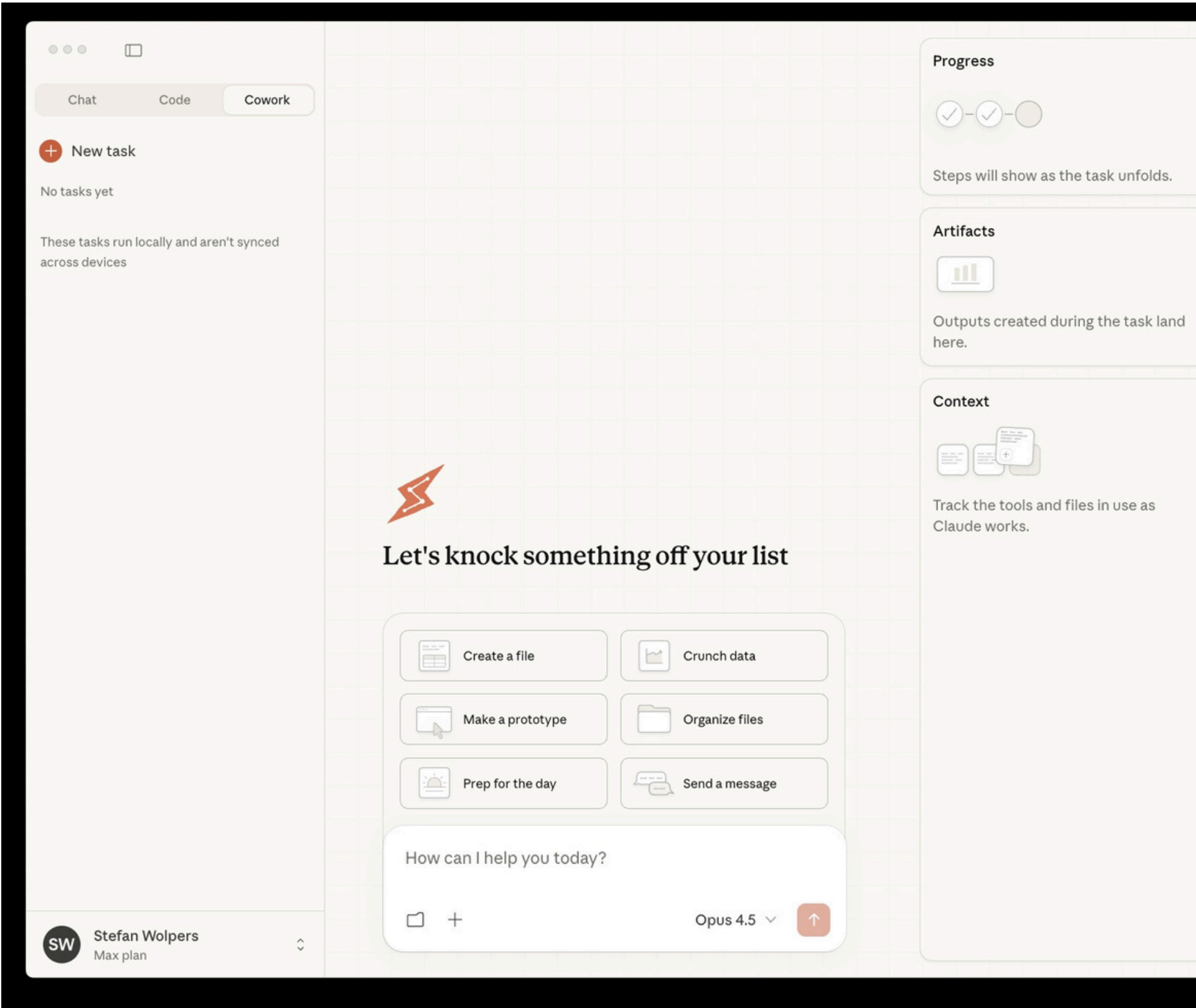


# Claude Cowork:

## A Test Drive



# The Original Task

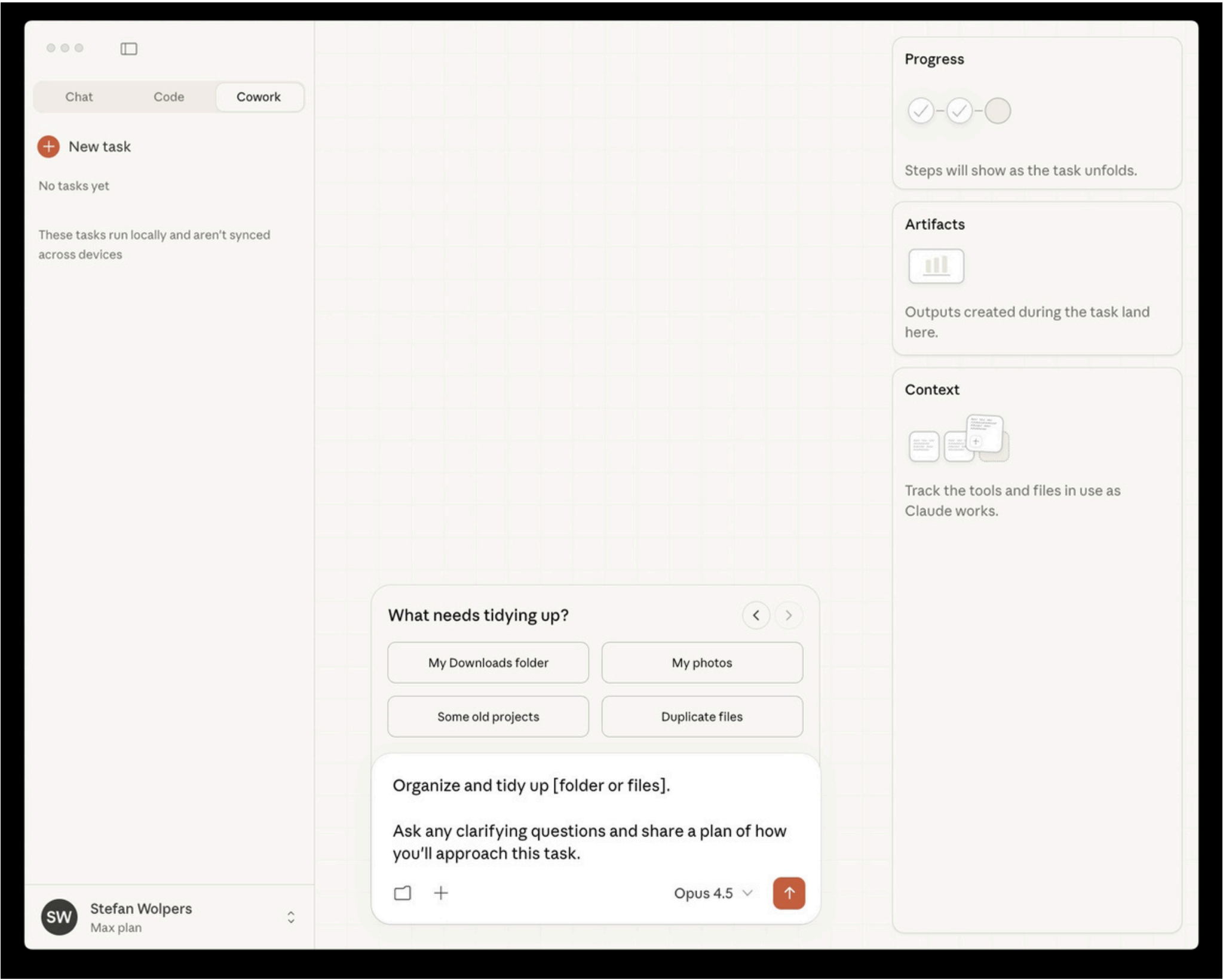
Organize and tidy up the folder "Prompts".

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

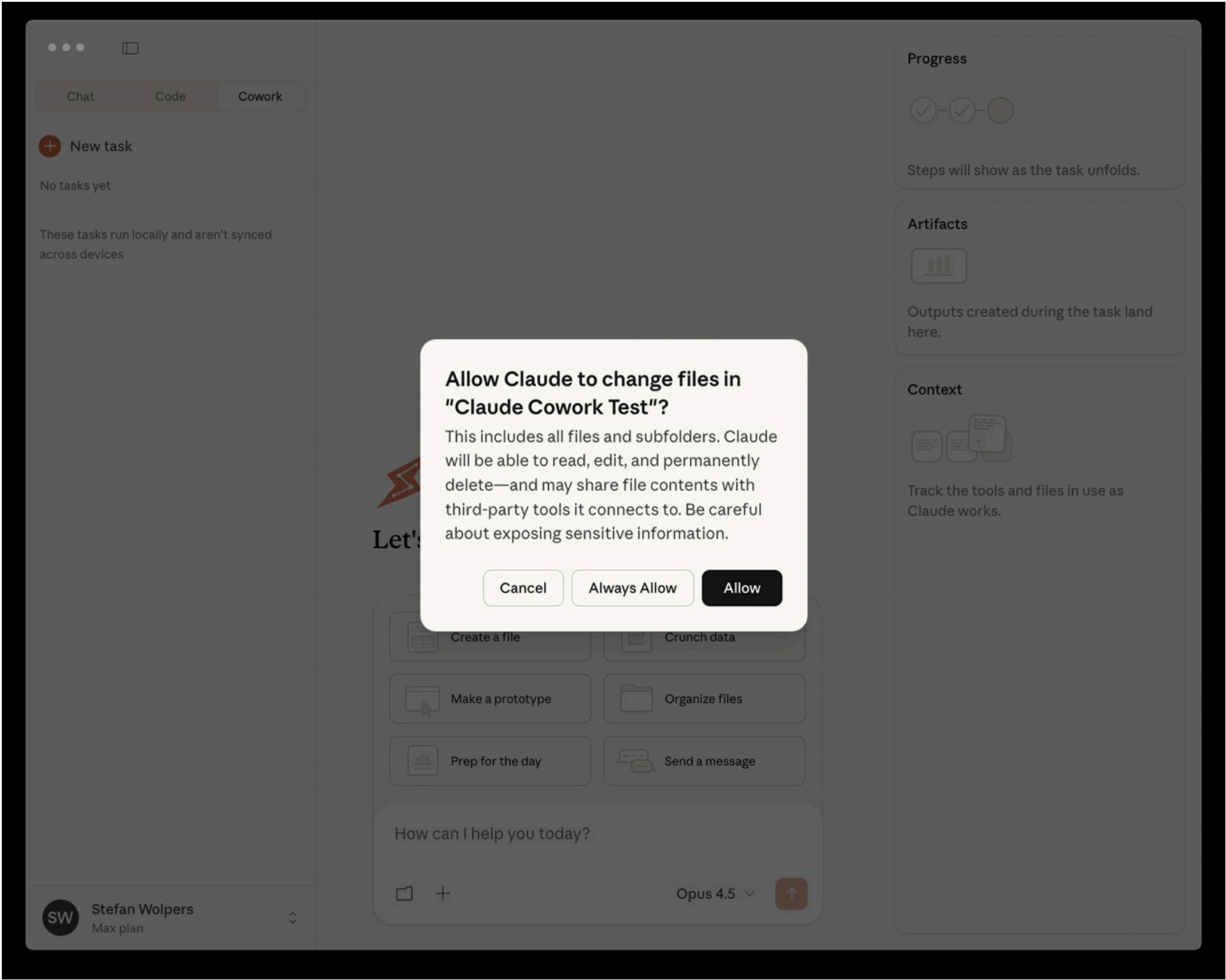
Learn more about the AI4Agile online course in the file "AI4Agile\_Educational\_Path\_v3.16.docx".

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

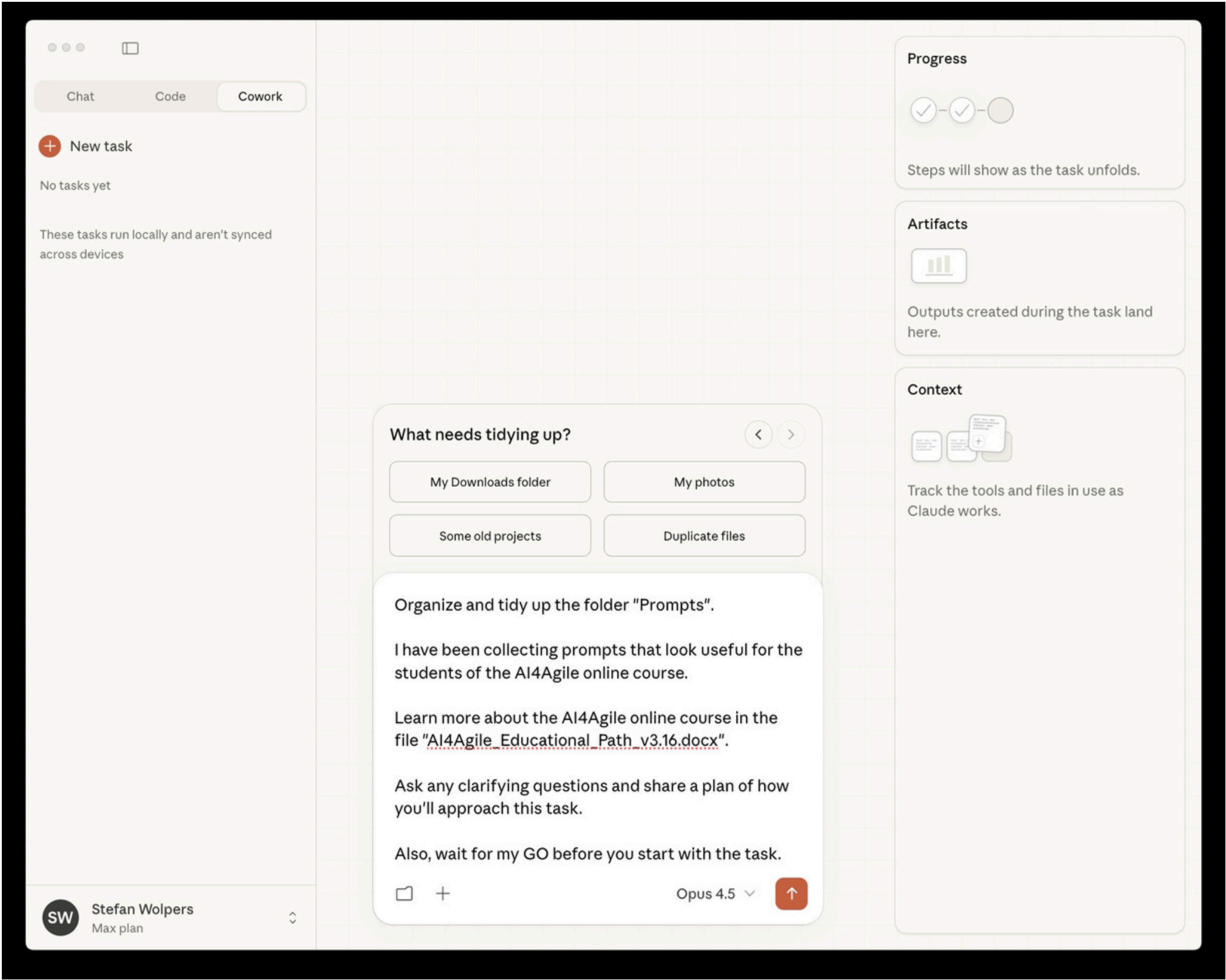
Also, wait for my GO before you start with the task.



# Step 1



# Step 2



# Step 3

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Chat

Code

Cowork

+

New task

Organize prompts folder for AI4Ag

These tasks run locally and aren't synced across devices

Organize prompts folder for AI4Agile course

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.

>\_

Running command

✓

📄

Reading file

⚠

Let me read the docx file properly and get more details about the prompts:

>\_

Running command

✓

>\_

Running command

✓

Now let me sample a few of the prompt files to understand their content and structure better:

>\_

Running command

✓

>\_

Running command

✓

Now I have a good understanding. Let me ask you some clarifying questions:

What I Found

↓

Reply...

+

Opus 4.5

📹

Queue

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 land here.

Context

Selected folders

☐

Claude Cowork Test

Working files

📄

AI4Agile\_Educational\_Path\_v3.



# Step 4

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☐

Chat

Code

Cowork

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New task

Organize prompts folder for AI4Ag

These tasks run locally and aren't synced across devices

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 (?)

↓

Reply...

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Opus 4.5

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Queue

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 land here.

Context

Selected folders

1

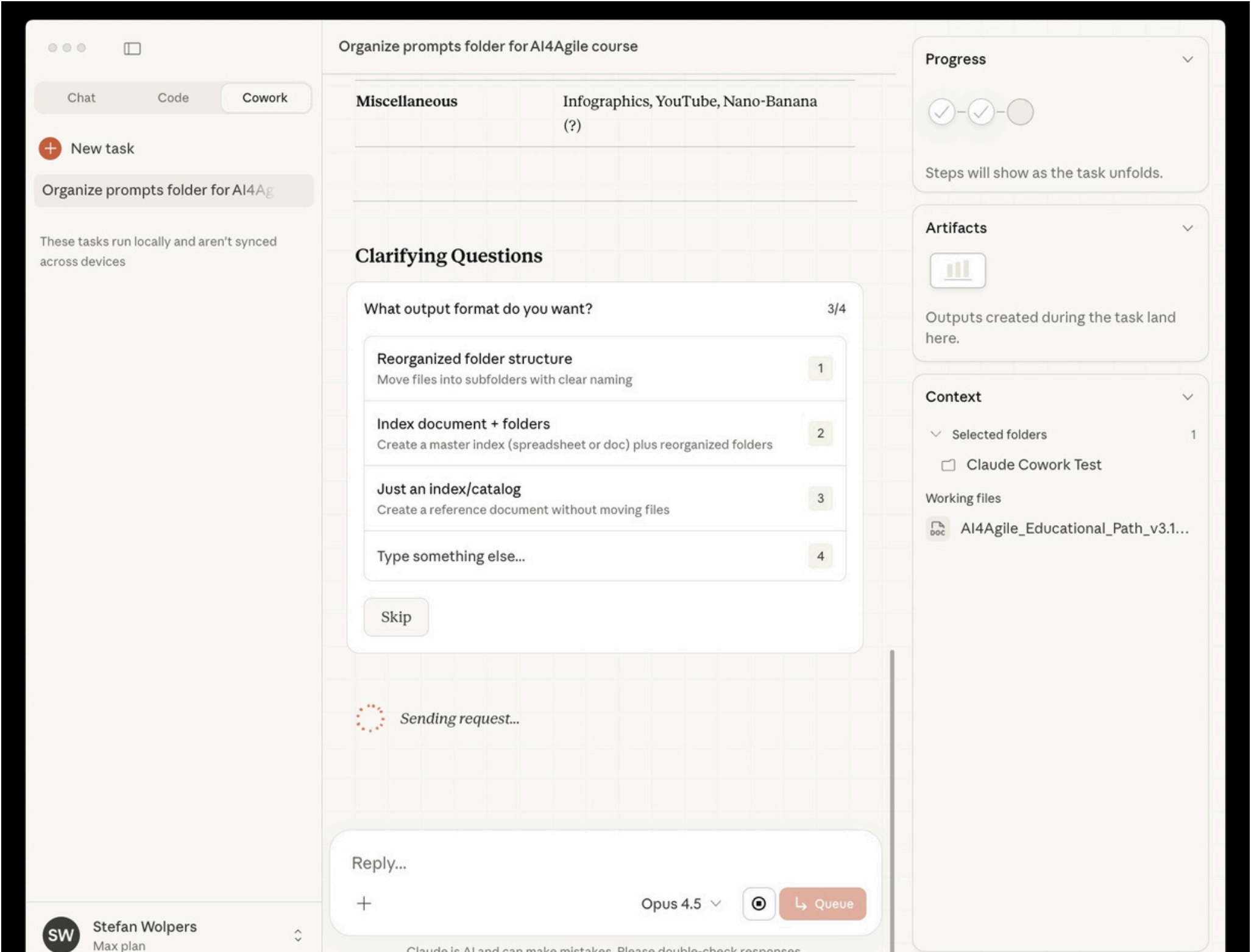
☐ Claude Cowork Test

Working files

📄

AI4Agile\_Educational\_Path\_v3.1...

# Step 5



# Step 6

ChatCodeCowork

+

New task

Organize prompts folder for AI4Ag

These tasks run locally and aren't synced across devices

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

Reply...

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Opus 4.5

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Progress

✓

✓

Steps will show as the task unfolds

Artifacts

Outputs created during the task will show up here.

Context

Selected folders

Claude Cowork Test

Working files

AI4Agile\_Educational\_Pathway



# Step 7

ChatCodeCowork

New task

Organize prompts folder for AI4Ag

These tasks run locally and aren't synced across devices

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 A<sup>3</sup> 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...

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Opus 4.5

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Progress

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Steps will show as the task unfolds.

Artifacts

Outputs created during the task land here.

Context

Selected folders1

Claude Cowork Test

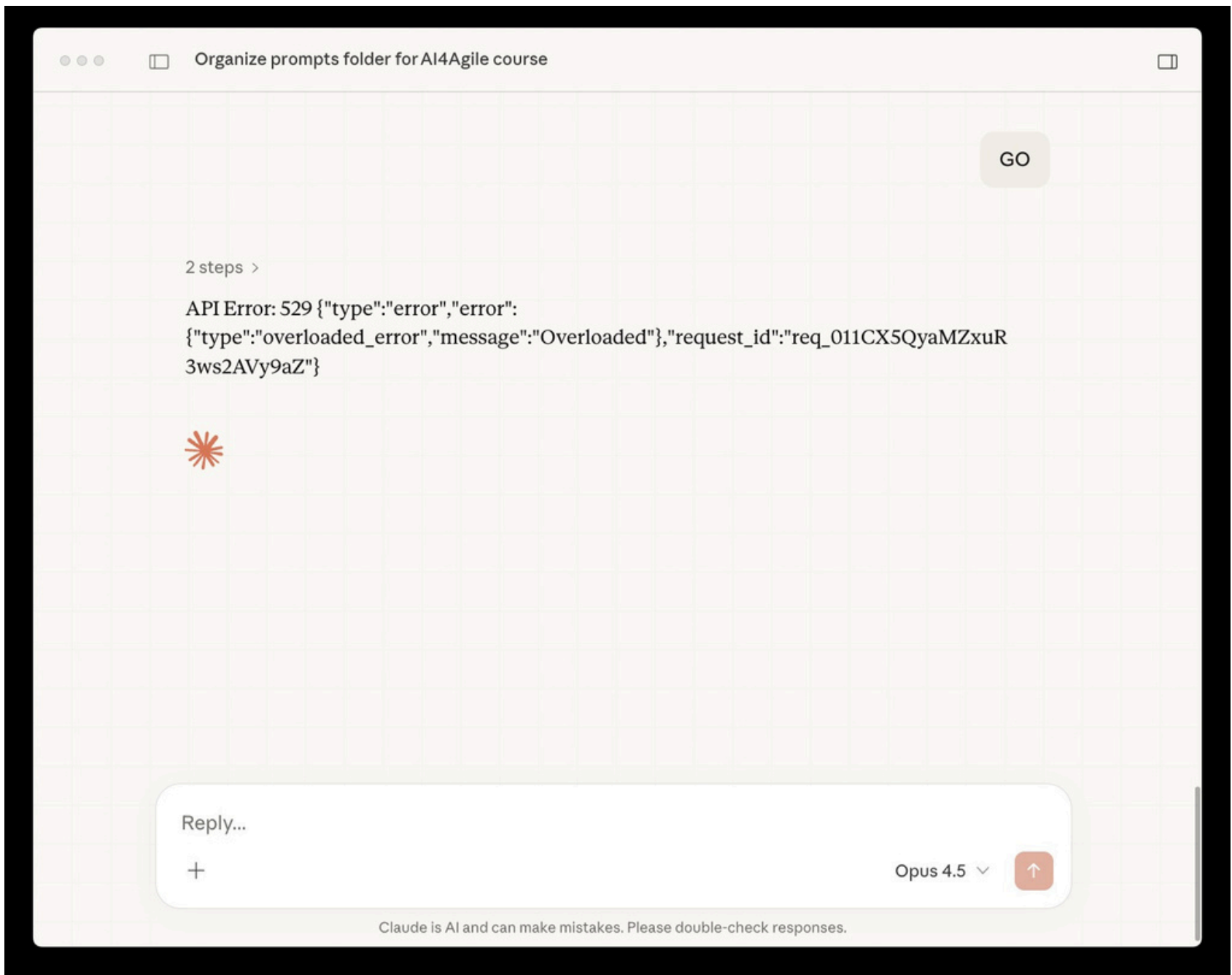
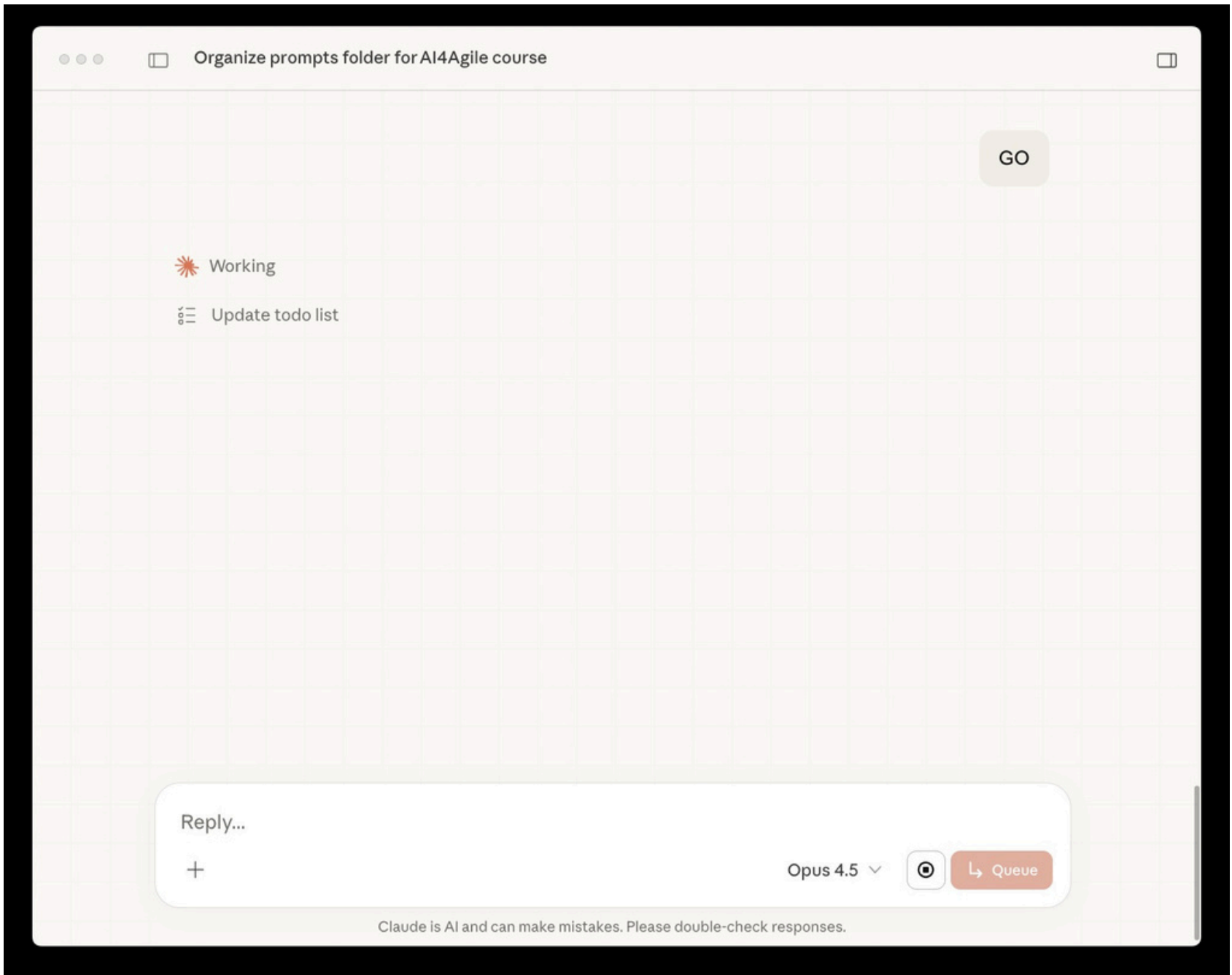
Working files

AI4Agile\_Educational\_Path\_v3.1...

SWStefan WolpersMax plan

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.

# 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

├── 01-Prompting-Fundamentals/

├── 02-Content-Writing/

├── 03-Analysis-Research/

└── 04-Personal-Misc/

← Master index with descriptions & tags

(6 prompts)

(28 prompts)

(26 prompts)

(6 prompts)

Reply...

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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)

• **A<sup>3</sup> Classification** (Assist/Automate/Avoid) per your course framework

• **Module mapping** to AI4Agile M1-M8

Reply...

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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:

- Review the index** — Open `_PROMPT-INDEX.md` to browse all 128 prompts with their tags and descriptions
- Delete the original folder** — Once you're satisfied, you can remove the old `Prompts/` folder with the `.textClipping` files
- 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...

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Opus 4.5

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

# Step 10.4

PROMPT-INDEX.md — Prompts-Organized

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# AI4Agile Prompt Library

> **128 curated prompts** organized for the AI4Agile Online Course

**Last Updated:** January 13, 2026

---

## Overview by Category

Category	Prompts	Description
<b>01 Prompting Fundamentals</b>	6	Meta-prompting, prompt frameworks, structures
<b>02 Content &amp; Writing</b>	28	LinkedIn, newsletters, reports, marketing copy
<b>03 Analysis &amp; Research</b>	26	Critical analysis, curation, synthesis
<b>04 Decision Making</b>	4	Frameworks, scenarios, bias checking
<b>05 Learning &amp; Teaching</b>	16	Feynman, Socratic method, tutoring
<b>06 Product Strategy</b>	6	PRDs, roadmaps, pricing, launches
<b>07 Business Operations</b>	10	Governance, workflows, ROI, audits
<b>08 Visual &amp; Media</b>	19	Infographics, presentations, video
<b>09 Career &amp; Personal</b>	8	Coaching, interviews, development
<b>10 Uncategorized</b>	5	Miscellaneous useful prompts

---

## How to Use This Library

**Role Tags**

- SM** = Scrum Master focused
- PO** = Product Owner focused
- Coach** = Agile Coach focused
- General** = Applicable to all roles

**A³ Classification** (from AI4Agile course)

- Assist** = Augments human work
- Automate** = Suitable for full automation
- Avoid** = Requires human judgment

**Module Mapping** (M1-M8)

- Indicates which AI4Agile course module the prompt aligns with
- "—" means it's a bonus/general-purpose prompt

---

## Prompt Catalog

### 01 Prompting Fundamentals

**[Meta Prompting Workflow] (01-Prompting-Fundamentals/meta-prompting-workflow.md)**  
\_Generate a detailed prompt engineering guide.\_  
`General` · `Automate` · `M2`

Line: 1

Markdown

Tab Size: 4



# 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	A <sup>3</sup> 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, HITL, compliance
BONUS-General-Resources	18	Content creation, learning, career

↓

Reply...

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Opus 4.5 ▾

↑

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



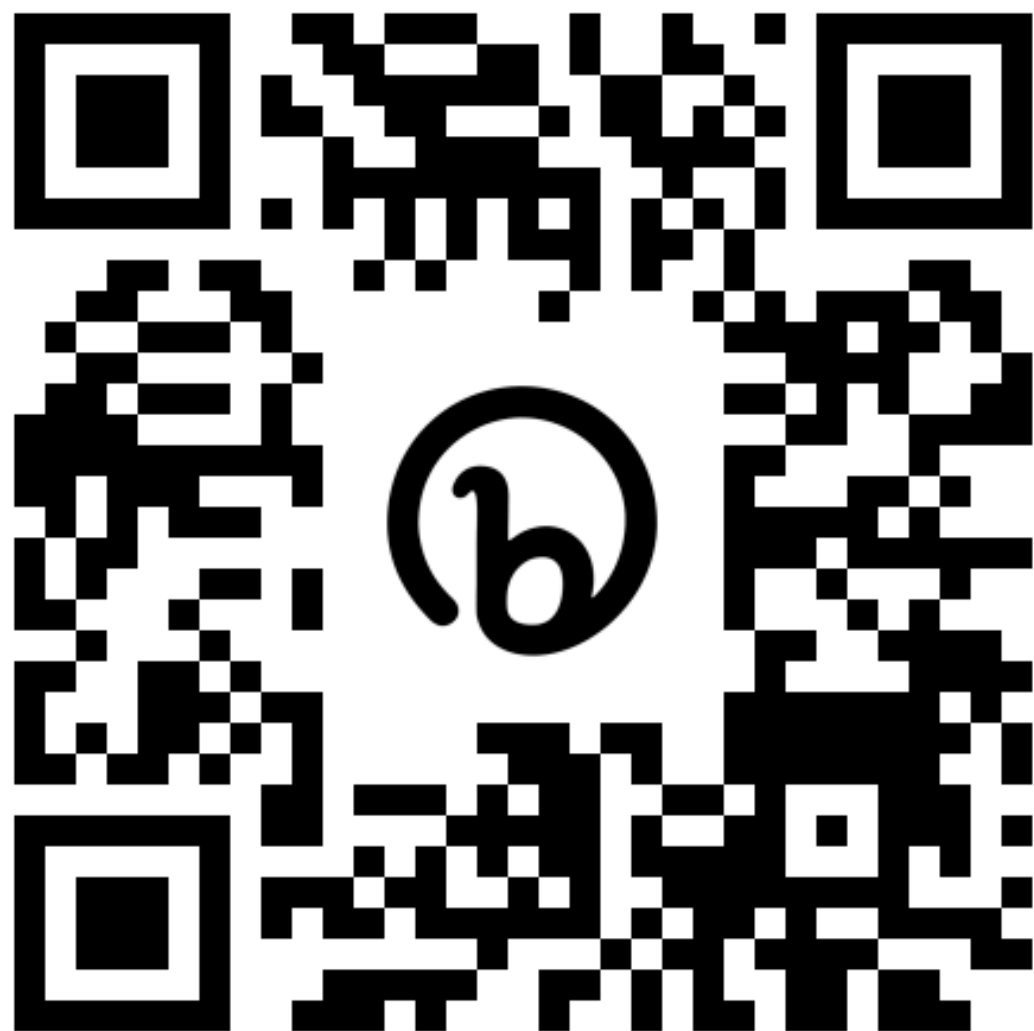
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