

Digital AI Management Journal for Teens

BONUS LINK FOR DIGITAL PROMPT PAGE KEEPER

**A Place to Digitize and Keep
Your Expert Level AI Prompts**

Dawn O'Neal

HOW TO USE THIS DIGITAL JOURNAL

1. Download this PDF to your computer before using.
2. Open it in Adobe Acrobat Reader (free version).



Adobe Acrobat

Download link:

For iPhone: Adobe Acrobat Reader

<https://apps.apple.com/us/app/adobe-acrobat-reader-edit-pdf/id469337564>

For Android: Adobe Acrobat Reader

<https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en&gl=US>

For PC or laptop: Adobe Acrobat Reader

<https://www.adobe.com/acrobat/pdf-reader.html>

3. Click inside the boxes to type your responses.
4. Use "File → Save As" to save your completed journal.
5. Keep a blank master copy so you can reuse the file anytime.

MY DIGITAL AI REFERENCE JOURNAL

	DATE	PROJECT NAME	REFERENCE #
1.			
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27.			

MY DIGITAL AI PROMPT GUIDE

Role / Persona:

- | | |
|---|---------------------------------------|
| ☐ Expert/Tutor | ☐ Career Coach |
| ☐ Creative Partner | ☐ Other: |
| ☐ Study Buddy | |

Tone Checklist:

- | | |
|---|---------------------------------------|
| ☐ Casual/friendly | ☐ Creative/Fun |
| ☐ Motivational | ☐ Professional |
| ☐ Straight forward | |

Output Format:

- | | |
|---|--|
| ☐ Bullet points | ☐ Step-by-step |
| ☐ Numbered list | ☐ Table / chart |
| ☐ Short Paragraphs | |

Who Is This For:

Key constraints:

Prompt Title:

Date:

Version:

Task Or Goal:

Context & Specifics:**EXAMPLES TO INCLUDE:****Good example:****What to avoid:**

Structure/Steps:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

ACTUAL PROMPT:

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Results/Notes:

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What Worked:

What Didn't:

Next Time: