

How to Use These A3 Problem-Solving Prompts

Version: 2025.2

Author Perspective: Lean Sensei & A3 Thinking Practitioner

Purpose: Provide a simple, modern guide for using structured coaching prompts with today's leading large language models (LLMs).

What These Prompts Are

These prompts are practical templates for guiding structured problem-solving conversations using A3 Thinking principles. They are written in clear, editable format and designed for models such as GPT-5, Claude 4.5, Gemini 3, and future equivalents. Each prompt acts like a mini-coach that helps you or your team focus on one specific stage of the A3 process — from clarifying the background to reflecting on results. They are not “AI systems.” They are Lean coaching scripts that reinforce disciplined thinking and respect for people.

How They Work

Each prompt follows a standard structure used by leading 2025-era LLMs:

Section	Purpose
Header / Metadata	Identifies version, topic, and intended use
Role & Intent	Defines the coach's mindset and purpose
Key Points of Focus	Lists what facts to confirm before coaching
Coaching Sequence	Step-by-step guide or behavioral script
Tone & Style	Defines how the coach should sound and behave
Templates / Examples	Provides structured examples or sample outputs
Reflection Prompts	Encourages learning and self-assessment
Why It Matters	Reinforces Lean principles behind the step

How to Use These Prompts (Step by Step)

- Download the Markdown File

Each prompt is available as a separate .md file. Save it locally, or open it in any markdown-friendly editor (VS Code, Obsidian, Notion, etc.).

- • Copy or Drag the Prompt Text

Open your preferred model (GPT-5, Claude 4.5, Gemini 3, or similar). Copy the full markdown text and paste it into the system or 'custom instructions' box, or simply drag the file into the dialogue window if your model supports it.

- • Start the Session

Begin with a simple statement, such as: 'I'm working on a problem with late shipments. Can you help me define it clearly?' The model will use the structured prompt to guide you step by step.

- • Iterate Like a Coach

Treat the model as a thinking partner. Respond to its questions, clarify data, and refine your statements. Use the 'Reflection Prompts' section at the end to check your understanding.

- • Edit and Adapt

You can freely adjust tone, examples, or structure. The markdown format makes these prompts easy to customize for your organization, industry, or language.

Best Practices for 2025 and Beyond

- Keep prompts concise: 500–800 words total per file.
- Use clear labels: headings like 'Key Points', 'Sequence', and 'Reflection' help models maintain structure.
- Avoid nested prompts: keep one clear identity per prompt.
- Encourage conversation: end sections with a question that invites dialogue.
- Maintain PDCA flow: use Plan → Do → Check → Act logic throughout the sequence.

✳️ These templates represent best practice for interacting with advanced reasoning models (GPT-5 class and successors). The goal is not automation but better thinking through structured dialogue.

Recommended Order of Use

Step	Prompt Title	Purpose
	Getting Started Prompt	Kick-off for starting any problem-solving conversation
	Clarify the Background	Understand context and scope

2	Define the Problem	Describe the gap from standard
3	Set a Goal	Establish a measurable target
4	Analyze Root Cause	Explore why the gap exists
5	Develop Countermeasures	Propose actions to close the gap
6	Check Results	Validate effectiveness
7	Standardize and Share	Sustain and spread learning
8	Reflect and Learn	Capture insights for next time

Final Thought

These prompts are a bridge between Lean discipline and modern AI dialogue — tools that enable reflection, discovery, and continuous improvement. Use them as you would any good coaching question: to make thinking visible and progress possible.