

AI Productivity & Business Prompt Pack

15 ready-to-use prompts to plan, write, analyze, and decide faster

How to use this pack: Copy a prompt, replace anything in [BRACKETS] with your own details, and paste it into your AI assistant. Each prompt includes a quick tip for getting better results.

Planning & Strategy

Weekly Priority Planner

I have the following tasks and goals for this week: [LIST TASKS/GOALS]. Help me organize them into a prioritized daily plan, factoring in deadlines, effort required, and energy levels (deep work in mornings, lighter tasks in afternoons). Flag anything that looks unrealistic.

Tip: Add your working hours and any fixed meetings for a more realistic schedule.

Project Kickoff Brief

I'm starting a new project: [PROJECT NAME/DESCRIPTION]. Create a one-page project brief including objective, scope, key stakeholders, milestones, risks, and success metrics. Keep it concise enough to fit on one page.

Tip: Mention your industry so examples and risks are relevant to your context.

Decision Matrix Builder

I'm deciding between these options: [OPTION A, OPTION B, OPTION C]. The criteria that matter most are: [CRITERIA, e.g., cost, time, risk]. Build a weighted decision matrix, score each option, and recommend the best choice with reasoning.

Tip: List criteria in order of importance to get more accurate weighting.

Writing & Communication

Professional Email Drafter

Write a professional email to [RECIPIENT/ROLE] about [TOPIC]. The tone should be [TONE, e.g., friendly but firm]. Key points to include: [POINT 1, POINT 2, POINT 3]. Keep it under 150 words and end with a clear call to action.

Tip: Specify the relationship (e.g., 'my manager', 'a new client') for the right tone.

Meeting Notes to Action Items

Here are my raw meeting notes: [PASTE NOTES]. Summarize the key discussion points, decisions made, and convert any commitments into a clear action item list with owners and deadlines (mark as TBD if not specified).

Tip: Paste notes as-is — messy bullet points work fine.

Difficult Conversation Script

I need to have a difficult conversation about [SITUATION] with [PERSON/ROLE]. Help me draft talking points that are direct but respectful, anticipate likely pushback, and suggest responses to that pushback.

Tip: Describe the relationship dynamic so the tone matches the context.

Analysis & Research

Quick Market/Competitor Scan

I'm evaluating [PRODUCT/SERVICE/MARKET]. Based on what you know, summarize the competitive landscape, typical pricing models, and 2-3 differentiation opportunities for a new entrant. Note where I should verify with current research.

Tip: Ask Claude to web search for the latest data if you need current figures.

Pros and Cons Breakdown

I'm considering [DECISION/CHANGE]. Lay out a balanced pros and cons list from multiple perspectives (financial, operational, team morale, customer impact), then summarize which factors seem most significant.

Tip: Ask for a 'devil's advocate' pass afterward to stress-test your leaning.

Data Summary Explainer

Here is some data/results: [PASTE DATA OR DESCRIPTION]. Summarize the key trends in plain language for a non-technical audience, highlight anything surprising, and suggest 2-3 follow-up questions worth investigating.

Tip: Mention who the audience is (execs, team, clients) to adjust the framing.

Efficiency & Automation

Process Documentation Generator

I'll describe a process I do regularly: [DESCRIBE PROCESS STEPS]. Turn this into a clear, step-by-step SOP (standard operating procedure) that someone else could follow without my guidance. Include any decision points or exceptions.

Tip: Mention tools/software used so steps reference the right interface.

Template Builder

I frequently need to create [TYPE OF DOCUMENT, e.g., client proposals]. Design a reusable template with placeholder sections and brief guidance on what to put in each section, so I can fill it in quickly each time.

Tip: Share a past example (with sensitive info removed) for a closer-fit template.

Inbox Triage Helper

Here are summaries of emails in my inbox: [LIST EMAIL SUBJECTS/SUMMARIES]. Categorize them into: needs reply today, can wait, delegate, and archive/ignore. For 'needs reply today', suggest a one-line response approach for each.

Tip: Run this at the start of each day to keep inbox decisions fast and consistent.

Self-Improvement & Reflection

Weekly Retrospective

Here's what happened this week: [BRIEF SUMMARY OF WINS/CHALLENGES]. Help me reflect with a simple retrospective: what went well, what didn't, what I'll do differently next week. Keep it honest but constructive.

Tip: Do this every Friday to build a useful pattern of self-review over time.

Skill Gap Roadman

My current role is [ROLE] and I want to grow toward [GOAL ROLE/SKILL]. Based on typical requirements for that path, identify the top skill gaps and suggest a 3-month learning plan with specific, actionable steps.

Tip: Mention time available per week so the plan is realistic.