

Simple, repeatable prompts for real business tasks. The aim is not clever wording, it's giving the AI enough context, enough structure, and enough boundaries to produce something useful

**Context**

What's happening?
Who's involved?

**Goal**

What outcome do you want?

**Source**

What should it use (or avoid)?

**Expectation**

Tone, format, length, constraints

Summarise a meeting

Context

I need to send a quick follow-up to a busy manager after a meeting.

Goal

Summarise the meeting clearly and pull out the main decisions and actions.

Source

Use only the meeting notes attached.

Expectation

List the key decisions, named actions, owners, due dates, and unresolved risks. Keep it concise and do not invent anything that was not discussed.

Turn notes into actions

Context

These notes came from a project workshop and need turning into something the team can work from.

Goal

Create a clear action list.

Source

Use the rough notes below.

Expectation

Group actions by team, highlight dependencies, and flag anything that needs a decision before work can continue. Keep the output practical.

Rewrite for a client

Context

This was originally written for internal use, but now it needs to go to a client.

Goal

Rewrite it as a client-facing email.

Source

Use only the content pasted below.

Expectation

Keep the message clear, professional and reassuring. Remove jargon and keep the final version under 180 words with a confident tone.

Compare two versions

Context

A document has been edited several times and I need to understand what changed.

Goal

Compare the two versions in a useful way.

Source

Use the two versions of the document attached.

Expectation

Show what changed, what was removed, what's added, and any changes that alter meaning/ risk. Focus on substance, not just wording difference.