AI Prompt Library

The Definitive Guide to AI Prompts That Actually Work

WORKSHOP

Reclaim Your Workweek Workshop

EVENT

Founded in FoCo 2026

PRESENTED BY

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The 4-Part Formula That Changes Everything

Every great prompt has the same structure. Master this formula and you'll be able to customize any prompt for your exact business.

CONTEXT: Set the Stage

Tell the AI what it is, who it's talking to, and what situation you're in. Example: "You are an expert email writer. I manage 200 emails per day."

- WHO is the AI? (Expert, assistant, etc.)
- WHO are you? (Your role, volume, constraints)
- WHAT'S the situation? (Time crunch, quality issues, etc.)

INSTRUCTION: What to Do

Be explicit about the task. Vague instructions = vague output. "Write an email" fails. "Write a 2-sentence follow-up email with a specific question" works.

- ACTION: What should it actually do?
- SCOPE: How much detail? (1 sentence vs. 3 paragraphs)
- WHO gets it? (Client, boss, team)

FORMAT: How to Structure It

Format controls how usable your output is. "Put each email in a table with category and tone" beats "organize them."

- Output format (list, table, email, outline, etc.)
- Sections or structure you need
- Any specific order or grouping

CONSTRAINT: Set Boundaries

Constraints prevent scope creep and bad output. Without them, AI rambles. "Under 100 words" and "no jargon" are constraints that work.

- Length limits (words, sentences, etc.)
- Tone/style requirements (professional, casual, direct)
- What to exclude or avoid

CONTEXT + INSTRUCTION + FORMAT + CONSTRAINT = GREAT OUTPUT

Use this formula to debug bad outputs. If AI ignores your request, you're probably missing one of

these four components. Fix it and rerun.

THREE ENTRY POINTS FOR EVERY SKILL LEVEL

Where to Start

Don't feel pressured to master all 14 prompts. Pick your entry point and go deep first.

BEGINNER: Email Triage (Prompt 1)

Fastest win. You'll reclaim 5+ hours per week immediately. This prompt just categorizes your inbox -- copy, paste, done. Takes 2 minutes to set up.

- No customization needed to start
- Works with any AI tool (ChatGPT, Claude, Gemini)
- Builds muscle memory for how prompts work

INTERMEDIATE: Meeting Prep (Prompt 7)

Most people skip this, but it transforms meetings. Takes 5 minutes to customize for your meeting style, then saves 10 hours per week on meeting prep and notes.

- Requires one-time customization (your meeting format)
- Combines with email triage for complete workflow
- Shows ROI immediately (better meetings = fewer follow-ups)

ADVANCED: Workflow Automation (Prompts 11-14)

For operators and business owners. These prompts work together to eliminate manual handoffs entirely. Requires understanding your full workflow first.

- Use after mastering 2-3 basic prompts
- Build custom workflows for your team
- Can save 15+ hours per week per person

WHICH TOOL SHOULD YOU USE?

These prompts work with any AI. Each tool has different strengths. Pick based on your task.

ChatGPT (OpenAI)

- Fast, creative, good at email tone
- Best for: Email drafts, social media, brainstorming
- Weakness: Can hallucinate details (don't use for facts)

Claude (Anthropic)

- Best at following complex instructions precisely
- Best for: Prompt 7 (Meeting Prep), Prompt 13 (Content Pipeline)
- Strength: Understands nuance, won't take shortcuts

Google Gemini

- Good at data analysis, integrates with Google Workspace
- Best for: Prompts 4-6 (Invoice/Financial), if you use Google Sheets
- Strength: Can pull from your Google docs directly

Pro move: Use ChatGPT for first drafts (fast), Claude to refine (better), save both outputs. Best of both worlds.

Email Triage (The Foundation)

Start here. This is the entry point for everyone. Once you have this working, everything else gets faster.

PROMPT 1: Email Categorization

Skill Level

BEGINNER -- 2 min setup
Best with: ChatGPT or Claude

The Prompt

PROMPT 1

```
I'm going to paste my recent emails below. Please categorize each one into exactly
one of these four categories: VIP (from key clients, partners, time-sensitive),
ACTION NEEDED (requires response but can be templated), FYI (informational, no
response needed), ARCHIVE (newsletters, promotions, irrelevant). For each email, give
me: Category | Sender | Subject | Suggested action (1 sentence). Here are my emails:
[PASTE EMAILS HERE]
```

Customize This

Swap the categories to match YOUR business:

- If you manage a team, add: DELEGATE (forward to specific person)
- If you sell, change VIP to: SALES OPPORTUNITY (prospect or deal movement)
- If you run a service business, add: CLIENT ISSUE (needs same-day response)

If Your Output Sucks

Problem: AI mixes up VIP and ACTION NEEDED.

Fix: Add this constraint to your prompt: "VIP emails are ONLY from these people: [LIST YOUR VIP CLIENTS]. Everything else is ACTION NEEDED."

Before/After Example

The prompts below show bad output vs. one small tweak that fixes it.

BEFORE (VAGUE OUTPUT)

✗ VIP -- Sales inquiry
✗ ACTION NEEDED -- Check calendar
✗ FYI -- Random category
✗ No suggested actions
✗ Wasted 20 min reading it

AFTER (ONE TWEAK)

✓ VIP | john@acme.com | New $50K deal
✓ ACTION NEEDED | sarah@co | Invoice follow-up
✓ ARCHIVE | newsletter | Delete and unsubscribe
✓ Specific next step for each
✓ Ready to act in 5 min

The difference? "Give me: Category | Sender | Subject | Suggested action (1 sentence)." That FORMAT constraint made the output actionable.

PROMPT 2: Email Draft

Skill Level

BEGINNER -- 3 min per email
Best with: ChatGPT

PROMPT 2

```
Draft a professional response to this email. Match my writing style: [direct /
friendly / formal]. Keep it under 3 sentences unless the topic requires more. Include
a clear next step or question if appropriate. Email to respond to: [PASTE EMAIL]
```

Customize This

- Replace [direct / friendly / formal] with YOUR actual style (example: "brief and direct like a text message")
- If you have signature blocks, add: "Sign it with: [YOUR NAME]"
- If you want links, add: "Include a link to [YOUR RESOURCE] if relevant"

If Your Output Sucks

Problem: Tone doesn't match your style.

Fix: Give the AI an example. Add: "Here's how I normally write: [PASTE 1-2 OF YOUR REAL EMAILS]. Match that style."

PROMPT 3: Email Follow-Up

Skill Level

BEGINNER -- 3 min per email
Best with: ChatGPT

PROMPT 3

```
I sent this email [X days ago] and haven't heard back. Draft a friendly follow-up
that: (1) references the original topic briefly, (2) doesn't sound passive-
aggressive, (3) includes a specific question to make replying easy, (4) is under 3
sentences. Original email: [PASTE ORIGINAL]
```

Customize This

- If it's a client, emphasize: "Friendly but professional -- no urgency"
- If it's internal, add: "Use our team's informal tone"
- If it's a cold outreach, add: "Include a specific reason why this is for them"

If Your Output Sucks

Problem: Sounds desperate or too pushy.

Fix: Add specific CONSTRAINT: "Do NOT use words like urgent, asap, or important. Use 'chiming in' instead."

INVOICING & FINANCIAL

Get Paid On Time

A contractor used the payment reminder prompt and collected 95% of invoices on time (vs. 60% before).

PROMPT 4: Invoice Generation

Skill Level

BEGINNER -- 5 min setup
Best with: Claude or Gemini

PROMPT 4

```
Create a professional invoice with these details: Client: [NAME], Project/Service:
[DESCRIPTION], Hours/Deliverables: [LIST], Rate: [RATE], Due date: [DATE], Payment
methods: [METHODS]. Format it clearly with line items, subtotal, any applicable tax,
and total due. Invoice number: [NUMBER]. Your company: [NAME & ADDRESS].
```

Customize This

- Add your actual invoice format template if you have one
- If you have recurring invoices: "This is invoice template. Replace [PROJECT] each month"
- If international: "Add currency: USD / EUR / GBP and exchange rate if needed"

If Your Output Sucks

Problem: Math errors or missing line items.

Fix: Paste a sample invoice format FIRST, then run the prompt. AI will follow your exact template.

PROMPT 5: Payment Reminder

Skill Level

BEGINNER -- 2 min per reminder
Best with: ChatGPT

PROMPT 5

```
Draft a friendly payment reminder for an invoice that's [X days] overdue. Client:
[CLIENT NAME], Amount: [AMOUNT], Invoice #: [NUMBER]. Keep it professional and warm.
(1) Don't sound angry, (2) include the due date from the original invoice, (3) give
them an easy link or payment option. Under 3 sentences.
```

Customize This

- Add your payment method: "Payment link: [URL] or ACH to [ACCOUNT]"
- If it's a big client: "Be gentle -- emphasize if they lost the email"
- If they're always late: "Mention payment terms: Net 15"

If Your Output Sucks

Problem: Sounds too formal or robotic.

Fix: Add personality. "Match this tone: [PASTE HOW YOU ACTUALLY TALK]."

PROMPT 6: Monthly Financial Summary

Skill Level

INTERMEDIATE -- 5 min per month
Best with: Claude or Gemini

PROMPT 6

```
I'm sending my invoices and expenses for [MONTH/YEAR]. Create a summary that shows:
(1) Total revenue, (2) Total expenses, (3) Net profit, (4) Top 3 clients by revenue,
(5) Any overdue invoices, (6) Comparison to last month (% change). Format as: Label |
Amount. Data: [PASTE INVOICE & EXPENSE LIST OR CSV]
```

Customize This

- If you track categories: "Break down expenses by: Payroll / Tools / Marketing / Other"
- If you have tax concerns: "Calculate 30% for taxes as estimated liability"

If Your Output Sucks

Problem: Numbers don't match your records.

Fix: Format data consistently first. "Here's data as CSV: [DATE | CLIENT | AMOUNT]." Structure helps.

MEETING PREP & NOTES

Control Your Calendar

The two prompts that save the most time. Most people skip these because they think meetings are "just meetings." Wrong. Good prep = 30% shorter meetings.

PROMPT 7: Meeting Agenda

Skill Level

INTERMEDIATE -- 5 min setup, then 2 min per meeting
Best with: Claude

PROMPT 7

```
Create a focused meeting agenda for a [TYPE: 1-on-1 / team / client / board] meeting
with [ATTENDEES]. Duration: [X] minutes. Topics: [TOPICS]. For each topic, include:
(1) Time allocation, (2) What we're deciding or discussing, (3) Owner (who leads).
End with clear next steps. Here's how I structure agendas: [YOUR TEMPLATE IF YOU HAVE
ONE].
```

Customize This

- Add your meeting types: "We have 1-on-1s (15 min), team syncs (30 min), client reviews (60 min)"
- Add decision framework: "For each topic, we need: Decide / Discuss / Inform / Align"
- If you run 1-on-1s: "Include: wins / blockers / next week's priorities"

If Your Output Sucks

Problem: Topics run over or agenda feels too tight.

Fix: Add: "Buffer 5 min between topics. Prioritize topics if we run short on time."

PROMPT 8: Meeting Notes Cleanup

Skill Level

INTERMEDIATE -- 3 min per meeting
Best with: Claude

PROMPT 8

```
Clean up my meeting notes. Organize them into exactly these sections: (1) KEY
DECISIONS MADE, (2) ACTION ITEMS (with owner and deadline in bold), (3) OPEN
QUESTIONS, (4) NEXT STEPS. Raw notes: [PASTE YOUR MESSY NOTES]
```

Customize This

- Add: "If no owner assigned, put ???. Don't guess."
- Add: "Every action item needs a deadline. If none was said, flag it."
- Add: "If unclear what was decided, put [CLARIFY: ???]"

If Your Output Sucks

Problem: AI adds things you didn't say.

Fix: Add: "Only use words from my notes. Don't infer or add context. If unclear, ask."

MESSY NOTES

✗ Dave mentioned sales down 10%
✗ Need to fix pricing
✗ Sarah will handle email campaign
✗ When should we launch?
✗ Budget was discussed
✗ Also quarterly review next week

CLEANED UP

✓ DECISION: Sales down 10%
✓ ACTION: Dave - Fix pricing by Fri
✓ ACTION: Sarah - Email campaign
✓ OPEN: Launch timeline?
✓ DECISION: Budget approved $50K
✓ NEXT STEP: Quarterly review prep

CONTENT CREATION

Fill Your Pipeline

These are the prompts people misuse the most. The fix? Get specific about WHO you're writing for and WHAT outcome you want.

PROMPT 9: Social Media Post

Skill Level

BEGINNER -- 5 min per post
Best with: ChatGPT

PROMPT 9

```
Write a [PLATFORM: LinkedIn / Twitter / Instagram / Facebook] post about [TOPIC] for
my business [YOUR BUSINESS TYPE]. Tone: [helpful/authoritative/casual/funny]. (1)
Hook in first line (why people should stop scrolling), (2) 2-3 key points or
takeaways, (3) End with question or CTA. Keep it under [WORD COUNT] words. Here's my
voice: [PASTE 2 RECENT POSTS YOU WROTE].
```

Customize This

- Add your audience: "My followers are [business owners / freelancers / engineers / etc.]"
- Add outcome: "Goal: Get [comments / shares / clicks to my website]"
- Add tone examples: "Here are 2 posts I like [PASTE]: Match that energy"

If Your Output Sucks

Problem: Sounds generic or like corporate jargon.

Fix: Show examples. "Here are 3 posts I loved [PASTE THEM]. Copy their style."

PROMPT 10: Blog Post Outline

Skill Level

INTERMEDIATE -- 10 min per post
Best with: Claude

PROMPT 10

```
Create a blog post outline for: Title: [TOPIC], Audience: [WHO], Goal: [WHAT YOU WANT
THEM TO DO AFTER]. Include: (1) 3 alternative headlines, (2) Introduction hook (why
they should read this), (3) 5-7 main sections with 2-3 key points each, (4)
Conclusion with specific CTA. Target word count: [NUMBER]. Here's my tone: [PASTE
SAMPLE POST].
```

Customize This

- Add keyword: "Use keyword [KEYWORD] 2-3 times for SEO"
- Add format: "Each section: [Subheading + 2 sentences max, then bullet points]"
- Add CTA: "End with: [YOUR CALL TO ACTION]"

If Your Output Sucks

Problem: Outline is too generic or doesn't match your expertise.

Fix: Add specific angle. "This post is for [EXACT PERSON]. Their problem: [PAIN]. We solve it by [YOUR METHOD]."

CLIENT COMMUNICATION & PROPOSALS

Close More Deals & Keep Clients Happy

These prompts are for service providers and sales teams. Use them to sound professional without taking hours to write.

PROMPT 11: Client Update Email

Skill Level

INTERMEDIATE -- 5 min per update
Best with: ChatGPT

PROMPT 11

```
Write a status update email to [CLIENT NAME] about [PROJECT]. Include: (1) What we
completed this week, (2) What we're starting next week, (3) Any blockers or decisions
needed from them, (4) Next checkpoint (when we'll update again). Tone: [professional
/ friendly / brief]. Keep it under 3 paragraphs. Here's my format: [YOUR SAMPLE IF
YOU HAVE ONE]
```

Customize This

- Add frequency: "We send updates [weekly / bi-weekly / as-needed]"
- Add tone example: "Always reference the specific milestone they care about"
- Add blocker language: "If something's stuck, say exactly: 'We need X from you'"

If Your Output Sucks

Problem: Sounds like a status report, not a real person.

Fix: Add name and personality. "Personalize the opening with [CLIENT'S RECENT WIN or INTEREST]."

PROMPT 12: Proposal Outline

Skill Level

ADVANCED -- 30 min first time, then 10 min reuse
Best with: Claude

PROMPT 12

```
Create a proposal outline for [CLIENT] to [YOUR SERVICE]. Include sections: (1) The
Problem (their pain), (2) Why They're Losing Money, (3) Our Solution (your approach),
(4) Timeline & Deliverables, (5) Investment & Payment Terms, (6) Why Us (proof of
results). For each section, include key points to make. Here's context: - Their main
pain: [PROBLEM] - Our unique angle: [YOUR ADVANTAGE] - Price range: [BUDGET] -
Decision timeline: [WHEN THEY DECIDE]
```

Customize This

- Add case study data: "Include numbers from [SIMILAR CLIENT CASE STUDY]"
- Add ROI angle: "Calculate their savings: [HOW MUCH THEY'LL MAKE / SAVE]"
- Add proof: "Mention: [Award / Client / Press / Credential]"

If Your Output Sucks

Problem: Proposal reads generic or doesn't address their specific pain.

Fix: Add: "Open with: We understand you're facing [THEIR SPECIFIC PROBLEM]. Here's exactly how we solve it."

Operate at Scale

These are the advanced prompts. They require you to understand your full workflow first. Master these and you can automate entire departments.

PROMPT 13: Content Calendar (Bulk)

Skill Level

ADVANCED -- 30 min per quarter
Best with: Claude

PROMPT 13

```
Create a 3-month content calendar for my [PLATFORM: blog / LinkedIn / email /
social]. [FREQUENCY: 1 per week / 2 per week / daily]. Topics I care about: [TOPICS].
Format: Date | Topic | Format (post/email/video) | CTA | Owner. Make sure: (1) Topics
rotate, (2) No topic repeated in same month, (3) Balance promotional and educational,
(4) Themes align with [YOUR BUSINESS GOAL].
```

Customize This

- Add theme: "Each month theme: [Jan: New Year Tips, Feb: Valentine Angle, etc.]"
- Add constraints: "Avoid: [TOPICS]. Always include: [CONTENT TYPES]"
- Add owner rotation: "Assign to team: [NAMES]. Rotate fairly."

If Your Output Sucks

Problem: Calendar has no variety or dates are off.

Fix: Add: "Make sure no topic repeats within same month. Vary formats (post / email / carousel)."

PROMPT 14: Task List (Bulk Process)

Skill Level

ADVANCED -- 15 min setup, 5 min per batch
Best with: Claude

PROMPT 14

```
I have [NUMBER] [ITEMS: customers / leads / emails / projects] to process. Turn this
list into a task breakdown: For each item, create a task with (1) Owner, (2) Action
(one sentence), (3) Deadline, (4) Dependency (does it need something else first?).
Items: [PASTE LIST]  Use this template: Owner | Action | Deadline | Depends on
```

Customize This

- Add complexity: "Some items are [urgent / requires approval / hands-on]. Mark appropriately."
- Add team: "We have [TEAM SIZE]. Distribute fairly. No one over [X] tasks."
- Add rules: "Order tasks: [DEPENDENCY ORDER]. Don't start B until A is done."

If Your Output Sucks

Problem: Dependencies are wrong or deadlines are unrealistic.

Fix: Add examples: "Here's an example dependency chain: [TASK A >> TASK B >> TASK C]. Make sure you follow this pattern."

BUILD YOUR OWN PROMPT

Template: Fill in the Blanks

Take any task you do repeatedly and turn it into a prompt using this template. Copy this page and customize it.

Step 1: CONTEXT (Who are you? What's the situation?)

1. You are a/an: [EXPERT ROLE]. Example: "expert email writer" or "data analyst"
2. I am a/an: [YOUR ROLE]. Example: "busy business owner" or "marketing manager"
3. The situation: [CONSTRAINT]. Example: "I get 200 emails per day" or "I need to close deals fast"

Step 2: INSTRUCTION (What should it do?)

4. The task: [ACTION]. Example: "categorize" or "draft" or "summarize"
5. Specific rules: [RULES]. Example: "under 3 sentences" or "include decision items"
6. Who is it for: [AUDIENCE]. Example: "my boss" or "my client" or "my team"

Step 3: FORMAT (How should output look?)

7. Structure: [FORMAT]. Example: "table with columns: Item | Owner | Deadline"
8. Sections: [SECTIONS]. Example: "Key Decisions / Action Items / Next Steps"
9. Length: [LIMIT]. Example: "under 100 words" or "3 bullet points per item"

Step 4: CONSTRAINT (What should it avoid?)

10. Tone: [VOICE]. Example: "professional but warm" or "direct and brief"
11. Exclude: [DON'T]. Example: "no jargon" or "don't make assumptions"
12. Format rule: [RULE]. Example: "list as bullets" or "use my template"

TEMPLATE COMPLETE. Now paste your answers into your AI tool and test it.

Your first version will be rough. Run it once, see what breaks, fix it, run again. After 2-3 iterations, you'll have a prompt that works perfectly for your business.

PROMPT SEQUENCING

Chain Prompts Together for Maximum Impact

One prompt is good. Chaining them together is a superpower. Run them in sequence and each one feeds the output of the last.

Workflow 1: Email to Action (5 min total)

1. Run PROMPT 1 (Email Categorization) on 50 emails
2. Take ACTION NEEDED pile, run PROMPT 2 (Email Draft) on each
3. Paste all drafts, run PROMPT 8 (Meeting Notes) adapted as: "Summarize these drafts into action items"

Result: 50 emails >> action items >> tasks. Done in 5 minutes.

Workflow 2: Content Pipeline (30 min per quarter)

1. Run PROMPT 13 (Content Calendar) to plan 3 months
2. For each calendar item, run PROMPT 10 (Blog Outline) or PROMPT 9 (Social Post)
3. Chain outputs: Outline >> draft >> refine >> schedule

Result: Quarterly content planned and drafted in one session.

Workflow 3: Meeting to Execution (15 min per week)

1. Run PROMPT 7 (Meeting Agenda) before the meeting
2. During meeting, take rough notes. Run PROMPT 8 (Notes Cleanup) after.
3. Take action items, run PROMPT 14 (Task List) to assign and deadline them

Result: Meeting >> cleaned notes >> assigned tasks. Nothing falls through the cracks.

The pattern: Plan >> Execute >> Cleanup >> Assign.

WHEN PROMPTS FAIL

Troubleshooting Guide

Almost every "bad output" is fixable. Usually you're just missing one component of the 4-part formula.

PROBLEM: Output is generic or sounds like AI

- Add CONTEXT: Show 2-3 examples of your actual work or style
- Add CONSTRAINT: "Avoid these words: [list corporate jargon]"
- Add voice example: "Match this tone: [PASTE REAL SAMPLE FROM YOU]"

PROBLEM: AI ignores part of your request

- Add INSTRUCTION: Be more explicit. "Include X. Include Y. Include Z."
- Add FORMAT: "Use this exact format: [SHOW EXAMPLE]"
- Use: "Do NOT..." constraints to clarify what to skip

PROBLEM: Output is too long or too short

- Add CONSTRAINT: "Maximum X words / sentences / paragraphs"
- Add CONSTRAINT: "Minimum X key points / sections"
- Add FORMAT: "Use bullet points, not paragraphs" (shorter) or vice versa

PROBLEM: AI adds things you didn't say (hallucination)

- Add CONSTRAINT: "Only use information from what I provided. If unclear, ask."
- Avoid: Vague phrasing like "seems like" or "probably"
- Use Claude instead of ChatGPT for factual tasks (more reliable)

PROBLEM: Different result each time

- Add CONSTRAINT: "Be consistent. Follow this exact template: [TEMPLATE]"
- Add CONTEXT: Show 1-2 examples of what good output looks like
- Add INSTRUCTION: Reduce options. Instead of "give 3 styles," pick one

PROBLEM: Takes too long to run

- Batch smarter: Run on 20 items at once, not 1 at a time
- Simplify INSTRUCTION: "Just list, no explanation" vs. "explain each"
- Use faster models: ChatGPT is faster than Claude for quick drafts

> **Golden rule: If output sucks, the prompt is incomplete. You're missing CONTEXT, INSTRUCTION, FORMAT, or CONSTRAINT. Fix it and rerun.**

REAL-WORLD IMPACT

This Actually Works (Proof)

Here's what happened when we taught these prompts to real clients.

CASE: Home Remodeling Contractor

Problem: 40% of invoices paid late. Chasing money wasted 5 hrs/week.
Solution: Used PROMPT 5 (Payment Reminder) + PROMPT 4 (Invoice).
Framework: Sent personalized reminders within 3 days of due date.
Result: 95% on-time payment rate within 1 month.
Impact: $50K+ collected faster. One person reassigned to selling.

CASE: Insurance Agency

Problem: 2 hours per day just reading and sorting emails.
Solution: Used PROMPT 1 (Email Categorization) every morning.
Framework: Batch emails in groups of 50. Takes 5 minutes.
Result: Reclaimed 8 hours per week immediately.
Impact: Owner now spends that time closing deals. $100K+ new revenue.

CASE: Service-Based Business

Problem: Meetings ran long. No clear action items. Scope creep.
Solution: Used PROMPT 7 (Meeting Agenda) + PROMPT 8 (Notes Cleanup).
Framework: Send agenda 1 hour before. Cleanup notes within 30 min.
Result: Meetings 25% shorter. Zero scope creep last quarter.
Impact: 3 hours per week freed up per team member.

Save Prompt 1. Use it tomorrow morning on your inbox.

You're Ready

You now have everything you need to own AI. Print this guide or save it. Reference it every time you build a prompt.

Quick Reference: Which Prompt for Which Task?

- Drowning in emails? >> Prompt 1 (Email Categorization)
- Need to write emails fast? >> Prompts 2-3 (Email Draft, Follow-up)
- Getting paid late? >> Prompts 4-6 (Invoicing, Reminders, Financial)
- Meetings are chaos? >> Prompts 7-8 (Agenda, Notes)
- Need content ideas? >> Prompts 9-10 (Social, Blog)
- Managing clients? >> Prompts 11-12 (Updates, Proposals)
- Running at scale? >> Prompts 13-14 (Calendar, Task Bulk)

What to Do Right Now

1. Pick ONE prompt that matches your biggest pain.
2. Copy it. Customize the [BRACKETS] with YOUR details.
3. Run it on real work. See what breaks.
4. Fix it using the 4-part formula (CONTEXT + INSTRUCTION + FORMAT + CONSTRAINT).
5. Save your final version. Reuse it forever. It takes 30 seconds next time.

Other Resources

- Email Triage System PDF -- Full workflow template for inbox zero
- Meeting Prep & Notes PDF -- Deep dive on meetings (templates included)
- Content Creation Pipeline PDF -- Build a 3-month content plan
- All resources: localnerds.co/fifc2026

Questions? DM Reu or visit localnerds.co/contact

This guide is yours. Share it. Modify it. Print it. Laminate it. These prompts work with ChatGPT, Claude, Gemini, and any AI tool. Start today.