

The prompt formula: Role + Task + Context + Format + Tone

Example: "You are an experienced office manager (role). Write a reminder email (task) to staff who haven't submitted their timesheets; the deadline is Thursday (context). Keep it under 100 words with a clear subject line (format). Friendly but firm (tone)."

Replace everything in [square brackets] with your own details.

EMAIL

Polite reply	Write a polite reply to this email. Confirm [what], and ask about [question]. Keep it short: [paste email]
Follow-up	Write a friendly follow-up to [name] about [topic]. I emailed on [date] and haven't heard back.
Say no	Help me decline [request] politely, explain [reason] briefly and offer [alternative].
Make it formal	Rewrite this message in a professional, formal tone: [text]
Make it shorter	Cut this email to under 80 words without losing key details: [text]
Subject lines	Give me 5 clear subject lines for this email: [text]

WRITING & EDITING

Proofread	Fix grammar and spelling only. Don't change my style. List the changes: [text]
Simplify	Rewrite this so a beginner can understand it. Use short sentences: [text]
Summarize	Summarize this in 5 bullet points and one sentence of conclusion: [text]
Outline	Create an outline for a report on [topic] for [audience], with headings and key points.
Social post	Write a LinkedIn post announcing [news]. Under 120 words, 1 question at the end.
Job ad	Write a job description for a [role] at a [type] company. Include duties, skills and benefits.

MEETINGS

Agenda	Create a 30-minute meeting agenda for [topic] with time per item and the goal of each.
Minutes	Turn these rough notes into meeting minutes: decisions, action items, owners, due dates: [notes]
Action table	From these notes, make a table: Action Owner Deadline Status: [notes]
Follow-up	Write a follow-up email to attendees summarizing decisions and next steps: [notes]
Prepare	I have a meeting with [person] about [topic]. What questions should I ask?

EXCEL & DATA

Write a formula	Write an Excel formula that [goal]. My data: column A = [], B = []. Explain it simply.
Explain a formula	Explain this formula step by step, in plain English: [formula]
Fix an error	This formula returns [error]. Why, and how do I fix it? [formula]
Analyze data	Here is my data. Check for problems, then give me the 5 key insights: [data]
Best chart	What chart best shows [what] to my manager? Explain why and how to make it.
Clean data	Give me steps to clean this list: remove duplicates, fix spaces and capitals: [sample]

PLANNING & PRIORITIES

Weekly plan	Here are my tasks and deadlines. Create a realistic plan for this week: [list]
Break it down	Break this project into small tasks with time estimates and order: [project]
Prioritize	Sort these tasks with the Eisenhower Matrix (do, schedule, delegate, drop): [list]
Checklist	Create a checklist for [process], step by step, with nothing missed.
Risks	What could go wrong with [plan]? List risks and how to prevent each one.

CUSTOMER SERVICE

Complaint reply	Write a calm, helpful reply to this complaint. Apologize and offer [solution]: [message]
FAQ	Create 10 FAQs with short answers for customers of [business/product].
Review reply	Write a short, professional reply to this [positive/negative] review: [review]
WhatsApp replies	Write 5 short quick replies for WhatsApp Business: prices, location, delivery, payment, hours.

LEARNING & RESEARCH

Explain simply	Explain [topic] like I'm new to it, with one real-life example.
Quiz me	Ask me 5 questions about [topic], one at a time, and correct my answers.
Compare	Compare [A] and [B] for [purpose] in a table: cost, pros, cons, best for.
Pros and cons	List the pros and cons of [decision] and what I should check before deciding.
Learning plan	Create a 4-week plan to learn [skill], 30 minutes a day, with free resources.

BETTER ANSWERS

Ask me first	Before you answer, ask me any questions you need to do this well.
Give options	Give me 3 different versions so I can choose.
Show reasoning	Explain how you got this answer and what you assumed.
Flag doubts	Tell me which parts I should double-check before using this.
Improve it	Make this 20% shorter and clearer, and keep the main points.

Use AI safely at work

- Never paste passwords, ID numbers, bank details or confidential customer data into a personal AI account.
- Use your company's approved AI tool for work documents, and remove names when you can.
- Always check facts, numbers and quotes before you send or publish anything. AI can be confidently wrong.