FREE RESOURCE

25 Prompts That Replace 25 Hours of Work

Copy. Paste. Get your time back. Every prompt in this guide is one you can use today, in any AI tool, without writing a single line of code.

AI WORKSHOP

aiworkshop.info

INSIDE THIS GUIDE

25 prompts. 5 categories. Zero fluff.

Each prompt includes the exact text to copy, what you'll get back, and a tip to make it better. Organized by the work you actually do.

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Section 01 of 05

Admin & Operations

The work that eats your day before you get to the work that matters. These five prompts handle the busywork so you can focus.

Prompt 01

~1 hour saved

Turn a Messy Meeting Into Clear Action Items

Paste your raw meeting notes (or a transcript) and get back a clean summary with owners and deadlines.

COPY THIS PROMPT

```
Here are my raw meeting notes. Extract:
1. Key decisions made
2. Action items with the person responsible and deadline
3. Any open questions that still need answers

Format the action items as a numbered checklist. Be specific about
who owns each item. If a deadline wasn't mentioned, flag it as "needs
deadline."

[Paste your meeting notes here]
```

WHAT YOU'LL GET BACK

A clean summary, a numbered action list with owners and deadlines, and a list of unresolved items. Ready to paste into an email or Slack message.

◈ Works best with transcripts from Otter.ai, Zoom, or even voice memos you type out roughly.

Prompt 02

~30 min saved

Draft a Professional Email Reply in Seconds

Paste the email you received, tell the AI your intent, and get a polished reply you can send as-is.

COPY THIS PROMPT

```
I received this email:

[Paste the email here]

Write a professional reply. My intent is: [e.g., "politely decline the meeting but suggest next week" or "confirm the order and ask about delivery timeline"].

Keep the tone warm but professional. No filler. Under 150 words.
```

WHAT YOU'LL GET BACK

A ready-to-send email reply matching your intent. Clean, concise, and professional.

◈ Add "match the tone of the original email" if you want the reply to feel more natural.

Prompt 03

~2 hours saved

Create an SOP From a Verbal Explanation

Describe how you do something in plain English. Get back a clean, numbered procedure anyone on your team can follow.

COPY THIS PROMPT

```
I'm going to describe a process we do at work. Turn it into a
standard operating procedure (SOP) with:
- A title
- Purpose (one sentence)
- Numbered steps (clear enough for someone doing this for the first
time)
- Any warnings or common mistakes to avoid

Here's how we do it:

[Describe the process in your own words, as if explaining to a new
employee]
```

WHAT YOU'LL GET BACK

A formatted SOP document with title, purpose, step-by-step instructions, and a "watch out for" section. Ready to share or save.

◈ Voice-record yourself explaining the process, transcribe it, then paste. Faster than typing.

Prompt 04

~45 min saved

Summarize a Long Document Into Key Points

Drop in a report, contract, or article and get the key points without reading the whole thing.

COPY THIS PROMPT

```
Summarize this document. Give me:
1. The main point in one sentence
2. The 5 most important takeaways
3. Any action required from me or my team
4. Anything surprising or that I should flag

Keep it under 300 words total.

[Paste the document or text here]
```

WHAT YOU'LL GET BACK

A concise breakdown: one-line summary, five key takeaways, action items, and flags. Everything your boss would ask you about, covered.

◈ Works on contracts, proposals, quarterly reports, even long email threads.

Prompt 05

~1 hour saved

Build a Weekly Schedule From Scattered Tasks

Dump all your tasks and let AI organize them into a realistic weekly plan with time blocks.

COPY THIS PROMPT

```
Here's everything on my plate this week. Organize it into a daily schedule (Monday through Friday) with time blocks. Prioritize by deadline and importance. Leave buffer time between tasks. My work hours are [e.g., 8 AM to 5 PM].

Tasks:
[List your tasks, deadlines, and any fixed meetings]
```

WHAT YOU'LL GET BACK

A day-by-day schedule with time blocks, priorities, and built-in buffer. Copy it into your calendar app.

◈ Include your energy levels: "I focus best in the morning" helps AI schedule deep work early.

Section 02 of 05

Sales & Outreach

Stop spending your best hours on research and drafts. These prompts handle the prep so you can spend your time on the conversation.

Prompt 06

~1 hour saved

Research a Prospect Before a Call

Get a quick brief on a company or person so you walk into the call prepared, not guessing.

COPY THIS PROMPT

```
I have a sales call with [Name] at [Company]. Give me a quick brief:
1. What does the company do? (2 sentences max)
2. Recent news or announcements
3. Their likely pain points based on their industry
4. 3 smart questions I can ask that show I did my homework
5. Any red flags or things to watch for

Keep the whole brief under 250 words.
```

WHAT YOU'LL GET BACK

A one-page call prep sheet: company overview, pain points, smart questions, and red flags. Scan it 5 minutes before the call.

◈ Paste their LinkedIn "About" section or company website copy for even better results.

Prompt 07

~30 min saved

Write a Follow-Up Email That Gets Replies

After a meeting or call, get a follow-up email that references specific things discussed and moves the deal forward.

COPY THIS PROMPT

```
I just had a meeting with [Name] at [Company]. Here's what we
discussed:

[Paste your notes or key points from the call]

Write a follow-up email that:
- Thanks them for their time (one line, not gushy)
- Recaps the key points we agreed on
- Proposes a clear next step with a specific date/time
- Keeps the tone conversational and professional

Under 200 words.
```

WHAT YOU'LL GET BACK

A follow-up email that sounds like you wrote it, not a template. References real things from the meeting. Ready to send.

◈ Send within 2 hours of the meeting. Speed signals professionalism.

Prompt 08

~1 hour saved

Handle the Top 5 Objections in Your Industry

Get a cheat sheet of common objections and how to respond, specific to your product and audience.

COPY THIS PROMPT

```
I sell [describe your product/service] to [describe your target customer].

List the top 5 objections I'll hear on sales calls and write a response for each one that:
- Acknowledges the concern (doesn't dismiss it)
- Reframes it with a real benefit
- Ends with a question that moves the conversation forward

Keep each response under 3 sentences.
```

WHAT YOU'LL GET BACK

Five objection-response pairs you can rehearse before calls. Acknowledge, reframe, redirect. No pushy tactics.

◈ Update this every month as you hear new objections. Your cheat sheet gets sharper over time.

Prompt 09

~1.5 hours saved

Turn Meeting Notes Into a Proposal Outline

Go from raw call notes to a structured proposal skeleton in one prompt.

COPY THIS PROMPT

```
Based on these meeting notes, create a proposal outline:

[Paste your meeting notes]

Include these sections:
1. Executive summary (what we're solving and why it matters to them)
2. Scope of work (what we'll deliver)
3. Timeline with milestones
4. Investment summary (leave dollar amounts blank for me to fill in)
5. Next steps

Write it from the perspective of someone who listened carefully to
their problems. Use their language, not mine.
```

WHAT YOU'LL GET BACK

A structured proposal outline using the prospect's own language. Fill in pricing and details, then send.

◈ "Use their language, not mine" is the key line. It makes the proposal feel customized, not templated.

Prompt 10

~45 min saved

Personalize a Cold Email Without Being Creepy

Write an outreach email that references something real about the person without sounding like a stalker.

COPY THIS PROMPT

```
Write a cold outreach email to [Name], [Title] at [Company].

Here's what I know about them: [paste their LinkedIn summary, a recent post they made, or a company announcement]

My product/service: [one sentence about what you offer]

The email should:
- Open with something specific to them (not "I hope this finds you well")
- Connect their situation to my offer in one sentence
- End with a low-commitment ask (not "Can we schedule a 30-min call?")

Under 100 words. No buzzwords. Sound human.
```

WHAT YOU'LL GET BACK

A short, personalized cold email that doesn't read like a mass blast. Opens with relevance, connects naturally, asks small.

◈ "Under 100 words" is non-negotiable. Long cold emails don't get read.

Section 03 of 05

Marketing & Content

Stop staring at a blank page. These prompts turn one idea into a full week of content and make your marketing feel like it runs itself.

Prompt 11

~1 hour saved

Turn One Blog Post Into 5 Social Posts

Paste a blog post or article and get five platform-ready social posts, each with a different angle.

COPY THIS PROMPT

```
Here's a blog post I wrote:

[Paste the full blog post]

Create 5 social media posts from this content. Each one should:
- Take a different angle or highlight a different point
- Work as a standalone post (someone shouldn't need to read the blog to get value)
- Be under 200 words
- End with a hook or question that drives engagement

Label each one with the platform it's best for (LinkedIn, Instagram, X, Threads).
```

WHAT YOU'LL GET BACK

Five distinct social posts, each pulling a different angle from your original content. A week of posts from one piece of writing.

◈ The best social posts feel like they were born on that platform, not excerpted from a blog.

Prompt 12

~1.5 hours saved

Write a Newsletter People Actually Read

Give AI your topic and audience and get a newsletter draft with a strong opener, clean structure, and a CTA.

COPY THIS PROMPT

```
Write a newsletter email for my audience of [describe your audience].

Topic: [your topic for this week]

Structure:
- Subject line (under 8 words, curiosity-driven)
- Opening line that earns the next paragraph (no "Happy Monday!")
- 2-3 key insights or takeaways
- One actionable thing they can do today
- CTA: [what you want them to do]

Total length: under 400 words. Tone: conversational, like I'm talking to one person.
```

WHAT YOU'LL GET BACK

A complete newsletter draft: subject line, body, and CTA. Reads like a person wrote it, not a marketing department.

◈ Test two subject lines every time. The one you think is better usually isn't.

Prompt 13

~2 hours saved

Generate a Month of Content Ideas in 5 Minutes

Get 30 content ideas organized by theme, format, and platform. Never stare at a blank calendar again.

COPY THIS PROMPT

```
I need 30 content ideas for next month. My business is [describe what you do]. My audience is [describe who follows you].

For each idea, give me:
- The topic (one sentence)
- The best format (post, carousel, Reel, article, newsletter)
- The hook (the first line that stops the scroll)

Organize by week (Week 1-4, ~7-8 per week). Mix educational, personal story, and opinion content.
```

WHAT YOU'LL GET BACK

A full month content calendar: 30 ideas with format recommendations and ready-to-use hooks. Drop it into your planning tool.

◈ Delete the ideas that bore you. If you wouldn't read it, your audience won't either.

Prompt 14

~30 min saved

Write a Customer Testimonial Request That Works

Most people never ask for testimonials because they don't know how. This prompt writes the ask for you.

COPY THIS PROMPT

```
Write a short email asking [Client Name] for a testimonial. We did [describe the work you did for them] and the result was [describe the outcome].

The email should:
- Thank them genuinely (one line)
- Make it easy: give them 3 specific questions to answer instead of asking for a blank testimonial
- Offer to write a draft they can approve if they're short on time
- Keep it under 150 words. No pressure, just warmth.
```

WHAT YOU'LL GET BACK

A warm, low-pressure testimonial request with three guiding questions. The "I'll draft it for you" line doubles your response rate.

◈ Send this within a week of project completion, while the results are still fresh.

Prompt 15

~1 hour saved

Analyze a Competitor’s Positioning in 60 Seconds

Paste a competitor's homepage copy and get a clear breakdown of what they're saying, who they're targeting, and where the gaps are.

COPY THIS PROMPT

```
Here's the homepage copy from a competitor:

[Paste their homepage text]

Analyze:
1. What are they actually selling? (one sentence)
2. Who is their target customer?
3. What's their main value proposition?
4. What claims are they making that I could challenge?
5. What are they NOT saying that I should be saying?

Be direct. I don't need diplomacy, I need clarity.
```

WHAT YOU'LL GET BACK

A competitive positioning teardown: what they claim, who they target, and where you can differentiate. Instant strategic clarity.

◈ Do this for your top 3 competitors. The gaps you find become your messaging angles.

Section 04 of 05

Finance & Reporting

Numbers tell a story. These prompts help you tell it faster, cleaner, and without staring at a spreadsheet for three hours.

Prompt 16

~1.5 hours saved

Categorize a Month of Expenses Instantly

Paste your bank statement or expense list and get every line item categorized, totaled, and summarized.

COPY THIS PROMPT

```
Here's my list of expenses for [month]:

[Paste your expense data: date, description, amount]

Categorize each expense into one of these buckets:
Software/Subscriptions, Travel, Office Supplies, Meals/Entertainment,
Contractors, Marketing, Utilities, Other.

Then give me:
- Total per category
- Top 3 biggest expenses
- Anything that looks like a duplicate or unusual charge

Format as a clean table.
```

WHAT YOU'LL GET BACK

A categorized expense table with totals, top costs, and flagged anomalies. What used to take an afternoon, done in seconds.

◈ Export your bank statement as CSV, paste the raw data. AI handles messy formatting fine.

Prompt 17

~1 hour saved

Write a Financial Summary Your Boss Will Actually Read

Turn raw numbers into a narrative summary that anyone can understand, not just the finance team.

COPY THIS PROMPT

```
Here are this month's financial numbers:

[Paste revenue, expenses, key metrics]

Write a 200-word financial summary for a non-financial audience.
Include:
- How we did vs. last month (up/down/flat)
- The one number that matters most and why
- One thing we should keep doing
- One thing to watch next month

No jargon. Write it like you're explaining to a smart person who
doesn't live in spreadsheets.
```

WHAT YOU'LL GET BACK

A plain-English financial summary that anyone on the team can read and understand. The one people actually open.

◈ "No jargon" is the key instruction. Remove it and you'll get finance-speak nobody reads.

Prompt 18

~45 min saved

Explain Budget Variances Without the Jargon

When actual spend doesn't match the budget, this prompt writes the explanation your stakeholders need.

COPY THIS PROMPT

```
Here's our budget vs. actual for [month/quarter]:

[Paste budget line items with budgeted amount and actual amount]

For any line item where actual differs from budget by more than 10%,
explain:
- What happened (in plain English)
- Whether this is a one-time thing or a trend
- What we're doing about it (or should do)

Write it as a brief you'd hand to a CEO who has 3 minutes to read it.
```

WHAT YOU'LL GET BACK

A variance explanation brief: what went over, why, and whether to worry. CEO-ready, no spreadsheet required.

◈ The "CEO who has 3 minutes" framing forces the AI to cut fluff. Use it everywhere.

Prompt 19

~1 hour saved

Build an Invoice Tracker From Scratch

Get a simple system for tracking who owes you money, how much, and when it's due.

COPY THIS PROMPT

```
Create a simple invoice tracking system for a small business. I need:

1. A spreadsheet template with columns for: Invoice #, Client,
Amount, Date Sent, Due Date, Status (Sent/Overdue/Paid), Date Paid,
Notes
2. Pre-filled formulas or logic for flagging overdue invoices
3. A follow-up email template for invoices that are 7 days overdue
4. A follow-up email template for invoices that are 30 days overdue

Keep everything simple enough that someone with no accounting
background can maintain it.
```

WHAT YOU'LL GET BACK

A complete invoicing system: spreadsheet layout, overdue logic, and two follow-up email templates. From chaos to organized in one prompt.

◈ Copy the spreadsheet layout into Google Sheets. The formulas translate directly.

Prompt 20

~1 hour saved

Draft a Cash Flow Narrative for Stakeholders

Turn your cash in/cash out numbers into a story that stakeholders, investors, or partners can follow.

COPY THIS PROMPT

```
Here's our cash flow for [time period]:

Money In: [list sources and amounts]
Money Out: [list categories and amounts]
Starting Balance: [amount]
Ending Balance: [amount]

Write a cash flow narrative that:
- Explains where the money came from and where it went
- Highlights any trends (growing revenue, rising costs, seasonal patterns)
- Flags anything that needs attention in the next 30-60 days
- Ends with a one-sentence outlook

Under 300 words. Write for someone who cares about the business but isn't a CPA.
```

WHAT YOU'LL GET BACK

A readable cash flow story: where money came from, where it went, what to watch. The narrative behind the numbers.

◈ Update this monthly. Over time, the AI picks up on your patterns and the narratives get sharper.

Section 05 of 05

HR & Team Management

People work is the hardest work. These prompts handle the writing so you can focus on the humans.

Prompt 21

~1 hour saved

Write a Job Posting That Attracts the Right People

Get a job post that sounds like a human wrote it, not HR software. Attracts the right candidates, repels the wrong ones.

COPY THIS PROMPT

```
Write a job posting for a [job title] at [company name]. We're a
[brief company description].

This person will: [describe 3-5 key responsibilities]
They need: [must-have skills or experience]
Nice to have: [bonus qualifications]
Compensation: [range or "competitive, based on experience"]

Write it in a conversational tone. No corporate buzzwords. No
"rockstar" or "ninja." Start with what makes this role interesting,
not a company history paragraph nobody reads. End with how to apply.
```

WHAT YOU'LL GET BACK

A job posting that reads like a real conversation. Leads with the interesting stuff, skips the filler, and tells people exactly how to apply.

◈ "No rockstar or ninja" eliminates 90% of cringe. Add your own banned words for even cleaner output.

Prompt 22

~1.5 hours saved

Build a New Hire Onboarding Checklist

Get a structured onboarding plan: Day 1 through Week 4, with everything a new hire needs to feel confident.

COPY THIS PROMPT

```
Create a 4-week onboarding checklist for a new [job title] at
[company type].

Include:
- Day 1: Setup, introductions, first impressions
- Week 1: Core tools, key meetings, role overview
- Week 2: Shadowing, first small project
- Week 3-4: Independent work, feedback checkpoint

For each item, note who's responsible (manager, IT, buddy, or the new
hire themselves). Keep it practical. Nobody follows a 47-page
onboarding doc.
```

WHAT YOU'LL GET BACK

A 4-week onboarding plan with daily/weekly items and owners. Clean enough to paste into Notion, Google Docs, or a shared sheet.

◈ Include a "buddy system" item in Week 1. New hires with a designated buddy ramp up 50% faster.

Prompt 23

~45 min saved

Turn a Tough Conversation Into Talking Points

When you need to address a performance issue, deliver bad news, or have a difficult 1:1, this prompt gives you structure.

COPY THIS PROMPT

```
I need to have a difficult conversation with [describe the person's role]. The issue is: [describe the situation].

Give me:
1. An opening line that's direct but respectful (not "we need to talk")
2. 3 key points I need to make, with specific examples I should reference
3. A way to listen and invite their perspective
4. A clear next step or expectation to close with

Keep the tone firm but human. I want to address the issue without damaging the relationship.
```

WHAT YOU'LL GET BACK

A structured conversation outline: open, key points, listening pause, and close. Practice it once, then have the real conversation.

◈ "Firm but human" is the key instruction. Without it, the AI defaults to HR-speak.

Prompt 24

~1 hour saved

Write a Performance Review That's Actually Useful

Give AI a few bullet points about someone's performance and get a complete review that's specific and actionable.

COPY THIS PROMPT

```
Write a performance review for [Name], [their role]. Review period: [dates].

Here's what I've observed:
Strengths: [list 2-3 things they've done well, with examples if possible]
Areas for growth: [list 1-2 things they should improve]
Notable projects: [mention specific work they contributed to]

Write the review in a professional but supportive tone. Be specific, not generic. No "meets expectations" language. End with 2-3 concrete goals for next quarter.
```

WHAT YOU'LL GET BACK

A complete performance review: strengths with examples, growth areas with context, and specific next-quarter goals. Ready for the conversation.

◈ "No 'meets expectations' language" kills the template feel. Reviews should sound like they were written for one person.

Prompt 25

~30 min saved

Create a Team Update Email That Doesn't Suck

Turn a list of things that happened this week into a team update people actually open and read.

COPY THIS PROMPT

```
Write a weekly team update email. Here's what happened this week:

Wins: [list accomplishments]
In Progress: [what's actively being worked on]
Blockers: [anything stuck or needing help]
Next Week: [what's coming up]

Format: Start with the single biggest win in one bold sentence. Then group the rest under clear headers. End with one question for the team. Keep total length under 250 words. Tone: positive but honest.
```

WHAT YOU'LL GET BACK

A team update email that opens with the win, organizes the rest cleanly, and ends with engagement. The update people actually look forward to.

◈ Send it at the same time every week. Consistency builds readership more than content does.

These 25 prompts saved you 25 hours. Imagine what a full system looks like.

In our workshop, your team builds real AI workflows, not theoretical ones. You walk out with working systems, not slide decks.

Book a Free Call

aiworkshop.info

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