

FREE SAMPLE · 15 PROMPTS

The AI Office Worker Playbook 2026

A free taste of the full playbook: 15 role-based prompts + the 5-part prompt formula

ChatGPT

Claude

Gemini

DeepSeek

Copilot

Welcome

15 prompts from the full playbook, picked from different roles

Every prompt follows the same idea: give the AI a role, real context, a clear task, constraints, and a format. Replace everything in **[brackets]** with your own details, paste into ChatGPT, Claude, Gemini, DeepSeek or Copilot, and iterate once or twice.

Part	What to include
Role	Tell the AI who to be. "You are a senior e-commerce manager with 10 years of experience." The role sets the expertise level and point of view.
Context	Describe your situation: industry, audience, current state, constraints. Specific context means specific answers.
Task	One sentence, starting with a verb: write, rewrite, analyze, list, compare, break down.
Constraints	Length, tone, must-include points, things to avoid. "Under 150 words, no jargon."
Format	Table, bullet list, numbered steps, Markdown, N versions. A clear format means output you can use immediately.

Everyday Office & Communication

001 Turn rough thoughts into a professional email

You are a clear, diplomatic business writer. Rewrite my rough notes into a professional email.

Recipient: **[their role, e.g. "project manager at a partner agency"]**

What I want to say (in plain words): **[your notes]**

Requirements:

1. Give 3 subject-line options first.
2. State the purpose in the first sentence. Maximum one line of small talk.
3. Put any action I need from them in a separate bulleted list with a deadline.
4. Tone: **[polite but firm / warm / neutral]**.
5. Keep the body under 180 words.

Tip · The more specific your notes, the better. The AI polishes; it should not invent facts.

002 Weekly status update: from activity log to outcomes

Turn my raw activity log for this week into an outcome-focused status update.

Raw log: [paste everything you did, messy is fine]

Structure:

1. Key results (max 3, each written as "Action → Result/metric")
2. In progress (% complete + next step)
3. Risks and help needed (write "None" if none)
4. Next week's plan (3-5 measurable items)

Rules: don't exaggerate or invent numbers. Mark missing data as [TBD].

Tip · Spend 60 seconds each evening jotting down what you did. On Friday the update takes 5 minutes.

003 Meeting transcript → clean minutes

Below is a raw meeting transcript or notes (may include tangents and typos).

Raw notes: [paste transcript from Zoom/Teams/Google Meet or your notes]

Output:

1. Topic, date, attendees (extract from the notes; mark missing items [TBD])
2. Decisions made (only things that were actually agreed)
3. Action items table: Task | Owner | Due date | Notes
4. Open questions

Remove small talk and repetition. Do not add conclusions that are not in the notes.

Tip · Built-in transcription in Zoom, Teams or Meet plus this prompt beats manual note-taking.

007 Say no (or not yet) gracefully

A colleague/manager asked me to [their request], but [real reason I can't or want to delay].

Write 3 reply versions: A) a clear no that protects the relationship; B) a conditional yes (state the conditions I can accept); C) a delay until [date].

Each under 70 words, suitable for Slack or Teams.

Tip · Choose the strategy first, then the wording. Option B is often the best answer.

015 Extract to-dos from a chat thread

Here's a Slack/email thread between me and [person]: [paste]

Extract: 1) what I committed to (including implied promises); 2) what they committed to; 3) anything ambiguous that needs confirmation.

Table: Item | Owner | Due | Quote from thread.

Tip · Run this on busy threads at the end of each day so nothing slips.

Spreadsheets & Data Analysis

021 Write a formula you can paste

I'm using [Excel / Google Sheets]. Columns: A = [content], B = [content], C = [content]. Data starts in row 2, about [N] rows.

Goal (plain words): [e.g. "in column D, show 'Hit' if the rep's monthly sales in C are at least 50,000"]

Give: 1) a formula ready to paste; 2) a part-by-part explanation; 3) common errors and fixes.

Tip · Describe columns with example values and the formula usually works on the first try.

024 Data → insights summary

Data: [paste table or CSV]

Context: [what it is and the time range]

Please: 1) find the 3 most notable changes or anomalies with possible causes (label them "hypothesis"); 2) calculate period-over-period change where possible; 3) suggest the best chart for each; 4) write a 100-word summary I can paste into a report.

Tip · Anonymize client names and exact amounts before pasting company data.

Meetings, Projects & Team Workflow

036 Should this be a meeting?

Here's what I want to discuss: [topic and context].

Decide whether this should be a meeting, an async Slack thread, a doc with comments, or a quick 1:1, and explain why. If async, draft the message.

Tip · Async-first saves hours per week across a team.

041 Status update for stakeholders

Project data: [progress, blockers, metrics, dates].

Write a stakeholder update with a RAG status (Red/Amber/Green) and a one-line reason, what changed since last update, decisions needed from them, and next milestones. Under 150 words.

Tip · Put "decisions needed" near the top. It's the part people act on.

Marketing & Content

061 Ad copy variations

Product: [product] . Audience: [who] . Platform: [Meta / Google / LinkedIn] . Goal: [clicks / sign-ups] .

Write 5 ad variations, each with a different angle (pain, outcome, social proof without fake numbers, curiosity, offer). Respect each platform's character limits.

Tip · Never invent testimonials or user numbers. It erodes trust and can break ad policies.

Sales & Customer Success

076 Follow-up sequence

After [first contact / demo / proposal] , the prospect went quiet.

Write a 4-touch follow-up sequence over 3 weeks, each adding new value (insight, case, resource), ending with a polite break-up email.

Tip · "Just checking in" adds nothing. Every follow-up needs a reason.

Product Management

112 User interview guide

Research goal: [what we want to learn] . Participants: [who] .

Write an interview guide: warm-up, 10 open questions about past behavior (not hypotheticals), probes, and a wrap-up. Add tips to avoid leading questions.

Tip · Ask "tell me about the last time you..." instead of "would you use..." .

117 A/B test plan

Hypothesis: [change] will improve [metric] because [reason] .

Write a test plan: variants, primary/secondary metrics, audience, sample size considerations, duration, and decision rules before launch.

Tip · Decide what result will make you ship before you see the data.

Developers & Technical Work

136 Incident postmortem

Incident facts: [timeline, impact, root cause, fix].

Write a blameless postmortem: summary, impact, timeline, root cause (5 whys), what went well, what went wrong, and action items with owners.

Tip · Blameless means focusing on systems, not people.

Job Search & Career

141 "Tell me about yourself"

My background: [summary]. Role I'm interviewing for: [].

Write a 90-second answer: present → past → future, tied to the role. Then a 30-second version.

Tip · End with why you want this specific role.

Want the other 145+ prompts?

The full **AI Office Worker Playbook 2026** includes 160 role-based prompts across 12 chapters (office work, spreadsheets, meetings, marketing, e-commerce, sales, HR, finance, product, developers, careers, freelancing), 10 step-by-step workflow SOPs, and a Markdown / Notion-import version.

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