PROMPT PACK

Everyday Business Prompts

Copy a prompt, replace the bracketed placeholders, and review the result before using it.

Replace the bracketed placeholders with non-sensitive information. These prompts produce drafts for review. Do not paste passwords, private customer details, confidential documents, or proprietary processes. Check factual claims before using the output.

1. Turn a task into a checklist

Help me create a checklist for [ordinary task]. The intended result is [result]. Use only these details: [notes]. List the steps in order, required inputs, and points where a person should review the work. Identify missing information instead of inventing it. Keep the checklist short and practical.

2. Clarify a website introduction

Rewrite this introduction for [audience]: [draft text]. Explain what we offer and the next step in plain language. Use only facts in the draft. Do not add services, guarantees, testimonials, results, or claims. Give two versions of no more than 60 words each, then list any unclear points.

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3. Summarize supplied research

Using only the following material, summarize the answer to [question]: [source notes with labels]. Separate supported findings, interpretation, and unanswered questions. For each finding, name the source label that supports it. Do not invent sources or treat missing evidence as proof.

4. Plan a manageable week

Help me plan a week using these tasks: [tasks, deadlines, and estimated effort]. My available time is [time blocks]. Mark must-do items, propose a realistic order, and leave room for interruptions. Flag conflicts and assumptions. Do not schedule actions outside the available time.

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5. Compare simple options

Compare [option A] and [option B] for [goal] using only these facts: [notes]. Use the criteria [criteria]. Show known benefits, drawbacks, missing information, and questions to resolve before deciding. Do not invent costs, capabilities, or performance figures.

6. Review a draft before sharing

Review this draft for [audience and purpose]: [text]. Identify confusing wording, unsupported claims, missing context, and accidental disclosure of sensitive information. Suggest concise edits while preserving the meaning. Return a revised draft and a short list of anything I need to verify.

Review before using

Read the output before relying on it. Correct errors, replace generic wording, and verify any facts. Keep responsibility for the final decision and any action taken.