

Starter Prompts

- **Email polish** - Turn these bullets into a concise, friendly email to colleagues. Include a clear ask and a 2-item list of next steps. Keep to 120–150 words. [paste bullets]
- **Meeting agenda** - Create a 45-minute agenda with times, objectives, and roles. Include an icebreaker and a decision checkpoint at the end. Audience: cross-functional team.
- **Summary** - Summarize the text below in ≤150 words for non-experts. Pull 3 key takeaways and 1 open question. [paste text]
- **Brainstorming** - Give me 10 title options for a beginner workshop on using AI. Mix playful and professional; ≤7 words each.
- **Table/request** - Convert this into a table with columns: Task | Owner | Deadline | Status (Not Started/In Progress/Done). [paste list]
- **Rewrite for audience** - Rewrite this for senior leadership: crisp, outcome-focused, no jargon, ≤180 words. Add a headline. [paste draft]
- **Rubric/checklist** - Create a 7-point checklist to evaluate if a slide is clear and persuasive. One sentence per item.
- **Data ask (no formulas)** - I have a CSV with columns [X, Y, Z]. Suggest 5 quick analyses or charts a non-technical audience would find useful and tell me what each would show.