

THE AI PROMPT LIBRARY



Unlock the full potential of AI in your organization. This library of prompts is your guide to communicating clearly with artificial intelligence—helping you get practical, reliable results, no matter your experience level.

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Contents

AI Foundations & Confidence	4
[1] AI Role Definition	4
[2] Explain Like I’m a Business Owner.....	4
[3] Safety & Boundaries.....	4
[4] Accuracy & Fact-Check.....	4
[5] Human-in-the-Loop	4
Prompting for Reliable Results	5
[6] REACT-Style Structured Prompt	5
[7] Clarification & Refinement	5
[8] Ask Better Questions	5
[9] Prompt Debugging	6
[10] Tone & Voice Control	6
AI for Daily Productivity	6
[11] Email Drafting.....	6
[12] Email Polishing	6
[13] Meeting Summary & Action Items	7
[14] Task Prioritization	7
[15] Document Cleanup.....	7
[16] Decision Support	7
MARKETING & STRATEGIC PLAN PROMPTS.....	8
[17] Company Value Proposition Prompt	8
[18] Competitor Identification Prompt	8
[19] Client Segmentation & Pain Points Prompt.....	9
[20] SWOT Analysis Prompt.....	9
[21] Content Strategy Prompt.....	9
[22] Content Calendar Prompt	10
[23] AI Discoverability (GEO Readiness) Prompt.....	10
[24] Create the full social media posts.	11
[25] Blog Writing Prompt	11
[26] Short Video Script Prompt (For AI Clone).....	12
[27] Podcast Episode Script Prompt	12
[28] Multi-Channel Batch Creation Prompt	13

The AI Prompt Library

[29] GEO Prompt for Creating a GEM	13
[30] GEO Prompt for Creating a Custom GPT	14
HR & ORGANIZATIONAL AI READINESS PROMPTS.....	14
[31] AI Needs Analysis Prompt	14
[32] Employee AI Readiness Prompt.....	14
[33] Internal AI Use Policy Prompt	15
[34] Department-Specific AI Guidelines Prompt.....	15
[35] Company-Wide AI Training Plan Prompt.....	15
[36] Role-Based AI Training Prompt	15
[37] AI Change Management & Communication Prompt.....	16
[38] AI Governance & Oversight Prompt	16
[39] Measuring AI Training Impact Prompt.....	16
Marketing, SEO → GEO & Visibility	17
[40] Brand Voice Extraction	17
[41] Website Content Improvement.....	17
[42] SEO → GEO Content Upgrade	17
[43] AI Discoverability Audit	17
[44] Google Business Profile Description	18
Chatbots & AI Assistants	18
[45] Chatbot Purpose Definition	18
[46] Core Chatbot “Brain” Prompt.....	18
[47] FAQ & Knowledge Base Builder.....	18
[48] Internal vs Customer-Facing Chatbot Rewrite	19
[49] Chatbot Testing & Improvement	19
AI Strategy, Risk & Ethics	19
[50] AI Use-Case Evaluation.....	19
[51] Risk & Compliance Check	20
[52] Simple AI Policy Draft.....	20
[53] Bias & Fairness Check.....	20
[54] Should We Use AI For This?	20
[55] AI Self / Digital Twin (Professional Profile)	21
[56] Reflection & Learning Journal	21
[57] Before-and-After Impact	21

The AI Prompt Library

 AI Automation Support Prompts.....	22
[58]. Email Review & Action Summary (From a Specific Person).....	22
[59] Email Reply Draft (Human-in-the-Loop)	22
[60] “Prepare, Don’t Send” Automation Prompt	23
[61] Multi-Email Thread Summary + Status Update.....	23
[62] Draft an Update Email (Approval Required)	24
[63] Task Tracker Creation (From Emails or Notes)	24
[64] Automation-Ready Instruction Prompt (Zapier / Copilot Friendly)	24
[65] Daily or Weekly “Inbox Assistant” Prompt (Manual Input)	25
[66] Create a 30-day content idea menu.	25
Business Development Prompts.....	26
[70] Market Gap & Opportunity Analysis	26
[71] Offer Expansion & Segment Extension Strategy	27
Event Planning Prompts	28
[72] Venue Research & Comparison Matrix	28
[73] Memorable Event Agenda Design	28
[74] Full Event Planning Roadmap (Steps + Timeline)	29
[75] Post-Event Follow-Up & ROI Plan.....	30
Chamber / SME Event Planning Toolkit.....	31
[76] Event Speaker Identification & Outreach Prompt	31
[77] Event Sponsorship Package Development Prompt	32
[78] Event Budget & Break-Even Analysis Prompt	33
[79] Event Marketing & Promotion Plan Prompt	34
Action Figure Fun	35
[80] Universal Prompt: “Create Yourself as an Action Figure”	35
[81] PART 2 — TRADING CARD (Printable).....	36
[82] Fun Collectible Action Figure.....	37

AI Foundations & Confidence

[1] AI Role Definition

You are acting as a [ROLE] for my business.
My business is in the [INDUSTRY] industry.
My goal is to [GOAL].

Give advice that is practical, clear, and suitable for a business owner.
If something is unclear, ask me questions before answering.

[2] Explain Like I'm a Business Owner

Explain this to me as if I am a busy business owner.
Use plain language.
Avoid technical terms.
Give one practical example I can apply today.

Topic: [TOPIC]

[3] Safety & Boundaries

Before answering, follow these rules:

- Do not invent facts or sources
- Do not provide legal, medical, or financial advice
- If unsure, say so clearly
- Keep responses ethical and business-appropriate

Confirm you understand these rules, then do this task:
[TASK]

[4] Accuracy & Fact-Check

Review the content below for accuracy.
Flag anything that may be incorrect, outdated, or uncertain.
List what should be verified by a human before using it.

Content:
[PASTE CONTENT]

[5] Human-in-the-Loop

Create a draft for this task, but pause before finalizing.
Clearly highlight:

- Assumptions you made
- Areas that need my approval
- Questions you need answered before this is complete

Task:
[TASK]

Note: Use the Human-in-the-Loop prompt whenever:

- The output will be public
 - The output affects people or trust
 - The output influences decisions
-

Prompting for Reliable Results

[6] REACT-Style Structured Prompt

Context:
My business is [BUSINESS TYPE].

Audience:
This is for [AUDIENCE].

Goal:
I want to achieve [GOAL].

Constraints:
Keep it under [LENGTH].
Use a [TONE] tone.
Include/avoid: [MUST INCLUDE] / [MUST AVOID]

Task:
[DESCRIBE TASK CLEARLY]

[7] Clarification & Refinement

Improve your previous response by:

- Making it clearer
- Removing unnecessary wording
- Aligning it to this goal: [GOAL]

Do not add new ideas unless I request them.

[8] Ask Better Questions

Before doing this task, ask me up to five clarifying questions that would improve the quality of the final result.

Task:
[TASK]

[9] Prompt Debugging

Your response did not meet my expectations.

Explain what may have caused the issue.

Then suggest how I should rewrite my prompt for better results.

Original prompt:

[PASTE PROMPT]

Response that missed the mark:

[PASTE RESPONSE]

[10] Tone & Voice Control

Rewrite the content below to match this tone:

- Professional but friendly
- Clear and confident
- Suitable for a Canadian business audience

Content:

[PASTE CONTENT]

AI for Daily Productivity

[11] Email Drafting

Draft a professional email.

Audience: [WHO]

Purpose: [WHY]

Tone: [TONE]

Length: [SHORT/MEDIUM]

Examples: [EXAMPLES OF PAST EMAILS FOR TONE AND STYLE]

Include:

- Clear main message
- 1–2 key details (if needed)
- A clear next step

Details to include:

[PASTE OR LIST]

[12] Email Polishing

Improve the email below.

Make it clearer, more professional, and more concise.

Keep the meaning the same.

Email:

[PASTE EMAIL]

[13] Meeting Summary & Action Items

Summarize the meeting notes below.

Create:

- Key points
- Decisions made
- Action items (with owners if mentioned)
- Deadlines (if mentioned)

Notes:

[PASTE NOTES]

[14] Task Prioritization

Here is my task list:

[PASTE TASKS]

Organize them into:

- Urgent
- Important
- Can wait

Briefly explain why.

[15] Document Cleanup

Clean up and simplify the document below.

Remove repetition.

Add clear headings.

Keep the meaning the same.

Document:

[PASTE TEXT]

[16] Decision Support

Help me think through this decision.

Decision:

[DESCRIBE]

Provide:

- Pros
- Cons
- Risks
- Questions I should answer before deciding

MARKETING & STRATEGIC PLAN PROMPTS

[17] Company Value Proposition Prompt

Help me clearly define my company's value proposition.

Before writing anything, ask me any clarifying questions you need to fully understand my business and eliminate guessing or assumptions.

Business name:

Industry:

Primary service area(s):

Primary customers:

Main problem we solve:

How we solve it differently:

Once all information is clear, provide:

- 1) One clear, single-sentence value proposition
- 2) A short paragraph version written in plain business language
- 3) Three clear, customer-focused benefits

[18] Competitor Identification Prompt

Using my value proposition and the information below, identify my competitors.

Before creating the output, ask any clarifying questions needed to avoid assumptions.

Value proposition:

[PASTE HERE]

Business description or website content:

[PASTE HERE]

Present the results in a clear, easy-to-read table or matrix.

The table should include:

- Competitor name
- Type (Direct or Indirect)
- What they do well
- How customers are likely comparing them to us
- Where we may differentiate

Keep language plain and business-focused.

[19] Client Segmentation & Pain Points Prompt

Segment my customers into clear groups.

Value proposition:
[PASTE HERE]

Business description or website content:
[PASTE HERE]

Present the results in a clear, easy-to-read table or matrix.

For each customer segment, identify:

- Who they are
- Their main pain points
- How we can heal their pain with our services or product?
- Why they would choose us

[20] SWOT Analysis Prompt

Create a SWOT analysis using the information below.

Value proposition:
[PASTE]

Competitors:
[PASTE]

Customer segments and pain points:
[PASTE]

Please present:
- Strengths
- Weaknesses
- Opportunities
- Threats

Keep it practical, actionable, and business-focused.

[21] Content Strategy Prompt

Create a content strategy based on the following information.

Value proposition:
[PASTE]

Competitors:
[PASTE]

Customer segments and pain points:

[PASTE]

SWOT analysis:

[PASTE]

Please include:

- Create content themes by customer segment
- Recommended content types for each
- Key messages that heal their pain, build trust and authority

[22] Content Calendar Prompt

Create a 30-day content calendar based on the content strategy below.

Before creating the calendar, ask any clarifying questions needed about audience, capacity, or channels to avoid assumptions.

Content strategy:

[PASTE HERE]

Present the output in a clear table or matrix.

For each content item, include:

- Week and date range
- Weekly theme
- Content topic or title
- Content format (post, article, video, FAQ, etc.)
- Recommended distribution channel(s) based on the audience (e.g. social, blog, email, podcast, YouTube)
- Primary target audience

[23] AI Discoverability (GEO Readiness) Prompt

Review my business information from an AI discoverability perspective.

Use the following information:

- Value proposition
- Customer segments
- SWOT analysis
- Content strategy

Identify:

- What is clear to AI tools
- What is missing
- What needs better structure or clarity

[24] Create the full social media posts.

Using my APPROVED content strategy and content calendar below, create the full social media posts.

Before writing, confirm you understand:

- The target audience for each post
- The pillar or key message it aligns with
- The platform it is written for

Approved content strategy:

[PASTE]

Approved 30-day content calendar (social items only):

[PASTE RELEVANT ROWS]

For each social post, provide:

- Post number or date
- Pillar / key message
- Hook (first line)
- Full post copy (clear, not fluffy)
- Call-to-action aligned with the strategy
- Suggested visual or supporting asset
- Optional 3–8 relevant hashtags (if platform appropriate)

Keep tone aligned to the brand voice defined earlier.

Avoid repetition across posts.

Do not invent facts.

[25] Blog Writing Prompt

(Creates the X number of blogs from the approved calendar)

Using my APPROVED content strategy and content calendar, write the blog posts listed below.

Before writing, ask any final clarification questions if needed.

Approved strategy:

[PASTE]

Approved calendar (blog items only):

[PASTE BLOG ROWS]

For each blog, include:

- SEO-friendly headline
- Subheading
- Clear introduction (problem-focused)

The AI Prompt Library

- 3–5 structured sections with subheadings
- Practical examples or steps
- Short conclusion
- Clear call-to-action aligned to the strategy
- Optional FAQ section (3–5 questions)

Write in plain business language.

Avoid filler.

Avoid hype.

Focus on solving real customer pain points identified earlier.

[26] Short Video Script Prompt (For AI Clone)

(Creates Y number of short scripts from calendar)

Using my APPROVED strategy and calendar,
write the short video scripts listed below.

Approved strategy:

[PASTE]

Approved calendar (video items only):

[PASTE VIDEO ROWS]

Each script must:

- Be [30 / 45 / 60] seconds
- Start with a strong hook
- Address one clear pain point
- Deliver one key insight or solution
- End with a simple call-to-action
- Sound natural when spoken aloud
- Avoid robotic or sales-heavy language

Also include:

- On-screen text suggestions
- Suggested caption for the platform

[27] Podcast Episode Script Prompt

(Create Z number of podcast scripts from calendar)

Using my APPROVED strategy and calendar,
write the podcast episodes listed below.

Approved strategy:

[PASTE]

Approved calendar (podcast items only):

[PASTE PODCAST ROWS]

Each episode should include:

- Episode title
- Opening (30 seconds)
- What listeners will learn
- 3 main talking points aligned to customer pain
- Real-world examples or scenarios
- Recap
- Clear next-step call-to-action
- Optional listener reflection question

Target length: [10–20 minutes]

Write in conversational, natural language.

[28] Multi-Channel Batch Creation Prompt

(If you want all your content in one prompt, ie everything generated at once)

Using my APPROVED strategy and full content calendar, create all content deliverables in organized sections.

Strategy:

[PASTE]

Full calendar:

[PASTE]

Deliver:

SECTION 1 – Social Posts

SECTION 2 – Blog Drafts

SECTION 3 – Short Video Scripts

SECTION 4 – Podcast Scripts

Clearly label each section.

Maintain consistency in tone, messaging, and positioning.

Do not contradict earlier strategic positioning.

[29] GEO Prompt for Creating a GEM

Create a structured prompt to train a GEM for my business.

Business information:

[PASTE ALL STRATEGIC CONTENT]

The GEM should:

- Represent the business accurately
- Answer questions clearly and safely

- Stay within provided information
- Escalate to a human when unsure

[30] GEO Prompt for Creating a Custom GPT

Create a core system prompt for a custom GPT.

Use this business information:

[PASTE VALUE PROPOSITION, CUSTOMER SEGMENTS, SWOT, CONTENT STRATEGY]

The GPT must:

- Reflect the brand voice
 - Stay within approved information
 - Provide practical business responses
 - Defer to a human when uncertain
-

HR & ORGANIZATIONAL AI READINESS PROMPTS

[31] AI Needs Analysis Prompt

Help me conduct an AI needs analysis for my organization.

Company size:

Industry:

Roles or departments:

- [ROLE 1]
- [ROLE 2]
- [ROLE 3]

For each role, identify:

- Repetitive or time-consuming tasks
- Areas where clarity or consistency is needed
- Low-risk areas for AI use
- Areas where AI should not be used

[32] Employee AI Readiness Prompt

Help me assess employee readiness for using AI at work.

Assume mixed comfort levels with technology.

Identify:

- Common fears or misconceptions
- Existing skills employees may already have
- Training gaps to address first
- Ways to reduce resistance to AI adoption

[33] Internal AI Use Policy Prompt

Draft a plain-language internal AI use policy.

Audience: Employees

Tone: Supportive and clear

Include:

- Approved uses of AI
- Prohibited uses of AI
- Data privacy and confidentiality expectations
- Human accountability for outputs
- Where employees can ask questions

Limit to 1–2 pages.

[34] Department-Specific AI Guidelines Prompt

Create AI usage guidelines for the following department:

Department:

Primary responsibilities:

Include:

- Approved AI use cases
- Restricted or prohibited uses
- Examples relevant to this role
- Required human review points

[35] Company-Wide AI Training Plan Prompt

Create a phased AI training plan for my organization.

Company size:

Roles involved:

Current AI maturity level: Beginner / Mixed / Intermediate

Include:

- Training goals by phase
- Topics to cover
- Time commitment per phase
- Hands-on vs awareness training
- Indicators of success

[36] Role-Based AI Training Prompt

Create a role-based AI training outline.

Role:

Primary responsibilities:

Include:

- What this role needs to understand about AI
- What AI can safely be used for
- What requires human judgement
- Example training exercises

[37] AI Change Management & Communication Prompt

Help me communicate AI adoption to employees.

Goals:

- Reduce fear
- Emphasize support, not surveillance
- Reinforce that AI assists rather than replaces

Create:

- Key leadership talking points
- A short internal announcement
- An employee FAQ

[38] AI Governance & Oversight Prompt

Help me design a simple AI governance approach.

Include:

- Ownership and accountability
- Review and approval processes
- How issues are reported
- How policies are updated over time

Keep it lightweight and practical.

[39] Measuring AI Training Impact Prompt

Help me measure the impact of AI training.

Identify:

- Productivity indicators
- Quality or consistency improvements
- Risk reduction signals
- Employee confidence indicators

Suggest simple ways to track progress.

Marketing, SEO → GEO & Visibility

[40] Brand Voice Extraction

Analyze the content below and describe my brand voice in simple terms. Then rewrite one paragraph to match that voice.

Content:

[PASTE CONTENT]

[41] Website Content Improvement

Review the webpage content below.

Suggest improvements to:

- Headings
- Clarity of message
- Trust signals (proof, credibility, specifics)
- Calls to action
- Improve SEO

Webpage content:

[PASTE]

[42] SEO → GEO Content Upgrade

Rewrite the content below so AI tools can clearly understand:

- Who we are
- What we do
- Who we serve
- Where we operate (if relevant)

Keep it clear and trustworthy.

Content:

[PASTE]

[43] AI Discoverability Audit

Act like an AI assistant trying to understand my business.

Based on the content below, list:

- What is clear
- What is missing or confusing
- What would help AI tools describe us accurately
- What are the steps I should take to improve my GEO

Business info:

[PASTE]

[44] Google Business Profile Description

Write or improve my Google Business Profile description.

Business name:

Location:

Services:

Ideal customers:

What makes us different:

Keep it clear, trustworthy, and customer-focused.

Chatbots & AI Assistants

[45] Chatbot Purpose Definition

Help me define a chatbot.

Audience: [CUSTOMERS / STAFF / BOTH]

Main problem it solves: [PROBLEM]

Top 5 questions it should answer: [LIST]

What it must NOT do: [LIMITS]

When it should escalate to a human: [ESCALATION RULES]

[46] Core Chatbot “Brain” Prompt

You are a trained assistant for [BUSINESS NAME].

Your purpose is to help with:

[PURPOSE]

Rules:

- Use only the information provided to you
- If you are unsure, say so and suggest the next step
- Do not invent policies, prices, or guarantees
- Be clear, polite, and concise

[47] FAQ & Knowledge Base Builder

Using the source content below, create a FAQ.

Return:

- 10 frequently asked questions

- Clear, short answers
- A “When to contact us” line for each answer

Source content:
[PASTE]

[48] Internal vs Customer-Facing Chatbot Rewrite

Rewrite the content below in two versions:
(Audience & Risk Control Prompt)
Version A: Internal staff use (direct and practical)
Version B: Customer-facing (friendly, simple, reassuring)

Content:
[PASTE]

[49] Chatbot Testing & Improvement

Test this chatbot response for quality and risk.

Response:
[PASTE]

- Check for:
- Missing information
 - Unclear wording
 - Wrong assumptions
 - Risky promises
 - When it should escalate to a human

Then rewrite a safer, clearer version.

AI Strategy, Risk & Ethics

[50] AI Use-Case Evaluation

Evaluate whether AI is appropriate for this task.

Task:
[DESCRIBE]

- Provide:
- Benefits
 - Risks

- What a human must still do
- A safe way to use AI here (if appropriate)

[51] Risk & Compliance Check

Identify risks of using AI for this task.

Task:

[DESCRIBE]

Consider:

- Privacy and confidentiality
- Accuracy and errors
- Reputation risks
- Legal/HR sensitivity

Provide practical safeguards.

[52] Simple AI Policy Draft

Draft a simple internal AI use policy.

Audience: Employees

Tone: Clear, supportive, not legalistic

Include:

- Approved uses
- Prohibited uses
- Data rules (confidentiality)
- Human accountability
- Where to ask questions

Length: 1–2 pages

[53] Bias & Fairness Check

Review the content below for bias or unfair assumptions.
Flag concerns and suggest more neutral alternatives.

Content:

[PASTE]

[54] Should We Use AI For This?

Should we use AI for this task?

Task:

[DESCRIBE]

Answer clearly:

- Yes / No / Yes with limits

Explain why.

List the limits and required human review.

ASSIGNMENT SUPPORT

[55] AI Self / Digital Twin (Professional Profile)

Create a professional “AI version of me” profile.

My role:

My industry:

My strengths:

My style (tone/voice):

What I do not do:

My boundaries (privacy, accuracy, professionalism):

Output:

- Short bio (50–80 words)

- Medium bio (150–200 words)

- A list of 10 “facts about my work” I can reuse in marketing

[56] Reflection & Learning Journal

Help me reflect on what I learned.

Topic or task:

[DESCRIBE]

Include:

- What worked well

- What didn't work

- What surprised me

- What I will do differently next time

- My next step

[57] Before-and-After Impact

Compare my process before and after using AI for this task.

Task:

[DESCRIBE]

Provide:

- What changed
 - Time saved (estimate)
 - Quality improvements
 - Risks reduced
 - What still requires a human
-

AI Automation Support Prompts

(Human-approved, business-safe)

[58]. Email Review & Action Summary (From a Specific Person)

What this prompt is for

To summarize emails **you paste in**, extract actions, and flag what needs a reply.

Prompt

Review the emails below from [NAME].

For each email, identify:

- Key message or outcome
- Any action requested of me
- Deadlines or follow-ups mentioned
- What has already been completed (if stated)

Then provide:

- 1) A short summary (executive-style)
- 2) A clear list of action items

Do not draft a reply yet.

Emails:

[PASTE EMAILS]

 NOTE:

This mirrors what an assistant would do before you respond.

[59] Email Reply Draft (Human-in-the-Loop)

What this prompt is for

To draft a reply **without sending**, and clearly mark what needs approval.

Prompt

Draft a professional email reply based on the summary below.

Before finalizing, clearly highlight:

- Assumptions you made
- Areas that require my approval or confirmation
- Any missing information you need

Tone: professional and clear
Do not send the email.

Summary and context:
[PASTE SUMMARY OR EMAIL THREAD]

[60] “Prepare, Don’t Send” Automation Prompt

What this prompt is for

To reinforce human control when people are worried about AI acting on their behalf.

Prompt

Prepare the requested output, but do not send, publish, or automate anything.

Your role is to:

- Draft
- Summarize
- Suggest next steps

My role is to:

- Review
- Approve
- Execute

Task:

[DESCRIBE TASK]

This is an excellent **trust-building prompt** for beginners.

[61] Multi-Email Thread Summary + Status Update

What this prompt is for

To turn messy email chains into a clean update.

Prompt

Review the email thread below.

Create:

- 1) A short summary of what has happened so far
- 2) Current status (what’s done vs outstanding)
- 3) Recommended next step

Then draft a short status update email I could send,
but clearly mark it as a draft for review.

Email thread:

[PASTE THREAD]

[62] Draft an Update Email (Approval Required)

What this prompt is for

To send progress updates without rewriting from scratch.

Prompt

Draft a short update email based on the information below.

Audience:

[PERSON / CLIENT / TEAM]

Purpose:

[UPDATE / DELAY / COMPLETION / NEXT STEPS]

Before finalizing, flag:

- Any assumptions
- Anything that could be misinterpreted
- Where I should customize wording

Information:

[PASTE DETAILS]

[63] Task Tracker Creation (From Emails or Notes)

What this prompt is for

To turn emails into an action list you can then automate elsewhere.

Prompt

From the information below, create a task list.

For each task, include:

- Task description
- Owner (if known)
- Priority (high / medium / low)
- Suggested due date

Source content:

[PASTE EMAILS OR NOTES]

[64] Automation-Ready Instruction Prompt (Zapier / Copilot Friendly)

What this prompt is for

To prepare instructions that can later be used in automation tools.

Prompt

Convert the task below into clear, step-by-step automation instructions.

Assume a human will review and approve before setup.

Task:

[DESCRIBE TASK]

Output:

- Trigger
- Information needed
- Action to take
- Human review point

This is **gold** for teaching automation thinking *without* touching tools yet.

[65] Daily or Weekly “Inbox Assistant” Prompt (Manual Input)

What this prompt is for

To simulate an executive assistant workflow.

Prompt

Act as my inbox assistant.

Based on the emails below, provide:

- Top priorities
- Items that can wait
- Items that need a response today
- Draft replies only where appropriate (label clearly as drafts)

Emails:

[PASTE EMAILS]

[66] Create a 30-day content idea menu.

Use my key messages/pillars to create a 30-day content idea menu..

Before you start, ask any clarifying questions you need to avoid assumptions (e.g., audience, offers, tone, platforms, posting frequency).

Key messages/pillars:

[PASTE HERE]

Business context (optional):

Industry:

Primary service area(s):

Primary audience:

Main offer(s):

Output format: Provide a table.

For each idea include:

- Pillar/key message
- Topic/title
- Best format (social post, blog, short video, podcast)
- Target audience segment
- Goal (awareness / trust / lead / retention)
- Suggested call-to-action

Business Development Prompts

[70] Market Gap & Opportunity Analysis

Purpose:

Identify unmet needs, under-served segments, and whitespace opportunities based on your positioning and competition.

Copy-Paste Prompt

Using my approved business positioning information, identify market gaps and strategic growth opportunities.

Before responding, ask clarifying questions if needed to avoid assumptions.

Value proposition:

[PASTE]

Customer segments and pain points:

[PASTE]

Competitive matrix:

[PASTE]

SWOT analysis:

[PASTE]

Please provide:

1) Market Gaps

- Where competitors are weak or inconsistent
- Pain points not being fully addressed
- Underserved customer segments
- Geographic or service gaps

2) Opportunity Areas

- New offers that align with my strengths
- Complementary services that add value
- Differentiation opportunities

3) Risk Considerations

- Where expansion may dilute focus
- Where competition is too strong to justify entry

Present results in a clear table or structured matrix.

Keep analysis practical, action oriented and business-focused.

Avoid speculative or unrealistic suggestions.

[71] Offer Expansion & Segment Extension Strategy

Purpose:

Determine whether you can grow by:

- Extending what you already offer
 - Packaging differently
 - Targeting adjacent segments
 - Increasing customer lifetime value
-

Copy-Paste Prompt

Using my approved strategic information, identify ways I can grow without reinventing my business.

Before responding, ask clarifying questions if needed.

Value proposition:

[PASTE]

Customer segments and pain points:

[PASTE]

Current offers/services:

[LIST]

Competitive positioning:

[PASTE]

Please provide:

1) Offer Extension Ideas

- How existing services can be expanded
- Bundles or tiered versions
- Premium or entry-level variations
- Recurring revenue opportunities

2) Segment Expansion Opportunities

- Adjacent customer segments I could serve
- Segments I already attract but do not market to intentionally
- Geographic expansion possibilities

3) Cross-Sell & Upsell Opportunities

- What current customers might logically buy next
- Natural follow-on services

4) Quick Wins vs Long-Term Plays

Separate recommendations into:

- Short-term (low effort, low risk)
- Mid-term
- Long-term strategic shifts

Present results in a structured table.

Focus on alignment with my current strengths.

Event Planning Prompts

1. Venue discovery
2. Agenda design
3. Full planning roadmap
4. Post-event follow-up + ROI

Each one includes **ask-first logic** and clear output structure.

[72] Venue Research & Comparison Matrix

Purpose:

Identify suitable venues within a geographic radius and compare them clearly.

Copy-Paste Prompt

I would like to host a [TYPE OF EVENT] for approximately [NUMBER] people in [MONTH].

Before creating recommendations, ask clarifying questions if needed (e.g., budget range, indoor/outdoor preference, catering needs, AV needs).

Location to search from:
[LOCATION]

Search within:
60 km radius

Please present the results in a clear comparison table.

Include for each venue:

- Venue name
- Distance from location
- Capacity
- Estimated rental cost (if available)
- Included features (AV, catering, parking, accessibility, etc.)
- Type of setting (hotel, hall, restaurant, conference centre, etc.)
- Pros
- Potential limitations

Flag where pricing or availability would need confirmation.
Avoid guessing if information is not available.

[73] Memorable Event Agenda Design

Purpose:

Design a structured agenda aligned to the purpose of the event.

Copy-Paste Prompt

I will be hosting a [TYPE OF EVENT] on [DATE].

Audience:
[DESCRIBE ATTENDEES]

Primary goal of the event:
[NETWORKING / TRAINING / CELEBRATION / LEADS / ETC.]

Duration:
[HALF DAY / FULL DAY / EVENING / 2 HOURS / ETC.]

Before creating the agenda, ask clarifying questions if needed.

Create a detailed agenda that:

- Flows naturally
- Keeps energy levels high
- Includes breaks appropriately
- Encourages interaction (if appropriate)
- Ends with a clear takeaway or call-to-action

Present in a time-based table format:

- Time
- Activity
- Purpose
- Notes

[74] Full Event Planning Roadmap (Steps + Timeline)

Purpose:
Create a structured planning checklist and timeline from today until event day.

Copy-Paste Prompt
Help me create a complete event planning roadmap for:

Event type:
[TYPE]

Event date:
[DATE]

Estimated attendance:
[NUMBER]

Location:
[CITY OR REGION]

Before creating the plan, ask clarifying questions if needed.

Create:

SECTION 1 – Planning Timeline
- 90 days out

- 60 days out
- 30 days out
- 14 days out
- 7 days out
- Day of event

SECTION 2 – Operational Checklist

- Venue coordination
- AV & tech
- Catering
- Registration process
- Marketing & promotion
- Speaker coordination (if applicable)
- Risk management

SECTION 3 – Day-of-Event Agenda Summary

- Key milestones
- Who is responsible
- Backup considerations

Present in structured bullet points or tables.
Keep recommendations practical and realistic.

[75] Post-Event Follow-Up & ROI Plan

Purpose:

Turn an event into relationship building and measurable impact.

Copy-Paste Prompt

Help me create a structured follow-up and ROI plan for this event:

Event type:

[TYPE]

Primary goal:

[LEADS / BRAND AWARENESS / MEMBER ENGAGEMENT / TRAINING / ETC.]

Audience:

[DESCRIBE]

Create:

SECTION 1 – Immediate Follow-Up (within 48 hours)

- Thank-you email structure
- Survey questions
- Social media recap ideas

SECTION 2 – 7–14 Day Follow-Up

- Nurture email ideas
- Offer follow-up

- Resource sharing
- Meeting invitations

SECTION 3 – ROI Measurement

- Metrics to track
- Lead qualification approach
- Engagement indicators
- Qualitative feedback signals

SECTION 4 – Repurposing Plan

- Blog ideas
 - Video clips
 - Social posts
 - Testimonials
-

Chamber / SME Event Planning Toolkit

Below are **four advanced event prompts**:

1. Speaker Outreach
2. Sponsorship Package Creation
3. Event Budget & Break-Even Analysis
4. Event Marketing & Promotion Plan

All written in your structured, professional, no-fluff style.

[76] Event Speaker Identification & Outreach Prompt

Purpose:

To identify ideal speakers and draft professional outreach communication.

Copy-Paste Prompt

Help me identify and approach potential speakers for my upcoming event.

Event type:

[TYPE]

Audience:

[DESCRIBE]

Event date:

[DATE]

Primary goal of the event:

[GOAL]

Before recommending speakers, ask any clarifying questions needed.

Create:

SECTION 1 – Ideal Speaker Profile

- Industry background

- Speaking style
- Experience level
- Why they would resonate with this audience

SECTION 2 – Speaker Categories

- Industry experts
- Local leaders
- Case study speakers
- Inspirational speakers

SECTION 3 – Speaker Outreach Email Draft

Write a professional outreach email that:

- Clearly explains the event
- States audience size and profile
- Explains why they were selected
- Outlines expectations (time commitment, format)
- Asks about availability
- Mentions compensation (if applicable)

Keep the tone professional and respectful.

[77] Event Sponsorship Package Development Prompt

Purpose:

To design a structured sponsorship offering aligned to event value.

Copy-Paste Prompt

Help me design a sponsorship package for my event.

Event type:

[TYPE]

Audience size:

[NUMBER]

Audience profile:

[DESCRIBE]

Event goals:

[LEADS / VISIBILITY / COMMUNITY ENGAGEMENT / ETC.]

Before responding, ask clarifying questions if needed.

Create:

SECTION 1 – Sponsorship Tiers
(Example: Platinum, Gold, Silver)

For each tier include:

- Investment level (suggest ranges)

- Benefits included
- Visibility opportunities
- Speaking opportunities (if appropriate)
- Digital promotion opportunities

SECTION 2 – Sponsor Value Proposition

Explain:

- Why sponsoring this event is valuable
- What kind of exposure or ROI sponsors can expect

SECTION 3 – Sponsorship Outreach Email Draft

Write a professional email inviting potential sponsors to participate.

[78] Event Budget & Break-Even Analysis Prompt

Purpose:

To determine financial viability before committing.

Copy-Paste Prompt

Help me create a realistic budget and break-even analysis for this event.

Event type:

[TYPE]

Estimated attendance:

[NUMBER]

Ticket price (if applicable):

[PRICE]

Location:

[CITY / REGION]

Before creating the budget, ask clarifying questions if needed.

Create:

SECTION 1 – Expense Categories

- Venue
- Catering
- AV
- Marketing
- Speakers
- Printing
- Insurance
- Staffing
- Contingency

Provide estimated ranges where possible.

SECTION 2 – Revenue Scenarios

- Ticket sales projections (conservative, moderate, optimistic)
- Sponsorship projections
- Other revenue streams

SECTION 3 – Break-Even Calculation

- Break-even attendance
- Break-even sponsorship level

SECTION 4 – Risk Considerations

- Low attendance risk
- Cost overruns
- Mitigation strategies

Present in a structured financial table format.

[79] Event Marketing & Promotion Plan Prompt

Purpose:

To ensure attendance and visibility align with event goals.

Copy-Paste Prompt

Create a structured marketing and promotion plan for my event.

Event type:

[TYPE]

Date:

[DATE]

Audience:

[DESCRIBE]

Primary goal:

[LEADS / ATTENDANCE / BRAND / MEMBER VALUE]

Before responding, ask clarifying questions if needed.

Create:

SECTION 1 – Messaging Framework

- Core message
- Audience pain point
- Why attend
- Urgency factor

SECTION 2 – Promotion Timeline

- 8 weeks out
- 6 weeks out

- 4 weeks out
- 2 weeks out
- Final week
- Day-of

SECTION 3 – Channel Strategy

- Email campaigns
- Social media
- Partnerships
- Paid promotion (if appropriate)
- Community outreach

SECTION 4 – Content Ideas

- Announcement post
- Speaker spotlight
- Countdown posts
- Testimonials
- Reminder emails

Action Figure Fun

[80] Universal Prompt: “Create Yourself as an Action Figure”

Upload a photo of yourself and any pets you'd like you in your action figure. Upload your logo if applicable.

(Copy/paste + customize)

PROMPT:

Create a high-quality, playful action-figure doll of me, packaged like a collectible toy. The style should be bright, fun, and personality-driven. Include a full-body doll that resembles me, dressed in an outfit that represents my profession. Add accessories that symbolize my daily work, passions, and quirks. Include a bold name header at the top of the package and a tagline at the bottom that summarizes my personality and what I'm known for.

Use this structure:

1. Packaging

- Bright, modern action-figure blister pack
- My name or brand at the top
- Clean, professional but playful design
- Optional logo or colour palette that matches my brand

2. Doll

- Full body, smiling, confident
- Wearing clothing that reflects my job and working style
- Add signature features (glasses, hairstyle, etc.)

3. Accessories

Include objects that represent:

- My job
- My tools
- My hobbies
- My pets (if any)

The AI Prompt Library

- My personality
For example: laptop, headset, camera, hard hat, paintbrush, stethoscope, coffee cup, kayak, dog, etc.

4. Tagline (bottom of packaging)

A short, witty sentence that captures who I am, written in this format:
“[Professional identity] by day, [quirky hobby or personal trait] by night.”

5. Artistic Style

- Photorealistic action figure
- Slightly exaggerated “collector’s edition” charm
- High resolution
- Clean lighting and soft shadows

OR

COPY + PASTE PROMPT

Act as a professional designer creating a collectible action figure and matching trading card.

Use the uploaded photo(s) as visual reference.

Create **TWO visuals**:

1 A boxed / blister-pack action figure

2 A printable trading card (front + back)

PART 1 — ACTION FIGURE (Blister Pack)

Create a realistic but flattering **action-hero style collectible figure** of me.

Figure details:

Person shown: *me* (based on uploaded photo)

Body type: realistic and confident (not exaggerated)

Hair: match my photo

Outfit: professional but stylish (you may enhance slightly for a “hero” feel)

Pose: confident, capable, friendly

Accessories to include inside the package:

[Smartphone

Laptop

Tools related to my profession

Optional pets (use uploaded pet photos if provided)]

Packaging details:

Title at top: [**ACTION FIGURE**]

Name prominently displayed [use my real name]

Optional subtitle: [“Business Leader by Day], [Personal Identity] by Night”

Include my logo if uploaded

[81] PART 2 — TRADING CARD (Printable)

Design a **standard trading card** (2.5 x 3.5 ratio).

FRONT:

Character name (example: “Super [First Name]”)

Title or role (professional identity)

Illustration or stylized version of me

Optional pets or symbols of hobbies

BACK — TRADING CARD BIO:

Format the text cleanly with icons or sections:

Name:

Title:

Day Role: What I do professionally

Night Role: Personal identity or hobbies

STATS (out of 10):

Strategy

Teaching / Skill

Creativity

Community / Leadership

Signature Moves:

Describe 2–3 strengths in a fun but professional way

Gear:

Tools I use (laptop, phone, etc.)

Allies:

Pets or collaborators (if included)

Origin:

Background, education, or experience

Motto:

A short personal or professional mantra

[82] Fun Collectible Action Figure

Goto [Gemini.google.com](https://gemini.google.com)

Upload a clear photo of yourself (and your pets/props if applicable) before running this prompt.

Prompt: > "A high-detail studio photograph of a personalized **[Theme, e.g., Dog Mom]** collectible action figure still inside its original **[Color Scheme]** toy packaging. Please use the uploaded photo of me as the exact reference for the doll's likeness, including my hair, glasses, and outfit.

Inside the box with the doll are **[List your pets or props from your uploaded photos]**. The interior environment of the box is a detailed miniature scene featuring **[Describe the setting, e.g., deep snowdrifts/a messy office/a hiking trail]**.

The packaging is branded with bold text at the top that reads '**[Insert Catchy Title]**'. Include yellow starburst stickers on the front of the plastic window with the following text: '**[Text 1]**', '**[Text 2]**', and '**[Text 3]**'. The overall aesthetic is a high-end commercial product shot that blends a pristine toy package with a humorous, chaotic real-life scene."