AI Workplace Prompt Booklet

Unlock 100 Practical ChatGPT Prompts to Boost Productivity, Creativity, and Efficiency at Work

📖 How to Use This Booklet

1 . Copy the prompt that matches your task.

2. Paste it into ChatGPT (or your preferred AI).

3. Replace bracketed placeholders with your own details.

4. Iterate — tweak tone, length, or focus until satisfied.

> Pro-Tip:
> Think of these prompts as templates. Experiment, refine, and build a personal prompt library that saves hours every week.

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1. Emails & Communication

Follow-Up Email: "Draft a friendly follow-up email to [Client Name] regarding the [Project] proposal sent on [Date]."

Polite Decline: "Draft a polite email declining a request to speak at [Event]."

Clarification Request: "Write a concise email asking for clarification about the deadline for [Task]."

Introductory Email: "Introduce [New Hire Name] to the team, highlighting their role and background."

Out-of-Office Reply: "Create a professional out-of-office auto-reply for [Dates], including a backup contact."

Client Check-In: "Email [Client] to see how they're progressing with [Deliverable] and offer assistance."

Positive Feedback to Team: "Compose a short email praising the team for hitting [Milestone]."

Negotiation Response: "Write a respectful email counter-offering a price reduction request for [Service]."

Meeting Invitation: "Write an email inviting stakeholders to a [Topic] meeting on [Date/Time], including agenda."

Email Signature Generator: "Suggest a modern email signature layout for [Name, Title, Company, Contact Info, Social Links]."

2. Meeting Productivity

Agenda Builder: "Create a 5-point agenda for a 30-minute [Topic] meeting."

Decision Matrix: "Generate a simple pros/cons table for choosing between [Option A] and [Option B]."

Icebreaker Question: "Suggest an inclusive icebreaker for a remote team meeting."

Risk Register: "Identify top 5 risks for [Project] and suggest mitigations."

Pre-Meeting Brief: "Summarize background materials into a one-slide brief for attendees."

Facilitator Checklist: "Create a facilitator checklist for a brainstorming workshop."

Action Items Extractor: "From this transcript, list action items with owners and deadlines."

Time-Boxing Plan: "Allocate 60 minutes across 4 agenda items, ensuring buffer time."

Meeting Recap Email: "Draft a post-meeting recap highlighting decisions and next steps."

Retrospective Questions: "Give 3 questions for a sprint retrospective to improve team processes."

3. Content & Copywriting

Blog Outline: "Outline a 1,000-word blog on [Topic] for [Audience]."

SEO Keywords: "Suggest 10 SEO keywords for an article on [Topic]."

Headline Options: "Generate 5 compelling headlines about [Subject]."

Call-to-Action (CTA): "Write a persuasive CTA encouraging readers to sign up for [Offer]."

Tone Adjustment: "Rewrite this paragraph to sound more [Tone: friendly/professional]."

Proofreading: "Proofread this text for grammar, clarity, and active voice."

Value Proposition: "Craft a 2-sentence value proposition for [Product]."

Podcast Show Notes: "Summarize this 20-minute podcast into show notes with timestamps."

Newsletter Intro: "Write a 100-word engaging intro for a newsletter about [Theme]."

FAQ Draft: "Create 5 FAQs for a new users' onboarding page."

4. Research & Insights

Industry Trends: "List 3 emerging trends in [Industry] for 2026."

Benchmark Metrics: "Provide benchmark open rates for B2B email campaigns."

Competitor Snapshot: "Summarize key strengths and weaknesses of [Competitor]."

SWOT Analysis: "Generate a brief SWOT analysis for [Company/Product]."

Stat Finder: "Find a recent statistic on [Topic] with source citation."

Regulation Summary: "Summarize the impact of [Regulation] on [Industry]."

Persona Insights: "Describe the pain points of [Buyer Persona]."

Market Size Estimate: "Estimate TAM for [Product] in [Region]. Outline assumptions."

Survey Question Draft: "Create 5 survey questions to gauge customer satisfaction."

Trend Comparison: "Compare growth of [Trend A] vs [Trend B] over last 5 years."

5. Project & Task Management

Work-Back Schedule: "Create a work-back schedule from [Deadline] for [Project]."

Risk Heatmap: "Assign risk scores and create a simple risk heatmap legend."

Priority Matrix: "Plot these tasks in an Eisenhower matrix."

Stakeholder Analysis: "Categorize stakeholders by influence and interest for [Project]."

Milestone Tracker: "List major milestones for a 6-month website redesign."

Kanban Column Names: "Suggest column names for a marketing Kanban board."

Resource Allocation: "Suggest team roles and % allocation for [Project]."

Sprint Goal Draft: "Write a SMART sprint goal for week 1 of [Project]."

Dependency Map: "Identify dependencies between tasks A, B, C, D."

Retrospective Summary: "Summarize sprint feedback into 3 wins, 3 improvements."

6. Marketing & Social Media

30-Day Content Calendar: "Generate a 30-day LinkedIn content calendar on [Theme]."

Ad Copy Variations: "Create 3 Facebook ad copy variations for [Offer]."

Persona-Based Caption: "Write an Instagram caption targeting [Persona]."

Value Ladder: "Outline a value ladder from freebie to premium product."

A/B Test Ideas: "Suggest 3 variables to test on a landing page headline."

Podcast Pitch: "Write an email pitching [Host] on featuring our CEO."

Hashtag List: "Give 10 niche hashtags for #SustainableFashion."

Metrics Dashboard: "List key metrics for a social media dashboard."

Press Release Draft: "Draft a press release announcing [News]."

Event Promotion Sequence: "Create a 3-email nurture sequence for webinar sign-ups."

7. Reporting & Summaries

Weekly Report Outline: "Outline a 1-page weekly progress report for [Team]."

OKR Update: "Draft an OKR progress update for Q2."

KPI Commentary: "Write a brief commentary for KPIs that fell below target."

Slide Titles: "Generate concise slide titles for a sales report deck."

Executive Summary: "Summarize this 30-slide deck into a 250-word brief."

Risk Update Email: "Write an email summarizing current project risks and actions."

Data Insights: "Explain the significance of this dataset trend in layman's terms."

Scorecard Template: "Create a template for a marketing scorecard by channel."

Visual Recommendation: "Suggest the best chart type to show [Metric] over time."

Heatmap Narrative: "Describe the key insights from this heatmap visualization."

8. Creativity & Brainstorming

Idea Generator: "Give 5 innovative ideas for a [Topic] campaign."

Creative Constraints: "Propose a constraint-based exercise to spur creativity."

Plot Twist: "Add an unexpected twist to this storyline."

Analogy Builder: "Generate an analogy to explain [Complex Concept]."

Naming Storm: "Suggest 10 unique brand names for an eco start-up."

Gamification Hook: "Suggest a gamified element for a customer loyalty program."

Mood Board Keywords: "List keywords to build a mood board for [Brand Style]."

Storyboard Prompts: "Outline 6 frames for a storyboard about [Product Story]."

Mind Map: "Create a text-based mind map exploring [Central Idea]."

Theme Variations: "Provide 5 alternative themes for a virtual event."

9. Personal Development

Skill Gap Plan: "Suggest a 30-day plan to learn [Skill]."

SMART Goal Rewrite: "Turn this vague goal into a SMART goal."

Feedback Request: "Write a Slack message asking for feedback on my presentation skills."

Confidence Boost: "Give 3 affirmations to boost confidence before public speaking."

Time Blocking Schedule: "Create a time-blocked calendar for deep work and breaks."

Mentor Email: "Draft an email asking [Expert] to be my mentor."

Book Summary: "Summarize key takeaways from [Business Book] in 200 words."

Career SWOT: "Conduct a personal SWOT analysis for an aspiring manager."

Learning Path: "Outline a learning path to become proficient in [Software]."

Course Outline: "Outline a 6-week online course on [Subject]."

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10. Miscellaneous Hacks

Policy Draft: "Write a concise remote-work policy for employees."

Budget Breakdown: "Allocate a $10k marketing budget across 4 channels."

Process Flowchart: "Describe the steps in onboarding a new client."

Onboarding Guide: "Draft a 1-page quick start guide for new interns."

Error Message: "Craft a user-friendly error message for a login failure."

Celebration Email: "Write an email celebrating reaching 10,000 users."

Checklist Creator: "Create a QA checklist for a new website launch."

Template Prompt: "Generate a reusable prompt template for any routine report."

Motivational Quote: "Generate a short motivational quote for Monday's team chat."

AI Ethics Reminder: "Explain 3 best practices for ethical AI use in the workplace."

✨ About TetuMedia

TetuMedia is a creative communications and digital-solutions studio based in Namibia. We blend storytelling, African culture, branding, and technology to help brands grow.

Mission Statement

Empowering marketers, entrepreneurs, and organizations with smart content, AI-powered systems, and compelling visuals that drive measurable impact.

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