

BONUS

THE AI PROMPT LIBRARY STARTER PACK



→ ○ 2A Ready-to-Use
22 Ready-to-Use Prompts for Work

THE CORPORATE PLAYBOOK

Before You Prompt: The Specificity Formula

A vague prompt gets a vague output. Every good prompt has four parts:

[TASK] + [FORMAT/LENGTH] + [FOCUS] + [AUDIENCE]

- Weak: "Write a summary of this meeting."
- Strong: "Write a 5-bullet executive summary of this meeting transcript, focused on decisions made and next steps, for a VP-level audience."

Every prompt in this pack follows the formula. Replace the [BRACKETS] with your specifics.

The 3 Rules (Non-Negotiable)

1. **Verify every fact and figure.** AI tools hallucinate — especially numbers, dates, and citations. Never submit an AI number you haven't independently checked.
 2. **Own the final output.** Use AI for the first draft; the version you submit must be edited, accurate, and defensible by you in a meeting.
 3. **Never paste confidential data.** No client data, salaries, passwords, or internal strategy into a public AI tool. When in doubt, anonymize first.
-

SECTION 1: MEETINGS & SUMMARIES

1. The Executive Meeting Summary

Write a 5-bullet executive summary of this meeting transcript, focused on decisions made and next steps, for a VP-level audience: [PASTE TRANSCRIPT]

2. The Action-Item Extractor

Extract every action item from these meeting notes into a table: owner, task, and deadline. Flag anything where the owner or deadline is unclear: [PASTE NOTES]

3. The Pre-Meeting Brief

I'm attending a meeting about [TOPIC] with [WHO'S IN THE ROOM]. Give me: 3 likely discussion points, 2 smart questions I could ask, and 1 risk I should be aware of. Keep it under 200 words.

4. The Long-Thread Condenser

Summarize this email/Slack thread in 3 bullets: what was decided, what's still open, and what (if anything) needs my input: [PASTE THREAD]

SECTION 2: FIRST-DRAFT WRITING

5. The Professional Email Draft

Draft a professional email to [RECIPIENT'S ROLE] about [TOPIC]. Goal: [WHAT YOU NEED]. Tone: [formal/friendly-direct]. Maximum 120 words, with the ask in the first two sentences and one clear next step at the end.

6. The Report Skeleton

Create a structured outline for a [TYPE] report on [TOPIC] for [AUDIENCE]. Include section headers, the key point each section must make, and where data or evidence should go.

7. The Rewrite-in-My-Voice Pass

Rewrite this draft to sound [more confident / more concise / more formal] while keeping my meaning exactly. Don't add claims I didn't make: [PASTE DRAFT]

8. The Difficult Message Draft

Help me draft a message to [RECIPIENT] about [SENSITIVE TOPIC — e.g., pushing back on a deadline]. Tone: respectful and direct, no blame. Offer one alternative or solution. (Remember: relationship-sensitive messages are yours to finalize — use this only as a starting structure.)

SECTION 3: RESEARCH & SYNTHESIS

9. The Document Digest

Summarize this document for someone who needs the key findings in 2 minutes: 5 bullets maximum, then one line on what it means for [YOUR TEAM/PROJECT]: [PASTE TEXT]

10. The Comparison Brief

Compare [OPTION A] and [OPTION B] for [USE CASE]. Structure: 3 strengths and 3 weaknesses of each, then the conditions under which each is the better choice. Note: I will verify all facts independently.

11. The "What Am I Missing?" Scan

Here is my analysis of [TOPIC]: [PASTE]. List 5 considerations, risks, or stakeholders I may have missed. Be specific, not generic.

SECTION 4: DATA & SPREADSHEETS

12. The Formula Builder

I need a [Excel/Google Sheets] formula that [WHAT YOU WANT — e.g., sums column B only when column C says "Approved"]. My data is laid out as: [DESCRIBE COLUMNS]. Give me the formula and explain what each part does.

13. The Data Cleaner

Here is a messy dataset sample: [PASTE]. Identify every formatting inconsistency (dates, names, duplicates, empty fields) and give me the exact steps to standardize it in [Excel/Sheets].

14. The Chart Chooser

I have data on [DESCRIBE DATA] and I want to show [THE POINT YOU'RE MAKING] to [AUDIENCE]. Recommend the best chart type and explain why in two sentences.

SECTION 5: PROOFREADING & POLISH

15. The Pre-Send Check

Proofread this for grammar, clarity, and tone. Flag anything that sounds passive-aggressive, vague, or overly apologetic, and suggest a fix for each: [PASTE TEXT]

16. The 50% Cut

Cut this text to half its length without losing any decision-relevant information: [PASTE TEXT]

17. The Subject Line Generator

Write 5 subject lines for this email. Each must answer "what is this about" and "what do I need to do" in under 8 words: [PASTE EMAIL]

SECTION 6: BRAINSTORMING & OPTIONS

18. The Option Generator

Generate 10 approaches to [GOAL/PROBLEM], ranging from safe/conventional to unconventional. One line each. I'll judge which fit my context.

19. The Devil's Advocate

Here is my proposal: [PASTE]. Argue against it from the perspective of [skeptical manager / finance / a client]. Give me the 5 strongest objections so I can address them in advance.

20. The Name/Title Brainstorm

Suggest 10 names/titles for [PROJECT/PRESENTATION/DOCUMENT] that would sound credible to [AUDIENCE]. Style: [serious/punchy/formal].

SECTION 7: AUDIENCE TRANSLATION

21. The Technical Translator

Explain [TECHNICAL CONCEPT] for [non-technical executives / a client / new team members] in under 150 words, using one analogy. No jargon.

22. The Level Adjuster

Rewrite this update for two audiences: (1) my direct manager — full detail, and (2) a senior director — 3 bullets, outcomes only: [PASTE UPDATE]

Build Your Own Library

Every time a prompt works well for a recurring task, save it in your own file. In three months you'll have a personal toolkit that makes you measurably faster than everyone starting from scratch — that gap is the real AI advantage, not knowing the tools exist.

© The Corporate Playbook · All Rights Reserved Free bonus with The Corporate Playbook They Never Sent You — not for resale.