

SKILL STACK SUITE · [SKILLSTACKSUITE.COM](https://skillstacksuite.com)

The AI Skills Starter Kit — Free Prompt Library

30 copy-and-paste prompts for ChatGPT and Claude, for the business tasks
you do every week.

Practical AI education for everyday business work.

Contents

- How to use this library
- Anatomy of a prompt that works
- 30 prompts across six everyday business categories
- Five follow-up prompts that improve almost any output
- Go further: the AI Workflow Quick-Start Kit and AI Tools track

A note before you start

These prompts are starting points, not autopilot. Give the assistant enough context, check the result against the source, and keep a human responsible for important decisions.

How to use this library

Pick a prompt that matches the task in front of you. Replace every item in [BRACKETS] before you paste it into ChatGPT, Claude, Gemini, or Copilot. Then iterate: ask a follow-up, add context, or tighten the constraints until the output is useful.

A simple workflow

- Choose the prompt closest to your task.
- Replace every bracketed placeholder, including placeholders inside examples.
- Read the first output for wrong assumptions, missing context, and overconfident claims.
- Use one of the follow-up prompts on page 13 to improve the result.
- Verify facts, links, calculations, and sensitive wording before you use the work.

A good first instruction

Use only the information I provide. If something important is missing, ask a question or label it [NEEDS CONFIRMATION]. Do not invent facts, quotes, statistics, owners, or deadlines.

Works across assistants

The wording is intentionally tool-neutral. ChatGPT, Claude, Gemini, and Copilot can all work with the same basic pattern: clear role, context, task, format, and constraints.

Anatomy of a prompt that works

The most reusable prompt structure is five parts:

- Role — what kind of thinking or expertise should the assistant bring?
- Context — what does it need to know about the situation, audience, or source?
- Task — what should it actually do?
- Format — what should the response look like?
- Constraints — what must it preserve, avoid, or flag?

Worked example

Weak: Write a follow-up email after my call.

```
Role: Act as a concise, helpful account manager.  
Context: The recipient is [NAME], their priority is [PRIORITY], and the call covered [NOTES].  
Task: Draft a follow-up that confirms what we heard and proposes the next step.  
Format: Subject line plus a 150-word email.  
Constraints: Use only the supplied notes. Do not invent a commitment; mark missing owners or dates as [NEEDS CONFIRMATION].
```

The rewrite is stronger because it removes guesswork: it names the audience and goal, gives the assistant the source material, defines a usable output, and makes hallucinated details unacceptable.

Writing & Communication

Five prompts to move this category from blank page to useful first draft.

Email reply

Use it when: You need a clear, professional response to a message.

Act as a thoughtful business communicator. Draft a reply to this email:

EMAIL:
[PASTE THE EMAIL HERE]

My goal is [GOAL]. The tone should be [TONE]. Include [KEY POINTS OR BOUNDARIES]. Keep it to [LENGTH] and end with a clear next step. If anything is ambiguous, list the question you need answered before sending.

Tweak it: Ask for two versions: warm and direct.

Meeting recap

Use it when: You need to turn messy notes into something the team can use.

Act as an operations-minded meeting editor. Turn these notes into a concise recap:

NOTES:
[PASTE NOTES OR TRANSCRIPT]

Return sections for Decisions, Action items (owner and due date if stated), Open questions, and a three-sentence summary. Do not invent owners, deadlines, or decisions; mark missing details as [NEEDS CONFIRMATION].

Tweak it: Add a column for dependencies when the meeting is complex.

Difficult message

Use it when: You need to say no, reset an expectation, or raise a concern.

Act as a calm, respectful manager. Draft a message to [PERSON OR GROUP] about [SITUATION]. I need to communicate [BOUNDARY / DECISION / CONCERN] while preserving the relationship. Use plain language, acknowledge what is true, avoid blame, and suggest a practical next step. Give me a short version and a slightly warmer version.

Tweak it: Tell the model what you are willing to do instead.

Writing & Communication · continued

Executive summary

Use it when: A decision-maker needs the point without reading the whole source.

Act as an executive briefing writer. Summarize the material below for [AUDIENCE] who needs to decide [DECISION].

SOURCE:
[PASTE SOURCE]

Use this structure: Bottom line, What changed, Evidence, Risks or unknowns, Recommendation, Decision needed. Keep it under [WORD COUNT]. Separate facts from interpretation and do not add information not in the source.

Tweak it: Specify the decision deadline and the cost of delay.

Plain-English rewrite

Use it when: A technical or formal draft needs to be easy to understand.

Rewrite the text below for [AUDIENCE] at approximately an eighth-grade reading level. Preserve the meaning, numbers, caveats, and required terms. Remove jargon, long sentences, and unnecessary formality. First list any phrase whose meaning is unclear; then provide the rewrite.

TEXT:
[PASTE TEXT HERE]

Tweak it: Ask for a version that keeps the original headings.

Marketing & Content

Five prompts to move this category from blank page to useful first draft.

Blog outline

Use it when: You have a topic but need a useful structure before drafting.

Act as a practical content strategist. Create an outline for a [WORD COUNT]-word article about [TOPIC] for [AUDIENCE]. The reader wants [DESIRED OUTCOME]. Include a search-friendly working title, a promise, H2/H3 sections, the key point and example for each section, likely objections, and a helpful conclusion. Avoid generic filler and flag claims that require sources.

Tweak it: Give each section a one-sentence answer to the reader's question.

Social post variants

Use it when: One idea needs to become several platform-appropriate posts.

Create [NUMBER] social post options from this idea:

IDEA:

[PASTE IDEA]

Audience: [AUDIENCE]. Goal: [GOAL]. Platform(s): [PLATFORMS]. Voice: [VOICE]. Keep each version platform-appropriate, specific, and useful. Include a hook, body, and call to action where appropriate. Do not use fake results, invented quotes, or unsupported claims.

Tweak it: Ask for one contrarian angle and one how-to angle.

Landing page hero copy

Use it when: You need a clear above-the-fold promise, not vague marketing.

Write five landing-page hero variations for [OFFER] aimed at [AUDIENCE]. The offer helps them [REALISTIC OUTCOME] by [METHOD]. For each variation, provide a headline, subhead, primary CTA, and one proof-or-clarity line using only these true facts: [FACTS]. Avoid superlatives and guaranteed outcomes. Keep the headline under [CHARACTER LIMIT] characters.

Tweak it: Have the model label the audience pain each variation addresses.

Marketing & Content · continued

Email newsletter

Use it when: You have an insight or link and want a readable newsletter issue.

Draft a [LENGTH] newsletter for [AUDIENCE] based on this idea or source:

[PASTE IDEA OR SOURCE]

Use a clear subject line, preview text, opening hook, one main lesson, a practical example, and one CTA to [ACTION]. Sound [VOICE]. Link only to [URLS]. Distinguish your opinion from facts and do not invent data.

[Tweak it: Ask for a cut-down version that takes two minutes to read.](#)

Repurpose long-form to shorts

Use it when: You want multiple small pieces from one substantial source.

Repurpose the source below into 5 short-form posts and a newsletter blurb. Preserve the source's actual claims and examples; do not create new statistics or quotes. For each post, include the core idea, a hook, the post copy, and a suggested visual or example. Adapt the language for [PLATFORM / AUDIENCE]. Source:

[PASTE LONG-FORM SOURCE]

[Tweak it: Request a list of ideas that were intentionally not used.](#)

Sales & Customer

Five prompts to move this category from blank page to useful first draft.

Discovery call prep

Use it when: You want a focused call plan based on limited account information.

Act as a consultative sales coach. Prepare a discovery call plan for [PROSPECT / COMPANY] using only the information below:

[PUBLIC CONTEXT OR NOTES]

Our offer: [OFFER]. Desired call outcome: [OUTCOME]. Provide: hypotheses to test, 8 open questions, likely stakeholders, signs of fit, red flags, and a concise close. Label assumptions clearly and do not pretend to know facts that are not supplied.

[Tweak it: Add a time-boxed agenda for a \[MINUTES\]-minute call.](#)

Proposal draft

Use it when: A qualified prospect needs a clear, tailored proposal draft.

Draft a proposal for [CLIENT] based on these notes:

[CALL NOTES / BRIEF]

Our service: [SERVICE]. Scope limits: [LIMITS]. Timeline: [TIMELINE]. Price or pricing method: [PRICE]. Write sections for situation, objectives, approach, deliverables, client responsibilities, timeline, investment, assumptions, and next step. Use placeholders for anything missing; do not promise a result we cannot control.

[Tweak it: Ask for a one-page version before making it prettier.](#)

Objection responses

Use it when: A prospect raises concerns and you want helpful, non-pushy replies.

Create response options for these objections about [OFFER]:

OBJECTIONS:
[LIST OBJECTIONS]

For each, give a brief empathetic response, one clarifying question, a factual answer using only these facts [FACTS], and a low-pressure next step. Avoid manipulation, fake urgency, and unsupported proof. Add a note about when the honest answer is that we are not a fit.

[Tweak it: Ask for a version suitable for email and one for live conversation.](#)

Sales & Customer · continued

Follow-up sequence

Use it when: A conversation ended without a clear next action.

Draft a respectful [NUMBER]-message follow-up sequence after this interaction:

NOTES:

[PASTE NOTES]

Goal: [NEXT STEP]. Audience: [AUDIENCE]. Timing: [TIMING]. Each message should add value, be easy to scan, and include one clear CTA. Vary the angle without creating false urgency. Include a stop rule and a final close-the-loop message.

Tweak it: Include a useful resource only if you can provide a real link.

Testimonial request email

Use it when: A real customer may be willing to share an honest review.

Write a short email asking [CUSTOMER NAME] whether they would be willing to share an honest review of [PRODUCT / SERVICE]. Mention the specific experience we are asking about: [EXPERIENCE]. Make it clear that positive or negative feedback is welcome, that they can decline, and that we will ask permission before publishing anything. Offer [FORMAT / TIME NEEDED] and a simple reply prompt.

Tweak it: Ask for a version that gives the customer three optional questions.

Research & Analysis

Five prompts to move this category from blank page to useful first draft.

Compare options

Use it when: You need a structured comparison before choosing between approaches.

Compare these options for [DECISION]:

OPTIONS:

[OPTION A]

[OPTION B]

[OPTION C]

Criteria and weights: [CRITERIA]. Context and constraints: [CONTEXT]. Return a comparison table, key trade-offs, unknowns to validate, and a recommendation conditional on the stated priorities. Do not invent prices, features, or evidence; mark missing information as unknown.

[Tweak it: Ask for the strongest argument against the recommendation.](#)

Summarize a document

Use it when: You need the useful parts of a long source quickly.

Summarize the document below for [AUDIENCE] who needs to [USE CASE]. Include: five-bullet overview, key facts, recommendations, risks, definitions of unfamiliar terms, and three questions worth investigating. Quote only when wording matters and identify the section or page when available. Do not add information beyond the document.

DOCUMENT:

[PASTE DOCUMENT]

[Tweak it: Ask for a separate list of claims that need verification.](#)

SWOT analysis

Use it when: You want a grounded view of a project, offer, or business.

Create a grounded SWOT analysis for [PROJECT / OFFER] using this context:

[CONTEXT, DATA, AND CONSTRAINTS]

List internal strengths and weaknesses separately from external opportunities and threats. For each item, explain the evidence or assumption, the likely impact, and one action to validate or address it. Keep the analysis specific to [MARKET / AUDIENCE] and avoid generic business clichés.

[Tweak it: Add a risk register for the three highest-impact threats.](#)

Research & Analysis · continued

Competitor teardown

Use it when: You want to learn from public positioning without guessing at private facts.

Analyze these competitors using only the public pages or materials provided:

COMPETITORS:

[NAMES AND URLS / COPIED TEXT]

Compare target audience, promise, offer structure, proof, calls to action, content angles, and obvious gaps. Cite the supplied source for each observation, separate observation from inference, and end with ethical opportunities for differentiation. Do not infer private metrics, customers, or intentions.

Tweak it: Ask for a one-page table before the detailed notes.

Explain this data

Use it when: A chart or table is hard to interpret and you need the story plus caveats.

Explain this data to [AUDIENCE]:

DATA:

[PASTE TABLE OR DESCRIBE CHART]

Start with the plain-English takeaway, then describe notable changes, comparisons, outliers, and what the data cannot tell us. Show any calculations. Identify missing context, possible confounders, and questions for the data owner. Never claim causation from correlation alone.

Tweak it: Ask for a version that fits in a five-bullet Slack update.

Operations & Admin

Five prompts to move this category from blank page to useful first draft.

SOP from a rough description

Use it when: A repeatable task lives in someone's head and needs a handoff-ready process.

Turn this rough description into a standard operating procedure:

[ROUGH DESCRIPTION]

Audience: [ROLE]. Desired outcome: [OUTCOME]. Include purpose, scope, trigger, prerequisites, numbered steps, decision points, quality checks, exceptions, escalation path, and a short checklist. Preserve the actual process; use [OWNER] or [TOOL] placeholders instead of inventing details.

[Tweak it: Ask for a version a new hire can follow without oral context.](#)

Project plan and timeline

Use it when: A goal needs sequencing, owners, and a realistic next step.

Build a practical project plan for [PROJECT] ending by [DATE]. Context, constraints, and available people:

[DETAILS]

Return phases, tasks, dependencies, owner placeholders, estimated effort, milestones, risks, and the next seven days of actions. Distinguish estimates from commitments. Identify what must be decided before work can start and where the plan is likely to slip.

[Tweak it: Ask for a critical path and a reduced-scope fallback.](#)

Meeting agenda

Use it when: You need a meeting that makes a decision or produces a concrete output.

Create a [MINUTES]-minute agenda for [MEETING PURPOSE] with [ATTENDEES]. Desired decisions or outputs: [OUTCOMES]. Context:

[CONTEXT]

Include pre-work, time-boxed topics, the owner for each topic, decision criteria, and a closing recap of owners and dates. Remove discussion that can happen asynchronously and flag any missing pre-read.

[Tweak it: Ask for a calendar-invite version under 120 words.](#)

Operations & Admin - continued

Job description

Use it when: You need a clear role brief that attracts a good-fit candidate.

Draft a job description for [ROLE] at [COMPANY / CONTEXT]. Mission: [MISSION]. Responsibilities: [LIST]. Must-have skills: [LIST]. Nice-to-have skills: [LIST]. Working arrangement and location: [DETAILS]. Include success measures for the first [TIME PERIOD], realistic expectations, and an inclusive application invitation. Do not add benefits, salary, or requirements that were not provided.

Tweak it: [Ask for a plain-language version and a structured scorecard.](#)

Decision memo

Use it when: A team needs a durable record of a choice and its reasoning.

Write a decision memo for [DECISION]. Context:

[BACKGROUND]

Options considered: [OPTIONS]. Constraints: [CONSTRAINTS]. Recommendation: [RECOMMENDATION OR ASK THE MODEL TO EVALUATE]. Use sections for decision, context, criteria, options and trade-offs, risks, reversibility, and next steps. Separate known facts, assumptions, and unresolved questions. Keep it to [LENGTH].

Tweak it: [Ask for a one-paragraph version for the decision log.](#)

Learning & Skill-Building

Five prompts to move this category from blank page to useful first draft.

30-day learning plan

Use it when: You want a manageable path from curiosity to deliberate practice.

Design a 30-day learning plan for [SKILL] for a beginner at [CURRENT LEVEL] who can spend [TIME] per [DAY / WEEK]. Goal: [OUTCOME]. Resources I already have: [RESOURCES]. Include weekly milestones, daily practice, small projects, review days, and a way to measure progress. Keep the plan realistic and explain what to skip if time runs short.

Tweak it: Ask for a minimum viable version using half the available time.

Explain like I'm new

Use it when: You need a concept explained without jargon or condescension.

Explain [CONCEPT] to someone who is new to [FIELD] but understands [KNOWN CONCEPT]. Start with a one-sentence definition, then a simple analogy, a concrete example, a non-example, and three common mistakes. Introduce necessary terms as you go. End with two questions I can answer to check my understanding.

Tweak it: Ask for the same explanation at three levels of depth.

Quiz me

Use it when: You want active recall instead of rereading.

Act as a patient quiz coach for [TOPIC]. My level is [LEVEL] and my goal is [GOAL]. Ask one question at a time, wait for my answer, then grade it with a brief explanation and a better answer. Mix recall, application, and scenario questions. Track topics I miss and revisit them later. Do not reveal the answer before I respond.

Tweak it: Specify whether hints are allowed and how many.

Learning & Skill-Building · continued

Feedback on my work

Use it when: You want actionable critique while keeping ownership of the draft.

Give constructive feedback on the work below:

WORK:

[PASTE WORK]

My goal and audience: [GOAL / AUDIENCE]. Rubric or constraints: [RUBRIC]. First identify what is working, then the three highest-impact improvements, with examples. Distinguish objective issues from taste or preference. Do not rewrite everything unless I ask; end with a prioritized revision checklist.

Tweak it: Ask for feedback in the order a reader experiences the work.

Career skill-gap map

Use it when: You want to compare your current capabilities with a target role.

Create a skill-gap map for moving from [CURRENT ROLE / LEVEL] to [TARGET ROLE]. My evidence and experience:

[PASTE EXPERIENCE, WORK SAMPLES, OR JOB DESCRIPTION]

Group skills into must-have, useful, and differentiating. For each gap, explain the evidence, a practical project to build it, and how to demonstrate it. Label assumptions and do not treat a job description as an objective measure of ability.

Tweak it: Ask for a 90-day sequence based on the highest-leverage gaps.

Five follow-up prompts that improve any output

A first answer is a draft. Use one of these short follow-ups to make the next answer more useful.

Make it 30% shorter

Keep the meaning, examples, and important caveats. Cut repetition and low-value setup.

List the assumptions

Separate assumptions from facts, then tell me which assumptions matter most.

Give me 3 alternative angles

Use meaningfully different approaches, not three variations of the same wording.

Critique this as [ROLE]

Evaluate it against the priorities and risks that role would notice.

Turn this into a checklist

Make each item observable and put the items in the order someone should do them.

Go further

The free library helps you get better first drafts. The next step is turning one repeated task into a small, reviewable workflow.

AI Workflow Quick-Start Kit - \$27

Audit your task stack, pick your three best automation wins, and ship your first working AI workflow in seven days — no code required.

<https://skillstacksuite.com/ai-workflow-quick-start-kit/>

AI Tools track

Compare the tools and building blocks that make practical AI work easier.

<https://skillstacksuite.com/ai-tools/>

General education; verify AI output before use; no results promised.