THE AI REPORT

75 CHATGPT PROMPTS

for Everyday Work

A copy-and-paste prompt library for busy leaders who want to clear the busywork, write faster and make better calls



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TABLE OF CONTENTS

3 Introduction

4 How to Use This Guide

5 Set Up ChatGPT in 5 Minutes

6 Category 1: Email and Messages

7 Category 2: Meetings

9 Category 3: Writing and Documents

10 Category 4: Research

12 Category 5: Data and Spreadsheets

13 Category 6: Presentations

14 Category 7: Planning and Projects

16 Category 8: Decisions and Problems

17 Category 9: Managing People

18 Category 10: Sales and Customers

20 The Natural Next Step

INTRODUCTION

MOST PEOPLE USE CHATGPT LIKE A SEARCH BOX. THE ONES SAVING HOURS GIVE IT A JOB.

ChatGPT is the most-used AI assistant in America. 44% of US adults say they use it (Pew Research Center, February 2026), and so do 79% of the readers of The AI Report who have taken our benchmark.

The gap between a vague answer and a genuinely useful one is almost always the prompt: what you ask for, the context you give, and the format you want back.

These 75 prompts are built for the everyday work of running a team or a business. Ten categories. Copy, paste, replace the brackets, run. Each one also tells you where to run it in ChatGPT, so you use the right feature for the job.

44%
of US adults say they use ChatGPT (Pew Research Center survey, Feb 2026)

79%
of the 14,000+ readers who took our benchmark use it

10
categories covering the everyday work of leading a team

75
copy-and-paste prompts, each with where to run it

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HOW TO USE THIS GUIDE

1.  FIND YOUR CATEGORY
2.  COPY THE PROMPT
3.  REPLACE THE BRACKETS
4.  RUN IT IN CHATGPT
5.  ONE RULE: GIVE CONTEXT

Words in [brackets] are yours to fill in. The more detail you add (who it's for, what good looks like, any numbers), the better the answer.

WHERE TO RUN EACH PROMPT

Every prompt has a label. It tells you which part of ChatGPT to use.

CHAT — Type or paste into a normal chat. ChatGPT searches the web when the prompt needs it.

CHAT + FILE — Attach the file with the + button first: a spreadsheet, PDF, deck or transcript.

PROJECT — Run it inside a Project so ChatGPT keeps your files and instructions for next time.

WORK — Switch to Work at the top of ChatGPT when you want a finished file back, like a deck, document or spreadsheet. On Free and Go plans, Work is in the desktop app only.

GMAIL / CALENDAR — Install the Gmail or Google Calendar plugin once from Plugins in the sidebar (some accounts call it Apps). Then ChatGPT can read them for you.

VOICE — Tap the voice button and talk it through out loud.

Not quite right? Don't start over. Reply with what to change: "shorter", "more formal", "as a table", "give me three options". The second answer is usually the one you keep.

SET UP CHATGPT IN 5 MINUTES

Six quick moves that make every prompt in this guide work better. Do them once.

1

Tell it who you are

Open Settings, then Personalization. Choose a style that suits work, such as Professional, and add a line about your role, your company and what you use ChatGPT for.

2

Make a Project for each ongoing job

A Project keeps chats, files and instructions together, like a folder that remembers. Make one for your weekly report, a client or a hiring round.

3

Attach the file, don't paste

Spreadsheets, PDFs, decks and transcripts all work. ChatGPT reads the file and can hand back a cleaned-up version.

4

Use Work for finished files

Chat is for answers. Work is for deliverables: it builds the deck, document or spreadsheet and gives you the file. On Free and Go plans it is limited and only in the desktop app.

5

Connect your apps with plugins

Click Plugins in the sidebar to add Gmail, Google Calendar or Google Drive. Some plugins need a paid plan and some aren't available in every country yet.

6

Keep sensitive work private

Use a Temporary Chat for anything you don't want remembered, and follow your company's rules before uploading client or company data.

Feature names checked in November 2026. ChatGPT changes often, so if a menu has moved, look for it in Settings or the sidebar. Plans and limits vary by country.

CATEGORY 1: EMAIL AND MESSAGES

Get through your inbox faster and send messages people actually answer.

1. Clear Your Inbox Fast

GMAIL

"Look at the emails I received in the last 24 hours. Sort them into three groups: reply today, can wait, no action needed. For each one in the first group, tell me in one line what they want and draft a two-sentence reply."

2. Tighten Any Email

CHAT

"Rewrite this email so it is half the length and the ask is in the first two lines. Keep my tone, cut the filler, and end with one clear next step: [paste email]"

3. Write the Follow-Up They Answer

CHAT

"I emailed [person or role] about [topic] [number] days ago and heard nothing. Write a follow-up under 80 words that adds one new reason to reply, makes saying yes easy, and does not sound annoyed."

4. Reply to a Tricky Email

CHAT

"Here is an email I need to answer: [paste email]. My position is [what I can and can't do]. Write a calm, firm reply that acknowledges their point, states my position once, and offers one alternative."

5. Say No Without Burning a Bridge

CHAT

"Someone asked me to [request]. I need to say no because [reason]. Write three short versions (warm, neutral and direct), and have each one offer [what I can do instead]."

6. Summarize a Long Thread

CHAT

"Summarize this email thread in five lines: what was decided, what is still open, who owns each open item, any deadlines, and what I need to do next: [paste thread]"

7. Turn Notes Into an Update

CHAT

"Turn these rough notes into a short update email for [audience]. Lead with the one thing they most need to know, then three bullet points, then any ask I have of them. Notes: [paste notes]"

8. Write in Your Own Voice

PROJECT

"Here are five emails I wrote that sound like me: [paste emails]. Describe my writing style as five simple rules I can paste into this Project's instructions. Then use those rules to draft a reply to this email: [paste email]"

CATEGORY 2: MEETINGS

Walk in prepared, run shorter meetings and never lose an action item.

9. Prep for Tomorrow's Meetings

CALENDAR

"Look at my calendar for tomorrow. For each meeting, tell me who is attending, the likely goal, two questions I should ask and anything I should read first. Flag any meeting that could be an email."

10. Build a Tight Agenda

CHAT

"I'm running a [length]-minute meeting with [who] to decide [goal]. Build an agenda with timings for each item, the decision we must leave with, and what each person should bring."

11. Clean Up Meeting Notes

CHAT

"Turn these messy notes into a recap with four sections: decisions, action items (owner and due date), open questions, and next steps. Flag any action that has no owner: [paste notes]"

12. Pull Actions From a Transcript

CHAT + FILE

"I've attached a meeting transcript. List every commitment someone made, who made it and by when. Then list anything we discussed but did not decide, so I can follow up."

13. Write a Pre-Read

CHAT

"Turn these notes into a one-page pre-read for [meeting] that people can finish in three minutes: the background, the options, my recommendation, and the decision we need to make. Notes: [paste notes]"

14. Run a Better One-on-One

CHAT

"I have a one-on-one with [name, role] who has been [situation]. Give me five questions that get past 'all good', and one thing I should say early to make it easy for them to be honest."

15. Rehearse a Hard Conversation

VOICE

"Play [person or role]. I need to [goal, for example give tough feedback]. Push back the way they realistically would. When I say 'pause', step out of the role and tell me what I did well and where I lost them."

16. Decide If a Meeting Should Exist

CHAT

"Here is a recurring meeting: [purpose, attendees, length, how often]. Tell me whether to keep, shorten, merge or cancel it, and what should replace it if we cancel it."

CATEGORY 3: WRITING AND DOCUMENTS

Go from blank page to a clear first draft in minutes, not hours.

17. Write the Executive Summary

CHAT + FILE

"Read the attached document and write an executive summary in under 150 words. First line: the key takeaway. Then the three facts that support it, then the decision or action needed."

18. Turn Bullets Into a First Draft

CHAT

"Turn these bullet points into a clear first draft of a [type of document] for [audience]. Plain language, short paragraphs, no jargon. Bullets: [paste bullets]"

19. Edit for Clarity

CHAT

"Edit this so it is 30% shorter without losing meaning. Use active voice and plain words a busy executive can skim. Show the new version, then the three biggest changes you made: [paste text]"

20. Make It More Persuasive

CHAT

"Rewrite this for [audience], who care most about [their priority]. Lead with what they get, add one concrete example, and end with a clear ask: [paste text]"

21. Create a One-Page Proposal

WORK

"Create a one-page proposal document for [project]. Include the problem, the solution, cost and timeline, the main risks, and the decision I need by [date]. Use this background: [paste or attach notes]"

22. Shrink a Report Into a Brief

CHAT + FILE

"Turn the attached report into a one-page brief for [audience]. Keep only what changes their decisions, and end with a short section called 'What this means for us'."

23. Write a Simple Policy

CHAT

"Write a short policy on [topic] for a [company size] company. Include the purpose, who it covers, the rules in plain language, what to do if unsure, and who owns it. Under 300 words."

24. Fix the Tone

CHAT

"This message comes across as [too blunt, too soft, too formal]. Rewrite it to sound [tone you want] for [audience], keeping every fact exactly the same: [paste message]"

CATEGORY 4: RESEARCH

ChatGPT searches the web for you. Ask for sources and dates every time.

25. Get Up to Speed on Any Topic

CHAT

"I need to understand [topic] well enough to discuss it with [audience] tomorrow. Search the web and give me a plain-English explanation, the three biggest recent developments with sources and dates, and five smart questions to ask."

26. Size Up a Competitor

CHAT

"Research [competitor] using current web sources. Tell me what they sell, who they sell to, their pricing if public, their news from the last six months, and where they look weakest. Cite every source."

27. Prep for a Meeting With a Company

CHAT

"I'm meeting [name, title] at [company] next week. Research the company's recent news, priorities and challenges. Then give me three ways [our product or service] could help them and one question that shows I did my homework."

28. Compare Tools or Vendors

CHAT

"Search the web and compare [tool or vendor A], [B] and [C] for [what we need]. Cover current pricing, setup time, ease of use, what reviewers complain about and best fit. Show it as a table, then give me your pick."

29. Check a Claim Before You Repeat It

CHAT

"Is this claim accurate: '[claim]'? Find the original source, tell me what it actually says, rate the claim as accurate, misleading or wrong, and explain why in three sentences."

30. Find the Themes in Feedback

CHAT + FILE

"I've attached [customer or employee] feedback. Group it into themes, count how often each one comes up, quote one typical comment per theme, and tell me which theme to act on first."

31. Build a Full Research Brief

WORK

"Research [market or topic] and create a five-page brief as a document: size estimates with sources, the main players, key trends, the risks, and what it all means for a [type of company]. Cite every number."

CATEGORY 5: DATA AND SPREADSHEETS

Attach the file, ask in plain English, and get answers, charts and formulas back.

32. Explain This Spreadsheet

CHAT + FILE

"I've attached a spreadsheet. Tell me in plain English what it shows, the three biggest trends, anything that looks wrong or unusual, and what I should ask the person who sent it."

33. Chart It for Me

CHAT + FILE

"Using the attached data, make the clearest chart to show [what I want to show]. Then write a one-sentence takeaway I can use as the chart title."

34. Write the Formula

CHAT

"I'm using [Excel or Google Sheets]. Column A has [what], column B has [what]. Write a formula that [what I want]. Explain it in one sentence and tell me what to change if my data has a header row or starts lower down."

35. Clean Up Messy Data

CHAT + FILE

"The attached file has messy data: [the problems, for example duplicates and mixed date formats]. Clean it up, list every change you made, and give me the cleaned file to download."

36. Build a Simple Forecast

CHAT + FILE

"Using the attached monthly figures for [metric], forecast the next [number] months. Show a best case, a likely case and a worst case, and list the assumptions behind each one."

37. Turn Numbers Into a Story

CHAT

"Here are this month's numbers: [paste numbers]. Give me three insights a CEO would care about, in plain language, with the number behind each one. Then flag one thing that needs a closer look."

38. Build a Tracker Spreadsheet

WORK

"Create a spreadsheet to track [what, for example our hiring pipeline] with columns for [list], a status dropdown, and a summary tab with totals by status. Add five example rows so I can see how it works."

39. Check the Numbers in a Report

CHAT + FILE

"Act as a skeptical CFO reviewing the attached report. Flag anything that doesn't add up, assumptions that look too optimistic and comparisons that are missing. Then list the three questions about the numbers leadership is most likely to ask."

CATEGORY 6: PRESENTATIONS

Find the story, build the slides and walk in ready for the hard questions.

40. Outline the Deck

CHAT

"I need a [number]-slide presentation for [audience] on [topic]. The goal is to get them to [decision or action]. Give me slide titles that tell the story on their own, with three bullet points under each."

41. Build the Whole Deck

WORK

"Create a [number]-slide presentation on [topic] for [audience] from my notes [attach or paste notes]. One idea per slide, a title that states the takeaway, and speaker notes for every slide."

42. Find Your One-Line Message

CHAT

"Here is what my presentation is about: [describe it]. Write the core message as one sentence that [audience] would repeat to a colleague afterwards. Give me three options."

43. Write the Speaker Notes

CHAT

"Write speaker notes for these slides: [paste slide titles and bullets]. About 30 seconds per slide, conversational, with one line per slide that I must not skip."

44. Prepare for Tough Questions

CHAT

"I'm presenting [topic] to [audience]. List the ten hardest questions they could ask and give me a two-sentence answer for each. Mark the three most likely to come up."

45. Rehearse Out Loud

VOICE

"I'm going to give my [length]-minute talk on [topic]. Don't interrupt until I say 'done'. Then tell me where I rambled, what was unclear, and the sentence I should open with instead."

46. Turn a Report Into Slides

CHAT + FILE

"Turn the attached report into a [number]-slide summary for [audience]. Give me the slide titles, three bullet points per slide, and one chart idea with the data to use for it."

CATEGORY 7: PLANNING AND PROJECTS

Turn goals into plans, spot the risks early and keep everyone on track.

47. Plan Your Week

CALENDAR

"Look at my calendar for this week. My top three priorities are [list]. Tell me where my time is going, which meetings don't serve those priorities, and where I can block two hours of focus time."

48. Turn a Goal Into a 90-Day Plan

CHAT

"My goal is [goal] by [date]. Break it into a 30-60-90 day plan with weekly actions, one milestone per month, and the very first thing I should do tomorrow."

49. Kick Off a Project

CHAT

"I'm starting [project] with [team]. Write a one-page kickoff plan: the goal, what's in and out of scope, who owns what, milestones, risks, and how we'll track progress."

50. Find the Risks in Your Plan

CHAT

"Here is my plan: [describe it]. List the five most likely ways it fails, how likely and how damaging each one is, and one way to prevent each. Start with the worst."

51. Sort Your To-Do List

CHAT

"Here is my to-do list: [paste list]. Sort it into do today, schedule, delegate and drop. For each item to delegate, suggest who should take it and write the one-line handoff."

52. Write the Weekly Status Update

PROJECT

"Using this week's notes, write my weekly status update for [audience]: progress, blockers, next week's priorities and any help I need. Under 150 words, in the same format as last week's [paste it the first time]. Notes: [paste notes]"

53. Plan a Launch Timeline

WORK

"Create a launch plan spreadsheet for [product or event] on [date]. List every task with an owner, due date and what it depends on, working back from launch day. Highlight the tasks that can't slip."

CATEGORY 8: DECISIONS AND PROBLEMS

Use ChatGPT as a sparring partner before you commit to a big call.

54. Pressure-Test a Decision

CHAT

"I'm about to decide [decision]. Argue against it as strongly as you can. Then tell me the one piece of information that would most change my mind, and how to get it quickly."

55. Weigh Two Options

CHAT

"I'm choosing between [option A] and [option B]. Build a decision table using the criteria that matter for [goal], score both options, and tell me what would have to be true for the losing option to win."

56. Find the Root Cause

CHAT

"This keeps happening: [problem]. Walk me through the five whys to find the root cause. Then suggest one fix that solves the cause, not just the symptom."

57. Think Two Steps Ahead

CHAT

"If we [decision], what happens next? Map the knock-on effects on [customers, team, finances] one, two and three steps out. Flag the one I'm least likely to have thought about."

58. Get Unstuck

CHAT

"I'm stuck on [problem]. Here is what I've tried: [list]. Give me ten different approaches, including three unusual ones. Then pick the two most practical and explain why."

59. Explain a Decision to Your Team

CHAT

"I've decided to [decision]. Write a short note to [team] explaining what we decided, why, the options we considered and ruled out, and what it means for them. Honest, plain and under 150 words."

60. Decide Without All the Facts

CHAT

"I have to decide [decision] by [date], but I don't know [unknowns]. Tell me which unknowns actually matter, a sensible assumption for each, and how to make the decision easy to reverse."

CATEGORY 9: MANAGING PEOPLE

Hire, onboard, coach and lead with less time spent staring at a blank page.

61. Write a Job Description

CHAT

"Write a job description for a [role] at a [type of company]. Focus on what they will achieve in their first year, not a list of duties. Include must-haves, nice-to-haves and the pay range: [range]."

62. Build Interview Questions

CHAT

"Create six interview questions for a [role] that test [skills]. For each one, describe what a great answer sounds like and what a weak answer sounds like."

63. Give Feedback That Lands

CHAT

"I need to give feedback to [role] about [behavior]. Write it as: the situation, what they did, the impact it had, and a clear request. Kind, specific and under 120 words."

64. Write a Performance Review

CHAT

"Write a performance review for someone strong at [strengths] who needs to improve [area]. Use these examples: [list]. Be specific and fair, and end with two goals for next quarter."

65. Plan a New Hire's First 30 Days

CHAT

"Create a 30-day onboarding plan for a new [role]: what to learn, who to meet and what to deliver each week, plus how we'll both know it's going well. Format it as a checklist."

66. Delegate Clearly

CHAT

"I want to hand off [task] to [person]. Write a delegation brief: the outcome I want, the deadline, what good looks like, which decisions they can make alone, and when we'll check in."

67. Settle a Team Disagreement

CHAT

"Two people on my team disagree about [issue]. One side: [view A]. The other: [view B]. Plan a 20-minute conversation that gets them to agreement: my opening line, the questions to ask, and how to close."

68. Announce a Change

CHAT

"Write an announcement to my team about [change]. Explain what is changing, why, what stays the same, what they need to do, and where to ask questions. Honest, calm and under 200 words."

CATEGORY 10: SALES AND CUSTOMERS

Open more doors, handle pushback and keep the customers you have.

69. Write a Cold Email That Gets Replies

CHAT

"Write a cold email to a [role] at a [type of company]. Our offer: [one line]. Open with something specific to their business, keep it under 90 words, and end with an ask that takes them ten seconds."

70. Prep for a Sales Call

CHAT

"I have a call with [name, role, company]. Here's what I know: [notes]. Give me their likely priorities, three discovery questions, the objections to expect and how to answer each one."

71. Handle an Objection

CHAT

"A prospect said: '[objection]'. Give me three ways to respond, each under 50 words: one that asks a question, one that reframes it, and one that uses proof."

72. Follow Up on a Quiet Proposal

CHAT

"I sent a proposal to [prospect] on [date] and they've gone quiet. Write a short follow-up that adds something new, like a relevant idea or result, and gives them an easy way to say 'not now'."

73. Answer an Unhappy Customer

CHAT

"Here is a complaint from a customer: [paste complaint]. Write a reply that owns the problem without excuses, says exactly what we will do and by when, and gives them a reason to stay."

74. Turn a Win Into a Case Study

CHAT

"Turn these notes about a customer win into a short case study: their challenge, what we did, the results with numbers, and a draft quote I can ask the customer to approve. Notes: [paste notes]"

75. Find Your Best Upsell Leads

CHAT + FILE

"I've attached a list of our customers with [what they buy, how much they spend, last order]. Find the ten best fits for [product or upgrade], say why each one fits, and draft a short note to the top three."

NOT SURE WHERE TO START? TRY THESE THREE

GMAIL — **Prompt 1: Clear Your Inbox Fast.** Run it tomorrow morning before you open your inbox.

CHAT + FILE — **Prompt 32: Explain This Spreadsheet.** Try it on the next report someone sends you.

WORK — **Prompt 41: Build the Whole Deck.** Hand ChatGPT your notes and get finished slides back.

Know someone who'd use this? Forward this guide to your team. They can join 400,000+ business leaders who read The AI Report every weekday at newsletter.theaireport.ai

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