THE AI REPORT

50 GEMINI PROMPTS

for Gmail, Docs, Sheets and Meet

Copy-and-paste prompts for the Google apps you already use, so the busywork gets done before you've finished your coffee



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INTRODUCTION

GEMINI IS ALREADY INSIDE YOUR INBOX. MOST PEOPLE NEVER CLICK IT.

Gemini is closing in on ChatGPT fast. 58% of US AI users now use it, up from 36% a year earlier (Menlo Ventures survey, July 2026), and so do 46% of the readers of The AI Report who have taken our benchmark.

If your company runs on Google Workspace, it's already built into the apps you live in all day. The difference between "that's neat" and real time saved is knowing what to ask, and where to ask it.

These 50 prompts are built for Gmail, Docs, Sheets, Meet and the Gemini app. Copy, paste, replace the brackets, run. Each one tells you exactly where to run it.

58%
of US AI users use Gemini (Menlo Ventures survey, Jul 2026)

46%
of the 14,000+ readers who took our benchmark use it

5
places covered: Gmail, Docs, Sheets, Meet and the Gemini app

50
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 GEMINI
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 app, and which part of it, to use.

GMAIL / DOCS / SHEETS — Click **Ask Gemini** (top right) to open the side panel, then paste the prompt. In Docs you can also use **Help me create** for a brand-new draft.

AI FUNCTION — Paste the formula into a cell, change the cell reference to your first row, and drag it down. Then select the cells and click **Generate and insert**.

MEET — Turn on **Take notes for me**, then open **Ask Gemini** during the call. Answers are private to you.

GEMINI APP — Go to gemini.google.com. Type @ and pick Gmail, Calendar or Drive so Gemini can search them.

DEEP RESEARCH / CANVAS — In the Gemini app, pick **Deep Research** for a sourced report, or **Canvas** for a document you can edit.

NOTEBOOK — Open Gemini Notebook (formerly NotebookLM), add your files as sources, then ask.

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 GEMINI IN 5 MINUTES

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

1

Check you have it

On a work account you need Business Standard or higher for Gemini in Docs, Sheets and Meet. Business Starter only gets it in Gmail and the Gemini app. On a personal account, Google AI Pro adds it to Docs, Sheets and Meet.

2

Find the Ask Gemini button

It sits at the top right of Gmail, Docs, Sheets, Slides and Drive. Click **Ask Gemini** to open the side panel, where most prompts in this guide go.

3

Point it at your real files

Type @ and pick a Drive file so Gemini works from your actual documents instead of guessing. Your answers get much better.

4

Turn on notes for every meeting

In Meet, click **Take notes for me**, or tick **Take notes with Gemini** on the Calendar invite. The notes go to the organizer's Drive, linked from the invite.

5

Connect your apps in the Gemini app

At gemini.google.com, type @ and choose Gmail, Calendar or Drive. Then Gemini can pull from all of them in one answer.

6

Check before you trust it

Gemini can misread a long thread or a messy sheet. Check names and numbers before anything goes out, and follow your company's rules on data.

Feature names checked in November 2026. Some Gemini features are English-only or arrive in the US first, and your company's admin can switch features on or off. If a button has moved, look for the Gemini star icon.

CATEGORY 1: GMAIL

Open any email, click **Ask Gemini** at the top right, and type into the side panel. No button on a personal account? Run these in the Gemini app with @Gmail.

1. Catch Up After Time Off

GMAIL

"I've been away since [date]. Find the emails that need a reply from me, group them by how urgent they are, and give me one line on each: who it's from and what they want."

2. Summarize This Thread

GMAIL

"Summarize this thread: what was decided, what's still open, who owns each next step and any deadlines. Then tell me whether anyone is waiting on me."

3. Draft the Reply

GMAIL

"Draft a reply to this email. Agree to [what I agree to], push back on [what I don't], and propose [next step]. Under 120 words, friendly but firm."

4. Find That Email You Lost

GMAIL

"Find the email where [person or company] sent me [what, for example the signed contract or their pricing]. Tell me the date and the key details."

5. See What's Still Open With a Client

GMAIL

"Look at my emails with [person or company] from the last [time frame]. List what I promised, what they promised, and anything still waiting for an answer."

6. Turn a Doc Into an Email

GMAIL

"Using @[Drive file name], draft an email to [audience] that explains the three main points in plain language and ends with [what I want them to do]."

7. Write the Hard Email

GMAIL

"Draft an email to [person] telling them [difficult news]. Be honest and kind, take responsibility for [what], and offer [next step]. No more than one apology."

8. Say No Politely

GMAIL

"Draft a short reply turning down [request] because [reason]. Thank them, offer [alternative] instead, and keep it under 80 words."

9. Follow Up Without Nagging

GMAIL

"Draft a follow-up on this thread. It's been [number] days with no reply. Add one useful new detail, make the ask easy to answer, and keep it under 70 words."

10. Find a Time to Meet

GMAIL

"Suggest three times next week when I'm free for a [length] meeting with [person], and draft a short reply offering them."

11. Polish Before You Send

GMAIL

"Review my draft. Make it shorter and clearer, fix anything that could be misread, and keep my voice. Show me what you changed."

12. Tidy Your Inbox

GMAIL

"Find newsletters and promotional emails I haven't opened in the last [30] days. Show me the list first, then archive the ones I approve."

CATEGORY 2: DOCS

Use **Help me create** for a first draft, or **Ask Gemini** in the side panel to work on a doc you already have.

13. Draft a Doc From Your Files

DOCS

"Create a first draft of a [type of document] for [audience] using @[file 1] and @[file 2]. Include [sections you want]. Keep it to about [length]."

14. Summarize a Long Doc

DOCS

"Summarize this document in five bullet points for [audience]. Then list any decisions or actions it asks for, and who they fall to."

15. Rewrite for a Different Reader

DOCS

"Rewrite this section for [audience, for example the board or new hires]. Keep every fact, cut the jargon, and make it half the length."

16. Match a Style You Like

DOCS

"Rewrite this draft to match the style of @[a document you like]: the same tone, sentence length and level of detail."

17. Build a One-Page Proposal

DOCS

"Draft a one-page proposal for [project]: the problem, the solution, cost and timeline, the risks, and the decision I need by [date]. Use @[notes file] for the details."

18. Turn Notes Into a How-To

DOCS

"Turn these notes into a step-by-step process anyone on the team can follow: the purpose, the steps in order, who does what, and the most common mistakes."

19. Pressure-Test a Plan

DOCS

"Read this plan as a skeptical reviewer. List the five weakest points, the evidence that's missing, and the questions [audience] is most likely to ask."

20. Turn This Doc Into a Deck

DOCS

"Turn this document into a [number]-slide Google Slides presentation for [audience], with one key point per slide and a title that states the takeaway."

21. Write the FAQ

DOCS

"Write an FAQ for [audience] about this document: the ten questions they're most likely to ask, each with a short, plain answer taken from the document."

22. Write a Job Description

DOCS

"Write a job description for a [role], using @[old job description] as a starting point. Focus on what they'll achieve in year one, and keep it under 400 words."

CATEGORY 3: SHEETS

Click **Ask Gemini** in any sheet. It can explain data, build tables, write formulas and make charts.

23. Explain This Sheet

SHEETS

"Explain what this sheet shows in plain English: the three biggest trends, anything that looks wrong or unusual, and what I should ask whoever made it."

24. Build a Tracker From Scratch

SHEETS

"Create a table to track [what, for example open deals] with columns for [list], a status column with a dropdown, and five example rows."

25. Write the Formula

SHEETS

"Write a formula for column [letter] that [what I want, for example adds up sales by region]. Explain in one sentence how it works."

26. Fix a Broken Formula

SHEETS

"The formula in [cell] shows [the error or wrong result]. Explain what's wrong in plain English and give me the corrected formula."

27. Make a Chart

SHEETS

"Make a chart that shows [what] by [month or category]. Then suggest a one-sentence title that states the takeaway."

28. Summarize With a Pivot Table

SHEETS

"Create a pivot table that shows [metric] by [category] and by [month], sorted from highest to lowest."

29. Highlight What Needs Attention

SHEETS

"Highlight rows in red where [condition, for example the due date has passed and status isn't Done], and in yellow where it's due this week."

30. Run a What-If

SHEETS

"If [input, for example price] goes up 10%, what happens to [result, for example monthly revenue]? Add a column with the new numbers next to the old ones and explain the change in two sentences."

31. Sort Every Comment Automatically

AI FUNCTION

```
=AI("Label this customer comment as Praise, Complaint or Question", B2)
```

32. Write a Note for Every Row

AI FUNCTION

```
=AI("Write a one-sentence thank-you note for this customer, mentioning what they bought", A2:C2)
```

CATEGORY 4: MEET

Turn on **Take notes for me** at the start of the call. The notes go to a Google Doc in the organizer's Drive, linked from the Calendar invite.

33. Catch Up When You Join Late

MEET

```
"What have I missed so far? Give me the main points and any decisions, in five bullet points."
```

34. See Where People Disagree

MEET

```
"Where do people disagree so far in this meeting? Summarize each point of view in one line, and say who holds it."
```

35. Get the Action Items So Far

MEET

```
"List the action items from this meeting so far, with who owns each one. Flag anything assigned to me."
```

36. Recap One Person's View

MEET

```
"Summarize what [person] has said about [topic] so far in this meeting, in three bullet points."
```

37. Get Ready for Your Turn

MEET

```
"I'm about to give my update on [topic]. Based on what's been said so far, what should I address, and what questions might come up?"
```

38. Write the Follow-Up Email

DOCS

"Using these meeting notes, draft a follow-up email to the attendees: what we agreed, the action items with owners and dates, and when we meet next."

39. Turn Notes Into a Decision Log

DOCS

"Take the decisions from these meeting notes and put them in a table with the date, the decision, the owner and the reason behind it."

40. Remember What You Agreed Last Time

GEMINI APP

"Find the notes from my last meeting with [person or team] in my Drive. Remind me what we agreed and what is still open before we meet again."

CATEGORY 5: THE GEMINI APP

At gemini.google.com, Gemini can search your Gmail, Calendar and Drive at once, and research the web.

41. Plan Your Day

GEMINI APP

"Look at my calendar and emails for today. Tell me my three most important things, what to prepare for each meeting, and what can wait until tomorrow."

42. Prep for a Meeting With Someone

GEMINI APP

"Search my emails and Drive for everything about [person or company] from the last [time frame]. Give me a one-page brief: our history, open items and three things to raise."

43. Run Your Weekly Review

GEMINI APP

"Look at my calendar and emails from this week. Summarize where my time went, what I committed to, and what I should carry into next week."

44. Find a File You Can't Find

GEMINI APP

"Find the [document or spreadsheet] about [topic] that [person] shared with me around [time]. Give me the name of the file and a two-line summary of what's in it."

45. Draft Your Monthly Update

GEMINI APP

"Using my emails and Drive files from this month about [project], draft a monthly update for [audience]: wins, key numbers, problems and next month's priorities."

46. Research a Market

DEEP RESEARCH

"Research [market or topic]: its size, the main players, news from the last six months, and what it means for a [type of company]. Cite every source."

47. Size Up a Competitor

DEEP RESEARCH

"Research [competitor]: what they sell, their pricing if public, who their customers are, recent news, and where they look weakest. End with three ways we could compete."

48. Get Up to Speed on a Topic

GEMINI APP

"Explain [topic] like I'm a smart colleague who is new to it: what it is, why it matters for [my industry], three recent developments, and five good questions to ask."

49. Write a One-Page Plan You Can Edit

CANVAS

"Write a one-page plan for [goal]: the objective, three priorities, owners, milestones and risks. Lay it out so I can edit it directly."

50. Get Answers From a Pile of Documents

NOTEBOOK

"I've added [reports, policies or research] as sources. What do they agree on, where do they disagree, and what should a [role] do about it? Point me to where each answer comes from."

NOT SURE WHERE TO START? TRY THESE THREE

GMAIL — **Prompt 1: Catch Up After Time Off.** Save it for the next time you get back from a trip or a busy week.

SHEETS — **Prompt 23: Explain This Sheet.** Open the next report someone shares with you and click Ask Gemini.

DOCS — **Prompt 38: Write the Follow-Up Email.** Turn on Take notes for me in your next meeting, then run it on the notes doc.

THEN MAKE IT A HABIT

MORNINGS — **Prompt 41: Plan Your Day.** Run it in the Gemini app before you open your inbox.

MEETINGS — **Prompt 42: Prep for a Meeting With Someone.** Run it before any call with a client or partner.

FRIDAYS — **Prompt 43: Run Your Weekly Review.** Ten minutes at the end of the week, then plan the next one.

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