

50 AI Prompts for Knowledge Workers

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50 AI Prompts for Knowledge Workers

Practical, copy-paste prompts for busy people who write, analyze, coordinate, and decide for a living.

How to use this guide

- Pick the prompt that matches the work you need to move today.
- Replace anything in brackets with your context, role, audience, deadline, or tone.
- Paste the real source material after the prompt: the email thread, notes, draft, metrics, transcript, or background.
- Ask the model to stay inside the facts you provide. If it needs to infer, make it label the inference clearly.
- Review every output before you send it, especially anything involving deadlines, commitments, stakeholders, customers, or sensitive topics.

Quick prompt checklist

- Name the audience.
- Name the job to be done.
- Set a tone.
- Set a length or structure.
- Paste real source material.
- Ask the model to flag unknowns instead of guessing.

1. Email and Messaging

1. Turn a vague email into a clear reply

Use it for: inbound emails that mix context, questions, and implied asks.

How to use: Replace the role, recipient, tone, and word count. Paste the original email underneath.

You are my communications assistant. Draft a reply as a [role] to a [recipient].

Goal:

- answer the core question directly
- list the next action or decision in bullets
- ask for missing information only if it is truly needed

Tone: [warm/direct/calm]

Length: under [150] words

Original email:

[paste email]

2. Say no without sounding cold

Use it for: declining requests, pushing back on scope, or protecting time without damaging the relationship.

How to use: Replace the reason, alternative, and tone. Paste the request if helpful.

Draft a professional refusal to this request.

Requirements:

- acknowledge the request respectfully
- give a short, truthful reason without over-explaining
- offer one realistic alternative, next step, or timeline if appropriate
- keep the relationship intact

Tone: [warm/firm/diplomatic]

Request:

[paste request]

Context:

[optional context]

3. Follow up on a stalled thread

Use it for: threads where you need movement without sounding passive-aggressive.

How to use: State what you need, why it matters, and the deadline or decision point.

Write a short follow-up message for a thread that has gone quiet.

Include:

- one-sentence recap of what is pending
- why a response matters now
- the specific action I need
- a polite deadline or decision point

Tone: [polite/direct]

Length: under [120] words

Thread summary:

[paste summary or email chain]

4. Summarize a long email chain

Use it for: getting to the signal fast before you reply or forward.

How to use: Paste the thread and ask the model to separate facts from unresolved items.

Summarize this email chain for a busy person who has not read it.

Output in four sections:

1. what happened
2. decisions already made
3. open questions
4. what needs to happen next

Keep it factual and concise. Do not invent conclusions.

Email chain:

[paste thread]

5. Ask for a decision, not another loop

Use it for: messages that need a yes, no, or choice instead of more discussion.

How to use: Replace the decision, options, and deadline. Paste the background if needed.

Draft a message that asks for a decision clearly.

Requirements:

- summarize the issue in 2 to 3 sentences
- present the recommendation first
- list the options only if needed
- ask for a decision by [date/time]

Tone: [clear/confident/calm]

Background:

[paste context]

Decision needed:

[state decision]

6. Translate a Slack thread into a clean update

Use it for: turning chat noise into something durable enough to share or save.

How to use: Paste the thread and define the audience for the final update.

Turn this Slack thread into a clean written update for [audience].

Output:

- one-sentence overview
- key points in bullets
- decisions made
- next steps and owners

Remove repetition and side comments, but keep the meaning accurate.

Slack thread:

[paste thread]

7. Draft a client-safe status update

Use it for: sharing progress externally when you need clarity without internal noise.

How to use: Provide progress, blockers, risks, and what you want the client to know or do.

Draft a client-facing status update.

Include:

- what moved since the last update
- what is currently in progress
- any risk or dependency phrased calmly
- what the client should expect next

Tone: reassuring, clear, and professional

Avoid internal jargon and blame.

Source notes:

[paste notes]

8. Ask for missing information efficiently

Use it for: requests where people gave partial context and you need to close the gap quickly.

How to use: Name the task you cannot complete yet and paste the incomplete request.

Help me request the missing information I need to complete this task.

Output:

- a short opener
- a numbered list of the missing details
- one sentence explaining why these details matter

Make it easy for the other person to answer quickly.

Task:

[state task]

Original request:
[paste request]

2. Meetings and Follow-up

9. Build a meeting agenda from a fuzzy goal

Use it for: meetings that have a purpose but no real structure yet.

How to use: Provide the meeting goal, attendees, and the decision or output you want by the end.

Create a practical meeting agenda from this goal.

Include:

- meeting objective
- 3 to 5 agenda items in the right order
- what decision or output each item should produce
- what attendees should prepare in advance

Meeting context:

[paste goal, attendees, constraints]

10. Create pre-read questions that sharpen the discussion

Use it for: getting better thinking before the meeting instead of during it.

How to use: Paste the meeting topic or draft pre-read and ask for questions that surface tradeoffs.

Generate 6 to 8 pre-read questions for this meeting topic.

The questions should:

- surface assumptions
- reveal risks or constraints
- force a point of view where needed
- help people arrive prepared to decide

Meeting topic or pre-read:
[paste material]

11. Turn notes into a decision log

Use it for: preserving what actually changed, not just what got discussed.

How to use: Paste notes or transcript excerpts. Keep names and deadlines in the source if they matter.

Turn these meeting notes into a decision log.

Use four sections:

1. decisions made
2. open questions
3. risks or blockers
4. action items with owners and deadlines

If ownership is unclear, flag it instead of guessing.

Notes:
[paste notes]

12. Draft the follow-up email

Use it for: closing the loop after a meeting while details are still fresh.

How to use: Paste notes or the decision log and define the audience.

Draft a short follow-up email from these meeting notes.

Include:

- the purpose of the meeting
- key decisions made
- who owns what next
- unresolved questions, if any

Tone: useful, calm, and easy to scan on mobile

Length: under [200] words

Notes:

[paste notes]

13. Extract action items with owners and due dates

Use it for: meetings where next steps exist but are buried in the conversation.

How to use: Paste the notes and ask the model to be conservative when ownership is unclear.

Extract all action items from these notes.

Create a table with:

- action item
- owner
- due date
- confidence level if the owner or date is uncertain

Do not invent owners. Mark unclear items clearly.

Notes:

[paste notes]

14. Turn a transcript into an executive briefing

Use it for: leaders who need the signal from a long meeting without reading the whole transcript.

How to use: Paste the transcript and define what the executive cares about most.

Turn this meeting transcript into a briefing for [executive audience].

Output:

- one-paragraph summary
- top 3 decisions or takeaways
- biggest risk or unresolved issue

- one recommended next action

Prioritize signal over detail.

Transcript:

[paste transcript]

Priority lens:

[what leadership cares about]

15. Surface disagreement and options from a messy meeting

Use it for: meetings where people talked a lot but alignment is still weak.

How to use: Paste notes and ask the model to separate positions, concerns, and possible paths forward.

Analyze this meeting for disagreement and possible resolution paths.

Output:

1. where people are aligned
2. where people disagree
3. the main concern behind each disagreement
4. 2 to 3 options for moving forward

Keep it neutral and specific.

Meeting notes:

[paste notes]

3. Research and Synthesis

16. Scan a topic fast without losing rigor

Use it for: getting up to speed on a new topic while staying grounded in evidence.

How to use: Name the topic, audience, time horizon, and depth you need.

Give me a fast but rigorous briefing on [topic].

Structure it as:

- what it is
- why it matters now
- the main ideas or trends
- what is still uncertain or debated
- what someone in [role] should pay attention to

Keep it concise and note where confidence is low.

17. Compare vendors or approaches

Use it for: evaluating tools, partners, or competing approaches before a recommendation.

How to use: Paste the options and the criteria that matter in your context.

Compare these options for [decision].

Evaluate each on:

- fit for our context
- implementation effort
- cost or time impact
- main risks
- best use case

End with a recommendation and the key unknowns.

Options:

[paste options]

Context:

[team size, budget, constraints]

18. Summarize a long report for busy readers

Use it for: converting a dense report into something leadership or teammates will actually read.

How to use: Paste the report or excerpts and define the audience.

Summarize this report for [audience].

Output:

- one-sentence headline
- 5 key findings
- what matters most for our team
- one recommended action or watch item

Keep it plain-English and avoid filler.

Report:

[paste content]

19. Turn interview notes into themes

Use it for: customer interviews, internal discovery, candidate interviews, or stakeholder conversations.

How to use: Paste the notes from multiple interviews and tell the model what kind of themes you want.

Analyze these interview notes and extract the main themes.

For each theme, include:

- short label
- what people said
- why it matters
- one supporting example or quote fragment

Then list:

- recurring pain points
- surprising signals
- questions we should explore next

Interview notes:

[paste notes]

20. Check source credibility and blind spots

Use it for: stress-testing whether a source is reliable enough to inform a decision.

How to use: Paste the source summary or notes and tell the model what decision it might influence.

Evaluate the credibility and limitations of this source.

Assess:

- who produced it and possible incentives
- what evidence it appears to use
- likely blind spots or missing context
- how much weight we should give it in a decision

Source summary:

[paste summary]

Decision context:

[state decision]

21. Build a first-pass FAQ from source material

Use it for: creating a reusable knowledge base from product notes, project documents, or policy drafts.

How to use: Paste the source material and define the audience the FAQ is for.

Create a practical FAQ from this material for [audience].

Requirements:

- 8 to 12 likely questions
- concise answers
- flag any questions the source does not answer clearly
- use plain language, not policy-speak

Source material:

[paste material]

22. Translate research into a recommendation memo

Use it for: moving from information gathering to a grounded point of view.

How to use: Paste your findings, then define the recommendation you are considering.

Turn this research into a recommendation memo.

Use this structure:

1. situation
2. what the evidence suggests
3. options considered
4. recommendation
5. risks and unknowns
6. next step

Make the reasoning explicit and avoid fake certainty.

Research notes:

[paste notes]

4. Writing and Drafting

23. Draft from rough bullets

Use it for: converting incomplete notes into a solid first draft quickly.

How to use: Paste your bullets exactly as they are. Do not over-clean them first.

Turn these rough bullets into a strong first draft.

Requirements:

- keep the meaning accurate
- organize the ideas logically
- use plain-English business writing
- leave placeholders where facts are missing instead of inventing them

Audience: [audience]

Format: [email/brief/update/memo]

Tone: [direct/warm/neutral]

Bullets:

[paste bullets]

24. Rewrite for a specific audience

Use it for: taking one draft and reshaping it for executives, clients, teammates, or cross-functional partners.

How to use: Paste the draft and define the target audience.

Rewrite this draft for [target audience].

Adjust:

- level of detail
- tone
- vocabulary
- what the audience cares about most

Preserve the facts and intent. Do not add unsupported claims.

Draft:

[paste draft]

25. Shorten a bloated draft without losing meaning

Use it for: tightening updates, emails, and memos that are too long.

How to use: Paste the draft and set a target length.

Reduce this draft to its essential message.

Output:

- a tightened version under [target length]
- a short list of what you cut or combined

Keep the core meaning, requests, and commitments intact.

Draft:
[paste draft]

26. Write an executive summary

Use it for: giving leadership the signal fast before they decide or delegate.

How to use: Paste the source material and define the decision or action you want from the reader.

Create an executive summary from this material.

Include:

- one-sentence overview
- 3 key points
- the biggest risk or tradeoff
- the action or decision needed

Tone: crisp, neutral, senior-friendly

Length: under [180] words

Source material:

[paste notes or draft]

27. Generate subject lines or headlines

Use it for: testing framing before you send an email or publish a piece.

How to use: Paste the draft and define whether you want informative, persuasive, or curiosity-based options.

Generate 12 subject lines or headlines for this draft.

Give me:

- 4 clear and straightforward options
- 4 sharper or more persuasive options
- 4 more human or conversational options

Do not use clickbait.

Draft:
[paste draft]

28. Turn notes or transcript into an article

Use it for: converting a talk, workshop, or meeting into publishable content.

How to use: Paste the transcript or notes and define the desired angle.

Turn this source material into a practical article.

Use this structure:

- title options
- short introduction
- 3 to 5 section headings with useful subpoints
- short conclusion with a practical takeaway

Audience: [audience]

Angle: [what the article should emphasize]

Source material:

[paste notes or transcript]

29. Improve clarity and structure

Use it for: drafts that are basically right but hard to follow.

How to use: Paste the draft and ask for a stronger sequence, transitions, and phrasing.

Edit this draft for clarity and structure.

Focus on:

- clearer sequence
- sharper topic sentences
- less repetition
- simpler wording where possible

Return:

1. improved draft
2. brief notes on the biggest changes

Draft:
[paste draft]

30. Preserve your voice while polishing tone

Use it for: getting help from AI without sounding generic or over-smoothed.

How to use: Paste your draft and describe your natural tone in a few words.

Polish this draft without flattening my voice.

My natural tone is: [describe tone]

Please improve:

- clarity
- flow
- professionalism

Keep any distinctive phrasing that still works. Avoid sounding robotic or inflated.

Draft:
[paste draft]

5. Analysis and Decisions

31. Find hidden assumptions

Use it for: checking the logic in a plan, argument, or recommendation.

How to use: Paste the draft or proposal and tell the model what decision it supports.

Review this proposal and identify hidden assumptions.

For each assumption, tell me:

- what the assumption is
- why it matters
- what evidence would confirm or weaken it

Then list the top 3 assumptions that deserve the most scrutiny.

Proposal:

[paste proposal]

32. Build a decision memo

Use it for: organizing a recommendation so others can review it quickly.

How to use: Paste the situation, options, and your initial leaning.

Create a decision memo from this material.

Use this structure:

1. decision to be made
2. background
3. options
4. tradeoffs
5. recommendation
6. risks and mitigations

Make it concise and decision-oriented.

Source material:

[paste notes]

33. Explain a metric shift

Use it for: making sense of a sudden change in performance, usage, pipeline, or operations data.

How to use: Paste the metrics, time frame, and any known events or changes.

Help me explain this metric shift.

Output:

- what changed
- plausible causes ranked by likelihood
- what evidence would confirm each cause
- what I should communicate now versus investigate further

Metrics and context:

[paste data and notes]

34. Run a root-cause analysis from incident notes

Use it for: incidents, process failures, missed deadlines, or recurring operational issues.

How to use: Paste the timeline and any known contributing factors.

Run a first-pass root-cause analysis from these notes.

Use this structure:

1. problem statement
2. immediate causes
3. deeper contributing factors
4. what evidence is still missing
5. corrective actions

Keep the tone analytical, not blame-focused.

Incident notes:

[paste notes]

35. Stress-test a recommendation

Use it for: preparing for stakeholder questions before you circulate a proposal.

How to use: Paste the recommendation and note who is likely to challenge it.

Review this recommendation as a skeptical but fair stakeholder.

Give me:

1. strongest objections

2. missing evidence
3. risks I may be underestimating
4. how to strengthen the case

Stakeholder lens:

[who will review it]

Recommendation:

[paste draft]

36. Create scenario plans

Use it for: uncertain decisions where the future may break in several directions.

How to use: Describe the decision, timeline, and the main uncertainty.

Create 3 scenario plans for this situation: best case, expected case, and hard case.

For each scenario, include:

- what happens
- early signals to watch
- what action we should take
- what we should prepare now

Situation:

[paste context]

Main uncertainty:

[state uncertainty]

37. Turn feedback into prioritized insights

Use it for: survey responses, customer comments, postmortems, or internal feedback themes.

How to use: Paste the feedback and define what outcome you are optimizing for.

Analyze this feedback and turn it into prioritized insights.

Output:

- recurring themes
- highest-impact issues
- quick wins
- longer-term fixes
- one recommended priority order with reasoning

Feedback:

[paste responses or notes]

Goal:

[state desired outcome]

6. Planning and Prioritization

38. Weekly planning from a messy input dump

Use it for: turning scattered obligations into a realistic weekly plan.

How to use: Paste tasks, deadlines, meetings, open loops, and constraints exactly as they currently exist.

Help me plan my week from this messy input dump.

Output:

- top 3 outcomes for the week
- must-do items by day or work block
- risks, dependencies, or bottlenecks
- what I should defer or drop

Keep it realistic, not aspirational.

Input dump:

[paste tasks, meetings, deadlines, notes]

39. Daily priorities when everything feels urgent

Use it for: sorting the day when too many tasks are competing at once.

How to use: Paste your list and say what time-sensitive constraints exist.

Act as my chief of staff for today.

Sort this list into:

1. urgent today
2. important but not urgent
3. can wait
4. needs clarification

Then tell me the top 3 outcomes that would make today successful.

Task list:

[paste list]

Constraints:

[meetings, deadlines, energy limits]

40. Turn a goal into a project plan

Use it for: moving from ambition to scope, milestones, and ownership.

How to use: Name the goal, deadline, stakeholders, and what done looks like.

Turn this goal into a project plan.

Include:

- objective
- milestones
- key tasks under each milestone
- owners or owner roles
- major dependencies
- likely risks

Goal:

[paste goal]

Deadline:

[date]

Context:

[stakeholders, constraints]

41. Map dependencies and blockers

Use it for: projects that keep slowing down because the hidden dependencies are not visible.

How to use: Paste the current plan or task list and ask for the dependency chain.

Map the dependencies and blockers in this project.

Output:

- critical path items
- dependencies by task
- likely blockers
- what should be resolved first

If you see sequencing problems, call them out directly.

Project details:

[paste plan or notes]

42. Create a delegation plan

Use it for: deciding what to keep, delegate, or review at a lighter level.

How to use: Paste the work list and the people or roles available.

Help me delegate this work effectively.

For each task, suggest:

- who should own it
- what context they need
- what level of oversight I should keep
- what success looks like

Team or available roles:

[paste names or roles]

Task list:
[paste tasks]

43. Recover a drifting project

Use it for: projects where progress is unclear, timelines feel soft, or ownership has blurred.

How to use: Paste the current state and the signs of drift.

Help me recover this drifting project.

Output:

1. what appears off-track
2. likely causes
3. immediate recovery actions for this week
4. what needs owner clarity
5. what should be communicated to stakeholders

Current state:

[paste notes]

44. Turn a retro or postmortem into actions

Use it for: making sure lessons learned become actual changes.

How to use: Paste the retro notes and ask for actions with owners and time horizons.

Turn this retro or postmortem into an action plan.

Group actions into:

- immediate fixes
- process improvements
- longer-term changes

For each action, include:

- owner role
- effort level
- expected impact

Notes:

[paste notes]

7. Management and Collaboration

45. Build a better 1:1 agenda

Use it for: making regular 1:1s more useful than status updates.

How to use: Paste your notes on the person, current priorities, risks, and any support topics.

Create a 1:1 agenda for this person.

Include sections for:

- wins or progress
- blockers or risks
- support needed
- development or growth
- one question I should ask as the manager

Context:

[paste notes]

46. Draft balanced performance feedback

Use it for: writing clear feedback that is specific, fair, and actionable.

How to use: Paste examples of behavior, impact, and what you want to encourage or change.

Draft balanced performance feedback from these notes.

Requirements:

- specific examples
- clear impact
- what to continue, start, or change
- respectful and direct tone

Do not exaggerate. Keep it useful and evidence-based.

Notes:

[paste notes]

47. Create coaching questions for a direct report

Use it for: 1:1s where you want to coach thinking, not just give answers.

How to use: Paste the situation and what the person is wrestling with.

Generate coaching questions for this situation.

I want questions that help the person:

- clarify the real problem
- consider options
- see tradeoffs
- choose a next step

Avoid leading questions unless necessary.

Situation:

[paste context]

48. Write a team announcement that anticipates concerns

Use it for: changes in process, priorities, tools, or policy where people will naturally have questions.

How to use: Paste the change, rationale, timing, and likely concerns.

Draft a team announcement about this change.

Include:

- what is changing
- why it is changing
- what people should do next
- likely questions or concerns addressed briefly

Tone: calm, clear, and honest

Change details:
[paste details]

49. Align stakeholders around one plan

Use it for: cross-functional work where teams need a shared view of the path forward.

How to use: Paste the current context, competing priorities, and the plan you want to align on.

Draft a stakeholder alignment note.

Output:

- current situation
- proposed plan
- why this plan is the best fit now
- what each stakeholder group needs to know or do
- open questions that still need alignment

Tone: practical and low-drama

Context:
[paste notes]

50. Build an onboarding brief or SOP from your notes

Use it for: turning tacit process knowledge into something another person can actually use.

How to use: Paste your rough notes, checklist, or workflow explanation.

Turn these notes into a clear onboarding brief or SOP.

Use this structure:

1. purpose
2. when to use this process
3. step-by-step workflow
4. common mistakes or watch-outs

5. where to escalate or ask questions

Write for someone new to the work.

Source notes:

[paste notes]

Final note

These prompts work best when they are attached to real work, not abstract practice. Pick one prompt that solves a current bottleneck, save the version that works for you, and keep refining it with your own voice, standards, and context.