



Quick Win Prompt Library

Your at-a-glance prompt and workflow cheat sheet for instant AI productivity wins (1 of 2)

Want fast results? This cheat sheet gives you ready-to-use prompts sorted by task type: email, meetings, planning, automation, and mobile workflows. Ideal for AI users who want to take action immediately.

Email & Inbox Management

Goal	Prompt Template	Tool Examples
Summarize long threads	<i>Summarize this email thread in 3 bullet points with key decisions.</i>	ChatGPT, Gmail AI, Superhuman
Write replies	<i>Draft a 2-sentence reply in a professional tone confirming receipt and asking for next steps.</i>	Claude, Copilot
Sort priorities	<i>Triage my inbox into urgent, reply later, and archive.</i>	Shortwave, Gmail AI
Create templates	<i>Build an email template for client onboarding with intro, next steps, and a thank-you.</i>	ChatGPT

Meeting Productivity

Goal	Prompt Template	Tool Examples
Summarize meetings	<i>Summarize this transcript in 5 bullet points with action items.</i>	Otter.ai, Fireflies.ai, Zoom AI Companion
Draft follow-ups	<i>Write a follow-up email summarizing today's meeting and listing 3 next steps.</i>	Claude, Copilot
Extract decisions	<i>From this meeting text, extract the decisions and who is responsible.</i>	Notion AI, ChatGPT
Schedule automation	<i>Reschedule all 30-min meetings to Wednesdays and add 15-min buffers.</i>	Motion, Reclaim AI

Daily & Weekly Planning

Goal	Prompt Template	Tool Examples
Plan the day	<i>Create a 5-hour workday with 2 hours deep work, 1 admin block, and breaks.</i>	Notion AI, Reclaim, Motion
Prioritize tasks	<i>Sort this task list by urgency, energy level, and expected time to complete.</i>	Copilot, ClickUp AI
Reflect and reset	<i>Summarize today's work, energy levels, and 3 things to do tomorrow.</i>	ChatGPT, Notion AI
Plan the week	<i>Build a weekly schedule with 3 deep focus sessions, 2 meeting blocks, and 1 planning session.</i>	Reclaim AI, Google Calendar with Gemini

Automation & Admin Tasks

Goal	Prompt Template	Tool Examples
Batch tasks	<i>Sort these 20 admin tasks into daily, weekly, and monthly categories.</i>	Zapier, Make.com, Notion AI
Onboard clients	<i>Create a checklist and draft welcome email for a new client onboarding process.</i>	Copilot, Notion AI
Automate filing	<i>Auto-tag and organize uploaded PDFs by project name and date.</i>	Make.com, Google Drive scripts
Report generation	<i>Analyze this data (CSV/Excel) and return a summary of trends and red flags.</i>	ChatGPT ADA, Excel with Copilot



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Reflection & Journaling

Goal	Prompt Template	Tool Examples
Weekly summary	<i>Summarize my top 5 wins this week based on task log and meetings.</i>	Notion AI, ChatGPT
Pattern spotting	<i>Based on this data, what days were most productive this week?</i>	Notion AI, Copilot
Personal growth	<i>Suggest one improvement to my workflow based on missed tasks and energy logs.</i>	Claude, ChatGPT
Goal reset	<i>Rewrite my goals for next week in SMART format based on this week's outcomes.</i>	Gemini, Notion AI

Work-From-Home Optimization

Goal	Prompt Template	Tool Examples
Daily structure	<i>Build a home-based schedule with 2 deep work blocks, admin in the afternoon, and breaks.</i>	Motion, Notion AI
Interrupt recovery	<i>Suggest 3 small productive tasks I can do after an unexpected disruption.</i>	ChatGPT
End-of-day review	<i>Summarize what I worked on today and suggest 3 priorities for tomorrow.</i>	Copilot, Notion AI
Boundary nudges	<i>Remind me to shut down at 5:30pm and list one small win from today.</i>	Gemini, Reclaim

Time on the Move (Mobile Wins)

Goal	Prompt Template	Tool Examples
AI note capture	<i>Transcribe this voice note and summarize the action steps.</i>	Otter, ChatGPT Mobile
Mobile planning	<i>Create a 90-min train ride plan: 2 short tasks, 1 long read, and 1 break.</i>	Notion AI
Disruption reset	<i>Suggest a light task for the next 15 minutes to regain focus while in transit.</i>	Claude, ChatGPT
Day in review (mobile)	<i>Voice-record what went well today and let AI summarize it into a gratitude log.</i>	Notion AI, Whisper apps

Bonus - AI Coaching Prompts

Goal	Prompt Template	Tool Examples
Self-audit	<i>Based on my recent prompts and tasks, what habits are working and what should I improve?</i>	ChatGPT, Claude
Tool simplification	<i>Review my current tool stack and suggest 2 apps I could drop or combine.</i>	ChatGPT
Delegation plan	<i>Identify 3 tasks from my weekly list that could be delegated to AI or automated.</i>	Notion AI
AI use reflection	<i>How can I refine my use of AI to save 1 extra hour per week?</i>	Claude, ChatGPT