When the day gets away.

Pick a prompt, paste it into your AI chat and replace the brackets. Leave out client names and private details.

I’ve got half an hour.

I have [minutes] before [next commitment]. Here’s what’s on my list: [tasks and deadlines]. What can I realistically finish? Give me a short running order with minutes beside each step. Tell me what can wait and flag anything that needs someone else first.

What did we actually agree to?

Turn these meeting notes into a follow-up I can send the team: [notes]. Separate decisions, jobs and open questions. Put a name and date beside a job only if my notes give you one. Finish with the one thing we should confirm first.

Try adding: “I need ten minutes to pack up before I leave.”

When the words get stuck.

Copy a prompt into your usual AI chat and swap in the bits in brackets.

I need to say no nicely.

Someone has asked for [request]. I can offer [what's possible], and my limit is [boundary]. Write a reply under 75 words that sounds like this line from me: [your words]. Make the answer clear in the first two sentences. Only offer what I've said I can do.

Where might someone get lost?

Here are my instructions for [task]: [paste them]. Imagine you're doing this for the first time. Point to the first line where you'd have to guess. Ask me one question about it, then wait. Once I answer, rewrite the steps as a checklist someone can use on their phone.

Read the reply out loud. Change any word you'd never say.

When you keep hearing it.

A repeated question can be a clue about what needs explaining.

What keeps coming up?

Here are some customer questions with names removed: [questions]. Group the ones asking about the same thing. Count each group, show one example in the customer's words and suggest one useful change to a page, sign or email. Keep one-off questions separate.

Can I show someone how?

I want a teammate to learn [task]. They already know [skills]. We have [time] and [tools]. Plan one thing I can demonstrate and one thing they can try themselves. Tell me what to watch for so I know where to help. End with a question I can ask them afterwards.

Check the count against your notes before changing anything.