

10 Practical AI Prompts You Can Use at Work Today

Copy-and-paste prompts for email, meetings, documents, presentations, and data, with simple GCSE guidance for adapting each prompt to real work.

Developed by: Greg Trumpfheller

How To Use GCSE

Giraffes Can See Everything is a friendly way to remember what AI needs: Goal, Context, Source, and Expectations. The prompts in this guide use that structure so new AI users can start clearly and experienced office workers can adapt them quickly.

Prompt	Workplace task
1	Turn Rough Notes Into A Professional Email
2	Summarize A Long Email Thread And Identify Required Actions
3	Prepare For A Meeting Using Emails, Documents, And Prior Notes
4	Convert Meeting Notes Into Decisions, Owners, And Deadlines
5	Draft A Document From An Outline Or Source Material
6	Rewrite Confusing Content In Clear, Plain Language
7	Turn A Document Into A Presentation Outline
8	Analyze A Spreadsheet And Explain Important Patterns
9	Compare Two Documents And Identify Meaningful Differences
10	Create A Weekly Status Report From Scattered Updates

Prompt 1: Turn Rough Notes Into A Professional Email

When To Use It

Use this when you have incomplete notes, fragments, or bullet points but need to send a clear workplace email. It is especially useful when you know what you mean but do not yet have the right structure, tone, or subject line.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt is written to work in most general-purpose workplace AI assistants, with especially good results in Microsoft 365 Copilot, Copilot Chat, and ChatGPT.

Where To Use It

Use this in Copilot Chat, ChatGPT, or another approved workplace AI chat. If your organization has Microsoft 365 Copilot, you can also use it from the context of Outlook or Word when drafting or revising email content.

Access Or Licensing Notes

Basic use: any approved AI assistant that can rewrite or draft text. Best use: Microsoft 365 Copilot with permission to use relevant work context, or ChatGPT/Copilot Chat with notes you are allowed to paste. Follow your organization policies before entering workplace information.

Copy-And-Paste Prompt

Use the GCSE framework to turn the notes below into a professional email. GCSE means Goal, Context, Source, and Expectations.

Make the email clear, concise, and friendly. Include a useful subject line and clearly state any requested action and deadline.

Do not invent missing facts. If something important is unclear, list what I need to clarify before I send the email.

Goal: [what you want the email to accomplish]

Context: Act as my workplace writing assistant. [who will receive it, why it matters, and any tone guidance]

Source: [paste your rough notes, bullet points, or draft]

Expectations: [length, format, deadline, requested action, or anything to avoid]

Make It Yours

Before you run the prompt, replace the four GCSE fields:

- **Goal:** Say what you want the reader to know, decide, approve, or do.
- **Context:** Give AI a useful role, such as "act as my workplace writing assistant," then name the person or group receiving the email and the situation around it.
- **Source:** Paste only the notes or draft text you are allowed to use.
- **Expectations:** Tell AI the tone, length, deadline, requested action, or anything it should not do.

After AI drafts the email, read it like the person receiving it. Check that the action is clear, the deadline is realistic, and the message still sounds like you.

Example Notes

Goal: Ask team leads to send final project updates by Thursday at noon.

Context: Act as my workplace writing assistant. This is for team leads. The rollup is due Friday. Tone should be friendly and

Source:

- Need final project updates this week
- Rollup is due Friday
- Missing status from three teams last month
- Ask for risks, blockers, and changes to timeline

Expectations: Include a subject line, keep it under 175 words, and do not sound frustrated.

Security Reminder

Only enter workplace information permitted by your organization policies. Do not paste confidential, sensitive, regulated, or customer-specific information into an AI tool unless that tool is approved for that use.

Prompt 2: Summarize A Long Email Thread And Identify Required Actions

When To Use It

Use this when an email thread has become hard to follow and you need to quickly understand what happened, what decisions were made, and what still needs action. It is useful for new AI users because the task is familiar: you are asking AI to help you read, not asking it to make decisions for you.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works in most general-purpose AI assistants when you can paste the thread or a safe summary of it. It works especially well in Microsoft 365 Copilot when Copilot is allowed to use the email thread directly.

Where To Use It

Use this in Outlook with Microsoft 365 Copilot, in Copilot Chat, in ChatGPT, or in another approved workplace AI chat. If you cannot paste the full thread because of policy or privacy rules, paste a short version with names, customer details, or sensitive information removed.

Access Or Licensing Notes

Basic use: any approved AI assistant that can summarize text. Best use: Microsoft 365 Copilot with access to the email thread. Follow your organization policies before entering email content into any AI tool.

Copy-And-Paste Prompt

Use the GCSE framework to summarize the email thread below. GCSE means Goal, Context, Source, and Expectations.

Goal: Help me understand this thread and identify what needs to happen next.

Context: Act as my workplace assistant. [who is involved, why the thread matters, and your role in the conversation]

Source: [paste the email thread or an approved summary of it]

Expectations:

- Summarize the thread in plain English.
- List decisions that appear to have been made.
- List open questions.
- List action items with owner and due date when available.
- If an owner or due date is missing, write "not specified."
- Do not invent facts or assume agreement where the thread is unclear.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say whether you need a quick summary, action list, decision recap, or all three.
- **Context:** Give AI a useful role, such as "act as my workplace assistant," then explain why the thread matters and what your role is.

- **Source:** Paste only the email content your organization allows you to use.
- **Expectations:** Ask for the format that will help you act quickly.

After AI summarizes the thread, compare the action items to the original messages before forwarding, assigning work, or making decisions.

Example Notes

Goal: Summarize the thread and tell me what I need to do next.

Context: Act as my workplace assistant. I am coordinating the monthly report. Several people replied with updates and questions.

Source:

- Alex said the finance numbers will be ready Wednesday.
- Priya asked whether the customer section is still needed.
- Jordan said the risk section has not changed.
- I need to send the final version Friday.

Expectations: Give me a short summary, then a table of actions with owner and due date.

Security Reminder

Do not paste confidential, regulated, customer-specific, legal, personnel, or sensitive business information into an AI tool unless that tool is approved for that use. When in doubt, summarize or remove sensitive details first.

Prompt 3: Prepare For A Meeting Using Emails, Documents, And Prior Notes

When To Use It

Use this before a meeting when you have background information scattered across messages, notes, or documents and want to walk in prepared. This is helpful for both new AI users and experienced office workers because it turns "I need to get caught up" into a clear preparation checklist.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt can work with any assistant if you provide safe source material. It is strongest in Microsoft 365 Copilot when Copilot can access the related meeting, emails, chats, and files you are allowed to use.

Where To Use It

Use this in Microsoft 365 Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. If using Microsoft 365 Copilot, you may be able to reference the meeting, related files, or recent messages directly. In other tools, paste only approved excerpts or summaries.

Access Or Licensing Notes

Basic use: any approved AI assistant with pasted meeting context. Best use: Microsoft 365 Copilot with access to your calendar, emails, and relevant documents. Access depends on your Microsoft 365 licensing and your organization's permissions.

Copy-And-Paste Prompt

Use the GCSE framework to help me prepare for this meeting. GCSE means Goal, Context, Source, and Expectations.

Goal: Help me understand what I need to know, decide, ask, and bring to the meeting.

Context: Act as my meeting preparation assistant. [meeting name, audience, your role, and why the meeting matters]

Source: [paste or reference approved emails, notes, agenda items, documents, or prior decisions]

Expectations:

- Give me a short meeting brief.
- List the likely goals of the meeting.
- Identify important background points.
- Suggest questions I should ask.
- List decisions that may need to be made.
- List anything I should prepare before the meeting.
- Do not invent facts. Mark unclear items as "needs clarification."

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say what "prepared" means for this meeting.

- **Context:** Give AI a useful role, such as "act as my meeting preparation assistant," then include the meeting purpose, your role, and who else will be there.
- **Source:** Add only the notes, agenda, or documents you are allowed to share with AI.
- **Expectations:** Tell AI whether you want a brief, checklist, questions, risks, or decision points.

After AI responds, use it as a preparation aid. Do not assume the summary is complete unless you have checked the source material yourself.

Example Notes

Goal: Help me prepare for a project check-in.

Context: Act as my meeting preparation assistant. I am joining as the operations lead. The meeting is with project managers and

Source:

- Agenda says we will review timeline, blockers, and launch readiness.
- Last note says training materials are behind schedule.
- Finance update is expected tomorrow.
- I need to understand what decisions may be needed.

Expectations: Give me a one-page brief, five questions to ask, and a short list of items I should prepare.

Security Reminder

Only use meeting details, emails, chats, or documents that your organization allows you to use with AI. Be especially careful with personnel matters, legal topics, customer information, security details, and confidential business plans.

Prompt 4: Convert Meeting Notes Into Decisions, Owners, And Deadlines

When To Use It

Use this after a meeting when your notes are messy and you need a clear follow-up. This helps people avoid the common problem where everyone attended the meeting but no one is sure what was decided or who owns the next step.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works well in general-purpose AI assistants when you provide meeting notes. It works especially well in Microsoft 365 Copilot if the transcript, recap, or meeting notes are available and approved for use.

Where To Use It

Use this in Microsoft Teams meeting recap with Copilot, Microsoft 365 Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. If you are pasting notes, remove anything that should not be shared with the tool.

Access Or Licensing Notes

Basic use: any approved AI assistant that can organize notes. Best use: Microsoft 365 Copilot with access to Teams meeting recap, transcript, or notes. Transcript access and Copilot features depend on licensing, meeting settings, and organization policy.

Copy-And-Paste Prompt

Use the GCSE framework to turn these meeting notes into a clear follow-up. GCSE means Goal, Context, Source, and Expectations.

Goal: Identify decisions, action items, owners, deadlines, and open questions from the meeting notes.

Context: Act as my project coordinator. [meeting purpose, your role, audience for the follow-up, and any known deadline]

Source: [paste approved meeting notes, transcript excerpts, or recap]

Expectations:

- Create a concise meeting follow-up.
- Separate decisions, action items, open questions, and risks.
- Put action items in a table with task, owner, due date, and notes.
- If owner or due date is missing, write "not specified."
- Do not invent decisions, owners, or deadlines.
- End with a short draft message I can send to attendees.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say whether you need a personal summary, a team follow-up, or an official recap draft.
- **Context:** Give AI a useful role, such as "act as my project coordinator," then explain who attended and who will receive the follow-up.
- **Source:** Paste only notes or transcript content you are allowed to use.

- **Expectations:** Ask for a table, email draft, risk list, or follow-up checklist.

After AI creates the follow-up, confirm every decision and action item before sending it. AI can organize notes, but you are still responsible for accuracy.

Example Notes

Goal: Turn my notes into a follow-up email.

Context: Act as my project coordinator. Weekly launch meeting. I will send this to the project team.

Source:

- Training deck needs final review.
- Sam will check the support article.
- Launch date still targeted for May 14.
- Open question about whether managers need a separate briefing.
- Data import risk came up again.

Expectations: Use a table for action items and include a short email draft.

Security Reminder

Meeting notes can contain sensitive information. Do not paste confidential, employee-specific, legal, customer, security, or regulated details into an AI tool unless your organization has approved that use.

Prompt 5: Draft A Document From An Outline Or Source Material

When To Use It

Use this when you have the main points for a document but need help turning them into a clear first draft. This is especially useful for reports, memos, instructions, proposals, project updates, and internal communication.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works in most AI assistants if you provide the outline and source material. It is strongest in Microsoft 365 Copilot when you can use approved Word documents, files, or organizational context.

Where To Use It

Use this in Word with Microsoft 365 Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. If using a general chat tool, paste the outline and only the source material you are allowed to use.

Access Or Licensing Notes

Basic use: any approved AI assistant that can draft text. Best use: Microsoft 365 Copilot in Word with access to approved source documents. Access to work files depends on licensing, permissions, and your organization's AI policy.

Copy-And-Paste Prompt

Use the GCSE framework to draft a clear workplace document. GCSE means Goal, Context, Source, and Expectations.

Goal: Create a first draft of [document type] that helps [audience] understand [main purpose].

Context: Act as my workplace drafting assistant. [audience, situation, tone, and how the document will be used]

Source: [paste the outline, notes, approved excerpts, or source material]

Expectations:

- Use clear headings.
- Keep the language plain and professional.
- Preserve the meaning of the source material.
- Do not invent facts, numbers, quotes, approvals, or commitments.
- Mark missing information as "[needs detail]."
- End with a short list of questions I should answer before finalizing.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Name the document type and what the reader should understand or do.
- **Context:** Give AI a useful role, such as "act as my workplace drafting assistant," then explain the audience, tone, and business situation.
- **Source:** Provide the outline, notes, or approved material the draft should rely on.

- **Expectations:** Tell AI the structure, length, style, and what it must not invent.

Treat the output as a first draft. Review the facts, add missing details, and make sure it sounds appropriate for your workplace.

Example Notes

Goal: Draft a one-page project update for department leaders.

Context: Act as my workplace drafting assistant. Leaders need a quick status before the monthly review. Tone should be calm and professional.

Source:

- Project is on track overall.
- Training content is 70 percent complete.
- Two decisions needed: launch communications date and support coverage.
- Risk: data import testing is behind.

Expectations: Use headings for status, progress, risks, decisions needed, and next steps. Mark missing details clearly.

Security Reminder

Do not include confidential, regulated, customer-specific, legal, financial, personnel, or internal-only information unless your organization allows that information to be used with the AI tool you selected.

Prompt 6: Rewrite Confusing Content In Clear, Plain Language

When To Use It

Use this when a message, document, process, or explanation is technically correct but hard to understand. This is useful for helping readers move faster without making them feel talked down to.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works well in most assistants because the task is rewriting and clarifying text. It works especially well when you tell AI who the audience is and what level of detail they need.

Where To Use It

Use this in Word with Microsoft 365 Copilot, Outlook, Copilot Chat, ChatGPT, or another approved workplace AI assistant. It can also help with Teams posts, internal articles, procedures, and training notes.

Access Or Licensing Notes

Basic use: any approved AI assistant that can rewrite text. Best use: Microsoft 365 Copilot when working inside Word, Outlook, or other Microsoft 365 apps. Make sure the content is approved for use with the selected AI tool.

Copy-And-Paste Prompt

Use the GCSE framework to rewrite this content in clear, plain language. GCSE means Goal, Context, Source, and Expectations.

Goal: Make the content easier to understand while keeping the meaning accurate.

Context: Act as my plain-English editor. [who the audience is, what they need to do, and how familiar they are with the topic]

Source: [paste the confusing content]

Expectations:

- Keep the tone professional and respectful.
- Use plain language and short paragraphs.
- Keep important details, warnings, deadlines, and requirements.
- Define jargon or replace it with simpler wording when possible.
- Do not remove meaning just to make it shorter.
- List any parts that are unclear or may need expert review.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say whether you want the text clearer, shorter, friendlier, more direct, or easier to act on.
- **Context:** Give AI a useful role, such as "act as my plain-English editor," then describe the reader's role and familiarity with the subject.
- **Source:** Paste the content you want rewritten.

- **Expectations:** Tell AI what must stay, what can change, and what tone to use.

After AI rewrites the content, compare it to the original to make sure nothing important was removed or softened too much.

Example Notes

Goal: Rewrite this process note so new employees can follow it.

Context: Act as my plain-English editor. Audience is office staff who do not work in IT. Tone should be helpful and direct.

Source:

Users must ensure that all required authentication factors are registered prior to conditional access policy enforcement. Failure to do so will result in account suspension.

Expectations: Use plain language, explain what action is needed, and keep the warning.

Security Reminder

Be careful with policy, legal, HR, medical, security, or compliance content. AI can improve clarity, but the final version may still need review by the right subject matter expert.

Prompt 7: Turn A Document Into A Presentation Outline

When To Use It

Use this when you have a document, report, memo, or article and need to turn it into a presentation plan. This helps you move from "too much text" to a clear story with slides, talking points, and next steps.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works with most assistants when you provide the document text or a safe summary. It is strongest in Microsoft 365 Copilot when the document can be referenced directly from Word or PowerPoint.

Where To Use It

Use this in PowerPoint with Microsoft 365 Copilot, Word with Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. If pasting into chat, use only content you are allowed to share.

Access Or Licensing Notes

Basic use: any approved AI assistant that can summarize and organize text. Best use: Microsoft 365 Copilot with access to the source document and PowerPoint. PowerPoint generation features depend on licensing and tenant settings.

Copy-And-Paste Prompt

Use the GCSE framework to turn this document into a presentation outline. GCSE means Goal, Context, Source, and Expectations.

Goal: Create a presentation outline that helps [audience] understand [main message] and decide or do [desired action].

Context: Act as my presentation planning assistant. [audience, meeting type, time available, tone, and what the audience already knows]

Source: [paste the document, outline, summary, or approved excerpts]

Expectations:

- Suggest a clear slide-by-slide outline.
- Include a short title for each slide.
- Add 2 to 4 bullet points per slide.
- Include speaker notes or talking points when helpful.
- Identify any charts, screenshots, or examples that would help.
- Do not invent facts, data, quotes, or approvals.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say what the presentation should accomplish.
- **Context:** Give AI a useful role, such as "act as my presentation planning assistant," then tell AI who the audience is and how much time you have.
- **Source:** Provide the document or an approved summary.
- **Expectations:** Ask for slide count, level of detail, visuals, or speaker notes.

After AI creates the outline, check whether the story flows. A good presentation is not just a shorter document; it should help the audience follow the point.

Example Notes

Goal: Create a 7-slide outline for leadership.

Context: Act as my presentation planning assistant. Audience is senior managers. I have 10 minutes. They need the recommendation.

Source:

- New onboarding process reduced manual steps.
- Pilot group finished two weeks faster.
- Support questions were highest during week one.
- Recommendation is to expand to two more teams.

Expectations: Keep slides concise, include speaker notes, and suggest one chart or visual.

Security Reminder

Do not paste documents with confidential, customer, financial, legal, personnel, or regulated information into an AI assistant unless that assistant is approved for that content.

Prompt 8: Analyze A Spreadsheet And Explain Important Patterns

When To Use It

Use this when you have spreadsheet data and need help understanding trends, outliers, questions, or possible next steps. This is not a replacement for careful analysis, but it can help you start asking better questions about the data.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI, with caution. This prompt can work in general AI assistants if you paste a small, approved table or summary. It works best in Microsoft 365 Copilot for Excel or another approved tool that can safely access the spreadsheet.

Where To Use It

Use this in Excel with Microsoft 365 Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. For sensitive data, use approved tools only and consider using a sample, summary, or anonymized data.

Access Or Licensing Notes

Basic use: any approved AI assistant with a small pasted table or summary. Best use: Microsoft 365 Copilot in Excel with access to the workbook. Features depend on licensing, file location, workbook structure, and organization policy.

Copy-And-Paste Prompt

Use the GCSE framework to analyze this spreadsheet data and explain important patterns. GCSE means Goal, Context, Source, and Expectations.

Goal: Help me understand the most important patterns, changes, outliers, and questions in this data.

Context: Act as my careful data analysis assistant. [what the data represents, time period, audience, and decision or task this data supports]

Source: [paste an approved table, describe the workbook, or reference the approved spreadsheet]

Expectations:

- Summarize the top patterns in plain English.
- Identify outliers or unusual changes.
- Suggest possible reasons, but label them as possibilities, not facts.
- List follow-up questions I should investigate.
- Suggest one or two useful charts if appropriate.
- Do not invent data or claim certainty beyond the source.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say whether you need a quick explanation, a management summary, questions to investigate, or chart ideas.
- **Context:** Give AI a useful role, such as "act as my careful data analysis assistant," then explain what the data measures and why it matters.
- **Source:** Provide only approved data, a safe excerpt, or a description of the workbook.

- **Expectations:** Tell AI how cautious, detailed, or executive-ready the answer should be.

After AI responds, verify calculations and conclusions. Use AI to find patterns and questions, not to blindly certify the numbers.

Example Notes

Goal: Explain the main patterns in this monthly support table.

Context: Act as my careful data analysis assistant. This supports a team meeting. Audience is managers who need a plain-English

Source:

Month	Tickets	Avg Resolution Days	Escalations
Jan	420	3.2	18
Feb	465	3.5	22
Mar	510	4.1	31
Apr	490	3.9	27

Expectations: Give me a short summary, possible concerns, follow-up questions, and one chart idea.

Security Reminder

Spreadsheet data may contain customer, employee, financial, health, operational, or regulated information. Use only approved tools and remove sensitive details when needed.

Prompt 9: Compare Two Documents And Identify Meaningful Differences

When To Use It

Use this when you have two versions of a document and need to understand what changed. This is useful for policies, procedures, proposals, drafts, requirements, meeting notes, and project documents.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI, with review. This prompt can work in most assistants if you provide approved excerpts from both documents. It is strongest in Microsoft 365 Copilot or Word when the assistant can compare approved files directly.

Where To Use It

Use this in Word with Microsoft 365 Copilot, Copilot Chat, ChatGPT, or another approved workplace AI assistant. For long or sensitive documents, use an approved enterprise tool and verify the comparison yourself.

Access Or Licensing Notes

Basic use: any approved AI assistant with pasted text from both documents. Best use: Microsoft 365 Copilot with access to both approved files, or Word's built-in compare tools plus AI summarization. Access depends on licensing and document permissions.

Copy-And-Paste Prompt

Use the GCSE framework to compare these two documents. GCSE means Goal, Context, Source, and Expectations.

Goal: Identify meaningful differences between Document A and Document B.

Context: Act as my document review assistant. [what the documents are, who needs the comparison, and why the differences matter]

Source:

Document A: [paste approved text or reference approved file]

Document B: [paste approved text or reference approved file]

Expectations:

- Summarize the most important differences in plain English.
- Separate wording changes from meaning changes.
- Identify added, removed, or changed responsibilities, deadlines, requirements, risks, or decisions.
- List anything that needs human review.
- Do not assume why a change was made unless the source explains it.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say whether you need a quick summary, risk review, executive explanation, or detailed comparison.
- **Context:** Give AI a useful role, such as "act as my document review assistant," then explain why the documents matter and who will use the comparison.

- **Source:** Provide both documents or approved excerpts.
- **Expectations:** Tell AI what kind of differences matter most.

After AI compares the documents, check the originals. For legal, policy, contract, HR, or compliance documents, get the appropriate expert review.

Example Notes

Goal: Compare two versions of an internal process.

Context: Act as my document review assistant. Team leads need to know what changed before we publish the update.

Source:

Document A: Managers submit monthly reports by the fifth business day. Reports include progress, risks, and staffing updates.

Document B: Managers submit monthly reports by the third business day. Reports include progress, risks, staffing updates, and o

Expectations: Highlight deadline changes, new requirements, and anything managers need to do differently.

Security Reminder

Do not paste contracts, policy drafts, legal language, employee information, customer details, or regulated content into an AI assistant unless your organization has approved that use.

Prompt 10: Create A Weekly Status Report From Scattered Updates

When To Use It

Use this when updates are scattered across notes, emails, chats, documents, or memory and you need one clear weekly status report. This helps teams see progress, risks, decisions, and next steps without forcing you to start from a blank page.

Works With

- Microsoft 365 Copilot
- Copilot Chat
- ChatGPT
- Most workplace AI assistants

AI Fit

All AI. This prompt works in most assistants when you provide approved notes or summaries. It is strongest in Microsoft 365 Copilot when it can use approved work context across Microsoft 365.

Where To Use It

Use this in Microsoft 365 Copilot, Copilot Chat, ChatGPT, Word, Outlook, Teams, or another approved workplace AI assistant. If using a general chat tool, paste only approved updates and remove anything sensitive.

Access Or Licensing Notes

Basic use: any approved AI assistant that can organize notes. Best use: Microsoft 365 Copilot with access to approved emails, chats, files, and calendar context. Access depends on licensing, permissions, and organization policy.

Copy-And-Paste Prompt

Use the GCSE framework to create a weekly status report from these scattered updates. GCSE means Goal, Context, Source, and Expectations.

Goal: Create a clear weekly status report for [audience].

Context: Act as my status report assistant. [project/team name, reporting period, audience, tone, and what they care about most]

Source: [paste approved updates, notes, bullets, emails, or chat summaries]

Expectations:

- Organize the report into progress, completed work, risks, blockers, decisions needed, and next steps.
- Keep it concise and easy to scan.
- Use plain English.
- Do not invent progress, dates, metrics, or commitments.
- If something is unclear, list it under "Needs clarification."
- End with a short version I can paste into an email or Teams post.

Make It Yours

Before you run the prompt, fill in the GCSE fields:

- **Goal:** Say who the report is for and what it should help them understand.
- **Context:** Give AI a useful role, such as "act as my status report assistant," then name the project, week, audience, and tone.
- **Source:** Paste the updates you are allowed to use.

- **Expectations:** Tell AI the sections, length, and level of detail you want.

After AI drafts the report, verify the dates, owners, risks, and commitments. Make sure the report does not make work sound more complete than it really is.

Example Notes

Goal: Create a weekly status report for leadership.

Context: Act as my status report assistant. Project Phoenix, week of May 6. Audience wants progress, risks, and decisions needed.

Source:

- Training draft complete
- Data import testing delayed
- Support article in review
- Need decision on launch announcement date
- No change to budget this week
- Team is waiting on final sample files

Expectations: Use bullets, keep it under 250 words, and include a short Teams-ready version at the end.

Security Reminder

Weekly updates can include sensitive operational, staffing, customer, financial, or project information. Use only approved AI tools and remove sensitive details when needed.