/

WORK EDITION

69 AI shortcuts for knowledge work

Copy-ready AI prompts, each with a short slash word to remember it by. Fill in your details and paste into any AI chat. Nothing to install.

START HERE

How slash shortcuts work

They're not a secret feature. They're a clear way to ask.

No AI app has a built-in /**tldr** command. The slash word is a short label you can remember. The plain-English prompt after it is what tells ChatGPT, Claude, Gemini or any other AI chat exactly what to do, so every shortcut here comes as a full prompt you can copy.

Each prompt has [brackets] for your own details: who it's for, the length, the format, what you need from it. Those details are what turn a vague answer into a useful one. Under each prompt, “Give it” lists what matters most, and a “Check” note flags anything to verify.

```
/agenda 45-min vendor review, 5 people, decide on renewal
```

The slash word	The details	The outcome
A label you can remember.	How long, who, what kind.	What the work has to produce.

1

Copy the prompt

Start a new chat and type or paste the full prompt, like the one for /email.

2

Fill the brackets

Swap each [bracket] for your details. Paste your own notes, not company files.

3

Refine it

Reply “shorter,” “more direct,” or “as a table.”

GOOD TO KNOW

- These are prompts, not official features of any AI app. Answers vary by app and can be wrong.
- If a menu pops up when you type /, press Esc and keep typing, or paste the whole prompt.
- Use them in any AI chat your employer allows.

STAY SAFE

- Never paste confidential, client or company data.
- Follow your employer's AI policy. When in doubt, ask.
- Check numbers, names and quotes before anything leaves your desk.

01	Email	10 shortcuts
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IF YOU ONLY LEARN TEN

The Top 10

The ones that give back an hour in the first week.

1 `/tldr`
TOO LONG; DIDN'T READ
Summarizes long text to the length you choose.
SECTION 03

2 `/email`
Drafts a clear, ready-to-send work email from your notes.
SECTION 01

3 `/agenda`
Builds a timed meeting agenda around one clear goal.
SECTION 02

4 `/actions`
Pulls owners, tasks, and due dates from notes into a table.
SECTION 02

5 `/bluf`
BOTTOM LINE UP FRONT
Rewrites a message so the main point comes first.
SECTION 01

6 `/formula`
Writes a spreadsheet formula and explains how it works.
SECTION 05

7 `/decisionlog`
Writes a short record of a decision, options, and reasons.
SECTION 04

8 `/outline`
Builds a structured outline before you write.
SECTION 06

9 `/prioritize`
Helps rank your tasks by impact, urgency, and time available.
SECTION 07

10 `/tighten`
Shortens your draft to a target length, keeping the key points.
SECTION 01

01 Email

Clear messages, sent faster.

/email

Drafts a clear, ready-to-send work email from your notes.

> **/email** Write a work email to [recipient] asking for [what you need] by [deadline]. Tone: [tone]. Include a clear subject line, keep it under 150 words, and end with the specific ask and date. If the recipient or deadline is missing, ask me before drafting.

GIVE IT Who it is to and your relationship · What you need · The deadline · Tone

CHECK Read it before sending; fix any names, dates, or facts the AI got wrong.

/reply

Drafts a reply to an email you paste in.

> **/reply** Draft a reply to the email below. My answer: [what you want to say]. Tone: [tone]. Keep it under [number] words, respond to every question the sender asked, and give me only the reply text.
>
> Email:
> [paste the email]

GIVE IT The original email, pasted in full · What you want to say back · Tone and length

CHECK Read it before sending; fix any names, dates, or facts the AI got wrong.

/tighten

Shortens your draft to a target length, keeping the key points.

> **/tighten** Shorten the draft below to under [number] words. Keep every request, date, and number. Cut filler and repetition, keep my tone, and give me only the revised text.
>
> Draft:
> [paste your draft]

GIVE IT Your draft · Target word count · Anything that must stay

/bluf

BOTTOM LINE UP FRONT

Rewrites a message so the main point comes first.

> **/bluf** Rewrite the message below in BLUF style (Bottom Line Up Front): put the main point or decision needed in the first sentence, then the key supporting facts as 2-4 short bullets, then any background. Keep all facts. Reader: [who].
>
> Message:
> [paste the message]

GIVE IT The full message · Who will read it · The decision or action you need

/followup

Drafts a polite follow-up when you are waiting on someone.

> **/followup** Write a short, polite follow-up email to [person] about [what I asked for], which I requested on [date]. Ask them to send it by [new deadline], offer help if something is blocking them, and keep it under 80 words. No guilt-tripping.

GIVE IT What you asked for · When you asked · The new deadline · Who it is to

CHECK Read it before sending; fix any names, dates, or facts the AI got wrong.

/pushback

Drafts a professional no or not-yet to a request.

> **/pushback** Write a short, professional reply declining [the request] from [person]. My reason: [reason]. Say no clearly, keep the relationship positive, and offer [alternative, e.g. a later date or other help] if I give one. Under 120 words.

GIVE IT The request · Your real reason · Any alternative you can offer · Who is asking

CHECK Read it before sending; fix any names, dates, or facts the AI got wrong.

/tone

Tells you how a message may come across and suggests edits.

> **/tone** Read the message below as [reader]. Tell me in 2-3 sentences how it is likely to come across, quote any phrases that could sound rude, cold, or unclear, and suggest a better wording for each. Then give me a revised version.
>
> Message:
> [paste the message]

GIVE IT The message · Who will read it and their mood · What you want them to feel or do

CHECK It is a best guess at how people read tone, not a certainty.

/escalate

Drafts a calm, factual message raising a problem to leadership.

> **/escalate** Write a short escalation email to [person/role]. Issue: [what happened]. Impact: [effect on cost, schedule, or people]. What I have tried: [steps]. What I need: [decision or help] by [date]. Use a calm, factual tone, lead with the impact, no blame, under 150 words.

GIVE IT The issue and its impact · What you already tried · The specific decision or help needed · The deadline

CHECK Check every fact and date before sending; keep it to facts, not blame.

/intro

Drafts a short email introducing two people to each other.

> **/intro** Write a short email introducing [person A, role] to [person B, role]. Say in one line who each is, why they should talk, and suggest a next step such as a 20-minute call. Friendly, under 100 words, addressed to both.

GIVE IT Names and roles of both people · Why they should talk · The next step you suggest

CHECK Ask both people before sharing their contact details.

/inbox

Sorts pasted subject lines into reply, delegate, or ignore.

> **/inbox** Sort the email subject lines below into three groups: Reply (I should answer), Delegate (someone else should handle it), Ignore (no action). Put the most urgent first in each group and add a few words on why. My role: [your role]. If a subject line is unclear, put it under 'Check' instead of guessing.
>
> Subject lines:
> [paste subject lines]

GIVE IT Subject lines only · Your role · What counts as urgent for you

CHECK Paste subject lines only; leave out confidential details. The sort is a guess, so skim the Ignore pile.

02 Meetings

Shorter meetings that end in decisions.

/agenda

Builds a timed meeting agenda around one clear goal.

> **/agenda** Create a timed agenda for a [length]-minute [meeting type] with [number] people. Goal: [decision or outcome needed]. List each item with minutes, owner, and purpose, leave 5 minutes for next steps, and make the times add up to the total. Start with a one-line meeting goal.

GIVE IT Meeting length · The decision or outcome needed · Who attends · Topics that must be covered

CHECK Check that item times add up to the meeting length.

/prep

Helps you prepare talking points and answers for a meeting.

> **/prep** Help me prepare for a meeting with [who] about [topic]. My goal: [what I want to get]. Give me: 1) a one-line opening, 2) three talking points with supporting facts I should bring, 3) the three toughest questions they may ask and short answers, 4) my fallback if they say no. Keep it to one page. Ask me for facts you need rather than inventing them.

GIVE IT Who is in the meeting · Your goal · Facts and numbers you have · What the other side cares about

CHECK Replace any example numbers with your own real figures.

/minutes

Turns rough meeting notes into clean minutes.

> **/minutes** Turn my rough notes below into meeting minutes. Format: meeting name, date, attendees; then Decisions; then Action items (owner, task, due date); then a short Discussion summary. Use only what is in my notes, and mark anything unclear as [unclear] instead of guessing.
>
> Notes:
> [paste notes]

GIVE IT Your notes · Meeting name, date, and attendees · Preferred order of sections

CHECK Check names, decisions, and dates against what was actually said.

/actions

Pulls owners, tasks, and due dates from notes into a table.

> **/actions** From the notes below, list every action item as a table with columns: Owner, Task, Due date. Use only what the notes say. If an owner or date is missing, write 'Not set' rather than guessing. Put items with near due dates first.
>
> Notes:
> [paste notes]

GIVE IT The notes · Any deadlines not written down · Team member names

/recap

Drafts the follow-up email after a meeting.

> **/recap** Write a follow-up email to [recipients] after our meeting about [topic], using my notes below. Include: thanks, the decisions made, action items with owners and dates, and the next meeting or step. Tone: [tone]. Max [number] lines. Use only facts from my notes.
>
> Notes:
> [paste notes]

GIVE IT Your notes · Who receives it · Tone and length

CHECK Read it before sending; fix any names, dates, or facts the AI got wrong.

/meetingquestions

Lists sharp questions to ask in a meeting or demo.

> **/meetingquestions** Give me [number] sharp questions to ask in a [meeting type] about [topic]. My main concerns: [concerns]. Group them by theme, put the most important first, and add one line on what a good answer would sound like. Questions only, no essay.

GIVE IT The meeting type and topic · Your concerns · How many questions you want

/standup

Formats your update as done, next, and blocked.

> **/standup** Turn my notes below into a short standup update with three headings: Done, Next, Blocked. One line per item, plain language, no extra detail. If nothing is blocked, write 'None'.
>
> Notes:
> [your notes]

GIVE IT What you finished · What is next · What is blocking you and who can unblock it

/icebreaker

Suggests short, low-pressure icebreakers for a group.

> **/icebreaker** Suggest 3 low-pressure icebreakers for [number] people who [know each other well / are meeting for the first time], at a [setting]. Each must fit in [minutes] minutes, need no props, and avoid anything personal or physical. Give one line of instructions for each.

GIVE IT Group size · How well they know each other · Time available · Setting (in person or video)

/facilitate

Plans how to run a working session, step by step.

> **/facilitate** Plan a [length]-minute working session for [number] people. Goal: [outcome]. Give me a run sheet: each step with minutes, what I say or ask, the activity (for example silent writing, pairs, dot voting), and the output it produces. End with how we decide and capture next steps. Times must add up to the total.

GIVE IT Goal and the output you need · Time available · Group size · In person or online

CHECK Check that step times add up to the session length.

/needmeeting

Helps you decide if a meeting is needed or an email would do.

> **/needmeeting** Should this be a meeting or an email/async update? Purpose: [purpose]. Attendees: [number and roles]. Frequency: [how often]. Give me a yes or no with three short reasons. If no, suggest the replacement (format and who does what). If yes, suggest a shorter format.

GIVE IT The meeting purpose · Attendees and how many · How often and how long · Whether decisions are made in it

03 Summarizing and reading

Get the point without reading every word.

/tldr

TOO LONG; DIDN'T READ

Summarizes long text to the length you choose.

> **/tldr** Give me a TL;DR (too long; didn't read) of the text below: [number] bullets with the main points, then one line on what I should do, if anything. Use only what the text says.
>
> Text:
> [paste text]

GIVE IT The full text · How short you want it · Your role, so the action line fits you

YOU NEED Long documents may be more than some AI apps take in one message. Too long? Paste it in parts, then ask for one combined result at the end.

CHECK Summaries can drop details; check the original for dates and numbers.

/keypoints

Pulls the main arguments and evidence from a text.

> **/keypoints** From the text below, list the [number] main points. For each: the point in one line, the evidence or data the text gives, and why it matters for [my purpose]. Use only the text; say 'no evidence given' where that is true.
>
> Text:
> [paste text]

GIVE IT The text · Your purpose · How many points

YOU NEED Long documents may be more than some AI apps take in one message. Too long? Paste it in parts, then ask for one combined result at the end.

CHECK Check any figures against the source before sharing.

/whatchanged

Compares two versions and lists what changed.

> **/whatchanged** Compare Version A (old) and Version B (new) below. List every change as: section, what it said before, what it says now, and whether it is a meaningful change or just wording. Put the meaningful changes first. Do not summarize parts that did not change.
>
> Version A:
> [paste old]
>
> Version B:
> [paste new]

GIVE IT Both versions, clearly labeled · Which is old and which is new · What kind of changes you care about

YOU NEED Long documents may be more than some AI apps take in one message. Too long? Compare one section at a time.

CHECK AI can miss small edits; for contracts or policy, confirm with a document compare tool.

/explainto

Explains a topic in terms a specific audience understands.

> **/explainto** Explain [topic] to [audience]. Assume they know [what they already know]. Use plain words, one everyday example, and no jargon unless you define it. Keep it to [length], and end with the 2-3 things they most need to remember.

GIVE IT The topic · Who the audience is · What they already know · Any details specific to your organization

CHECK The AI does not know your organization's rules; paste them in or check the result.

/glossary

Builds a plain-English glossary of terms from a document.

> **/glossary** From the text below, list the technical terms, acronyms, and jargon a newcomer may not know. For each, give a one-line plain-English definition based on how the text uses it. Sort A to Z. If the text does not make a term's meaning clear, say so.
>
> Text:
> [paste text]

GIVE IT The text · Who the glossary is for · Any terms you already know to skip

YOU NEED Long documents may be more than some AI apps take in one message. Too long? Paste it in parts, then ask for one combined result at the end.

/critique

Points out weak spots in a proposal or argument.

> **/critique** Review the piece below as [reader, e.g. a skeptical CFO]. List the 5 biggest weaknesses: unsupported claims, missing numbers, risks not addressed, and likely objections. For each, quote the passage and suggest a fix. Be direct but fair, and end with the one change that would help most.
>
> Text:
> [paste text]

GIVE IT The full text · Who will judge it · What you want them to approve

/faq

FREQUENTLY ASKED QUESTIONS

Turns a long document into questions and answers.

> **/faq** Turn the document below into an FAQ (frequently asked questions) for [audience]. Write [number] questions they would really ask, each with a short plain-English answer taken only from the document. If the document does not answer an obvious question, list it at the end under 'Not covered'.
>
> Document:
> [paste document]

GIVE IT The document · The audience · How many questions

YOU NEED Long documents may be more than some AI apps take in one message. Too long? Paste it in parts, then ask for one combined result at the end.

CHECK Have the policy owner review answers before you share them.

/quotes

Finds the most quotable lines in a text, word for word.

> **/quotes** Find the [number] most quotable lines in the text below for [purpose]. Copy each quote exactly, word for word, with who said it. Add one line on why it works. Do not change, combine, or tidy any wording.
>
> Text:
> [paste text]

GIVE IT The text or transcript · What the quotes are for · How many you want

CHECK Check every quote against the source; AI sometimes changes wording.

/readinglist

Suggests what to read to get up to speed on a topic.

> **/readinglist** I have [hours] hours to get up to speed on [topic] for [reason]. Suggest a reading plan in order: what to read first, why, and how long each takes. Prefer well-known, reliable sources and say which type each is (book, report, article, course). Only list sources you are confident exist; if unsure, describe what to search for instead.

GIVE IT The topic · Time you have · Why you need it · Your current level

YOU NEED For the newest sources, an AI app that can search the web. No web search? Ask for topics and search terms, then look them up yourself.

CHECK Confirm each title and link exists before you share the list.

/briefing

Writes a one-page brief for a busy reader.

> **/briefing** Write a one-page brief for [reader] on [topic], using only the notes below. Format: Bottom line (2 sentences), Key facts (3-5 bullets), What it means for us, Recommended action or decision needed. Under 300 words. Mark gaps as [need info].
>
> Notes:
> [paste notes or text]

GIVE IT Your notes or source text · Who the reader is · The decision you need from them

CHECK Do not paste confidential company data into a public AI app; check facts before sending.

04 Analysis and decisions

Think it through, then write it down.

/prosandcons

Lays out pros, cons, and a lean for a decision.

> **/prosandcons** I'm deciding whether to [decision]. What matters most to us: [priorities]. List the pros and cons in two columns, mark the 2-3 that matter most given our priorities, note anything you are assuming, and end with which way you would lean and why in two sentences.

GIVE IT The decision · What matters most · Constraints like budget, staff, or time

/decisionlog

Writes a short record of a decision, options, and reasons.

> **/decisionlog** Write a decision record from my notes below. Sections: Decision, Date, Decision maker, Options considered, Why we chose this, Risks and how we will watch them, When to revisit. Use only my notes; mark missing items as [add].
>
> Notes:
> [what was decided, options, and reasons]

GIVE IT The decision and date · Options you considered · Your reasons · Who decided

/swot

STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS

Runs a quick SWOT check: strengths, weaknesses, opportunities, threats.

> **/swot** Do a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for [project or idea] in this context: [context]. Give 3-4 specific points in each of the four boxes, based on what I have told you, and mark guesses as assumptions. End with the top 2 actions it suggests.

GIVE IT The project or idea · Your team, budget, and audience · Competitors or alternatives · Your goal

/rootcause

Helps you investigate possible causes of a problem.

> **/rootcause** Help me investigate why [problem]. What I have seen: [facts and data]. Ask 'why' step by step (the 5 Whys method) to list the most likely causes. For each cause, give the evidence that supports it, what would rule it out, and a quick test or data check to confirm it. Rank them by likelihood. Ask me for missing data rather than guessing.

GIVE IT The problem and when it started · What changed around that time · Data you have · What you already ruled out

CHECK These are hypotheses; confirm with your own data before acting.

/premortem

Imagines the project failed and lists why, with ways to prevent it.

> **/premortem** Run a premortem: imagine [project] has failed [time after launch]. Context: [timeline, team, budget, key dependencies]. List the 8 most likely reasons it failed, rate each as high, medium, or low likelihood and impact, and give one early warning sign and one prevention step for each. Put the highest risks first.

GIVE IT The project and timeline · Team and key dependencies · What success looks like

/options

Brainstorms several possible approaches to a problem, within your limits.

> **/options** Give me 6 to 8 different ways to solve this problem: [problem]. My limits: [budget, time, rules, people]. Include at least two less obvious ideas. For each, give one line on how it works and one line on its main risk. Ask me first if my limits are unclear.

GIVE IT The problem in one sentence · Your limits: budget, time, rules · What you have already tried

/weigh

Scores your options against weighted criteria in a table.

> **/weigh** Compare these options: [option A, option B, option C]. Score each from 1 to 5 on these criteria and weights: [criterion = weight %]. Show a table with the scores, the weighted total for each option, and one line explaining each score. If I did not give weights, ask me for them before scoring. End with which option wins and how close it is.

GIVE IT The options · Your criteria with weights · Facts you know about each option (prices, features)

CHECK Scores are only as good as the facts given; check prices and features yourself, the AI may be out of date.

/devilsadvocate

Argues the strongest case against your position so you can prepare.

> **/devilsadvocate** Play devil's advocate against my position: [your position]. Give the 5 strongest objections a smart skeptic would raise, strongest first. For each, add one line on how I could answer it. Be direct, not rude.

GIVE IT Your position in one sentence · Who you need to convince · Your main reasons

/assumptions

Lists the hidden assumptions in a plan, ranked by risk.

> **/assumptions** Read the plan below and list the assumptions it depends on, including ones it never states. Rank them from riskiest to safest. For each, say what happens if it is wrong and one quick way to test it.
> Plan: [paste plan]

GIVE IT The full plan text · Goal and deadline · Who carries it out

CHECK Remove names, client details, and confidential company figures before pasting.

/tradeoffs

Shows what you gain and give up with each choice.

> **/tradeoffs** Compare these choices: [choice A] vs. [choice B]. For each, list what I gain and what I give up on cost, time, quality, risk, and long-term effects. Put it in a table, then say in two sentences which situations favor each choice. Do not pick for me unless I ask.

GIVE IT The choices · Your budget and timeline · What matters most to you

05 Spreadsheets and data

Formulas, tables and charts without the guesswork.

/formula

Writes a spreadsheet formula and explains how it works.

> **/formula** Write a formula for [Excel or Google Sheets]. My data: [which columns hold what, and the row range]. I want: [the result]. Give the formula on its own line, then explain each part in plain words, and note any common mistakes.

GIVE IT Excel or Google Sheets · Column letters and what they hold · The exact result you want

CHECK Test the formula on a few rows you can check by hand.

/fixformula

Helps find why a formula fails and suggests a fix.

> **/fixformula** This formula is not working in [Excel or Google Sheets]: [paste formula]. The error or wrong result is: [error]. My data looks like: [columns and what they hold]. Explain the most likely cause in plain words, give the corrected formula, and list other causes to check if that does not fix it.

GIVE IT The exact formula · The error message or wrong result · What your columns hold · Excel or Sheets

/pivot

Walks you step by step through building a pivot table.

> **/pivot** Walk me step by step through building a pivot table in [Excel or Google Sheets]. My columns are: [column names]. The question I want answered: [question]. Tell me exactly what goes in Rows, Columns, Values, and Filters, and how to summarize the values (sum, count, or average).

GIVE IT Excel or Google Sheets · Your column names · The question you want answered

CHECK Menu names vary by app version; if a step doesn't match your screen, tell the AI what you see.

/cleandata

Gives step-by-step instructions to tidy messy data.

> **/cleandata** Give me step-by-step instructions to clean this data in [Excel or Google Sheets]. The problems: [describe the mess]. Here are a few sample rows with fake values: [sample rows]. For each problem, give the formula or menu steps, in the order I should do them. Remind me to work on a copy.

GIVE IT Excel or Google Sheets · Each problem in the data · A few sample rows with fake values

CHECK Use sample rows, not real personal data, and clean a copy of the file first.

/chart

Recommends the best chart type for your point and audience.

> **/chart** Recommend the best chart for this. My data: [what it is and how much]. The point I want to make: [message]. Audience and setting: [who, and where it will be shown]. Give your top pick and one backup, why each works, and 3 tips to make it clear (title, labels, colors).

GIVE IT What the data is · The one point you want to make · Who sees it and where

/insights

Points out possible patterns and questions in a small table.

> **/insights** Look at this table and tell me what stands out: trends, big changes, outliers, and anything that looks off. Question I care about: [question]. Keep it to 5 bullets, each tied to specific numbers in the table, and add 2 follow-up questions worth checking. Do not guess at causes as if they were facts.
> Table: [paste anonymized numbers]

GIVE IT The table (anonymized) · The question you care about · Context like seasons or events

CHECK AI can misread numbers; check each observation against the table. Remove names, client details, and confidential company figures before pasting.

/regex

Writes a pattern (regular expression) to find or clean text.

> **/regex** Write a regular expression (a text-matching pattern) for [where I'll use it, e.g. Google Sheets REGEXEXTRACT, Excel, Python]. It should match: [what to match]. Example text: [sample]. Should not match: [counter-example, if any]. Give the pattern, a ready-to-use formula or line of code, and explain each part in plain words.

GIVE IT Where you'll use it (app or language) · What to match, with real-looking examples · What should not match

CHECK Test the pattern on a handful of rows before running it on everything.

/macro

Drafts a simple script to automate a repeated spreadsheet task.

> **/macro** Write a simple script for [Excel VBA or Google Sheets Apps Script]. The task I repeat: [steps]. When it should run: [on a button, on edit, daily]. Give the full code with short comments, step-by-step instructions to install and run it, and any permissions it will ask for. Ask me first if anything is unclear.

GIVE IT Excel VBA or Google Sheets Apps Script · The exact steps you repeat · When it should run

CHECK Test on a copy first, and check your workplace allows scripts before running code on work files.

/datacheck

Gives a checklist of sanity checks before you share numbers.

> **/datacheck** Give me a short checklist of sanity checks to run before I share these numbers. What they are: [data]. Where they are going: [audience]. Cover totals, sources, dates, sample size, percentages, and charts. Put the 3 most likely mistakes first.

GIVE IT What the numbers are · Who will see them · How they were collected

/explaindata

Turns your figures into two plain sentences for an audience.

> **/explaindata** Explain these figures in two plain sentences for [audience]: [figures]. Say what changed and why it matters to them. Use only the numbers I gave you and do not add new ones.

GIVE IT The exact figures · The audience · Why the numbers matter

CHECK Make sure no figures were changed or added.

06 Decks and documents

Structure first, then the words.

/outline

Builds a structured outline before you write.

> **/outline** Build an outline for a [type: talk, report, article] on [topic] for [audience], about [length]. Give the main sections in order, 2 or 3 key points under each, and a rough time or word count per section. Start with the opening hook and end with the takeaway.

GIVE IT Topic · Audience · Length or time · Your main message

/slides

Drafts slide titles with one key point each.

> **/slides** Draft [number] slides for a presentation on [topic] for [audience]. For each slide give a headline-style title that states the point as a full sentence, and one supporting line underneath. Number the slides. Use only the facts I give you: [key facts or numbers].

GIVE IT Slide count · Topic and audience · Key facts and numbers

CHECK Check every number on the slides against your source.

/rewriteforaudience

Rewrites a passage for a different audience and reading level.

> **/rewriteforaudience** Rewrite the text below for [audience] at about a [grade] reading level. Keep every fact and requirement, and do not add new ones. Use short sentences and a [tone] tone. After the rewrite, list anything you removed or simplified.
> Text: [paste text]

GIVE IT The text · The audience · Reading level and tone

CHECK Check policy rewrites with the policy owner before sharing.

/headline

Suggests clear title or subject line options.

> **/headline** Give me [number] headline options for [what it is: newsletter story, email subject, report title] about [topic], for [reader]. Keep each under [number] words, clear before clever. Mark your top pick and say why in one line.

GIVE IT What it's about · Where it appears · The reader · Length limit

/speakernotes

Writes notes to say alongside each slide, timed to your limit.

> **/speakernotes** Write speaker notes for each slide below. Total time: [minutes]. Tone: [tone]. For each slide give what to say in short spoken sentences, a suggested time, and a transition to the next slide. Keep the total within my time limit.
> Slides: [paste slide titles and key points]

GIVE IT Slide titles and points · Total time · Tone

/sop

STANDARD OPERATING PROCEDURE

Turns how you do a task into a step-by-step procedure.

> **/sop** Turn this into an SOP (standard operating procedure). Task: [task]. How I do it: [your steps in your own words]. Format: purpose, who does it, what you need, numbered steps, and common mistakes. Use plain language a new hire can follow. Ask me about any step that is unclear instead of guessing.

GIVE IT Your steps in order · Who does it · Tools or systems used

CHECK Have someone follow it once to catch missing steps.

/proposal

Drafts a one-page proposal with the decision you need up front.

> **/proposal** Draft a one-page proposal for [decision maker].
> Start with the ask: what I need decided and by when.
> Then: the problem, the proposed solution, cost, benefits, risks, and next steps.
> Use only these facts: [problem, solution, cost, deadline].
> Under 350 words, short headings, professional tone. Ask me for any missing fact instead of inventing it.

GIVE IT The decision and deadline · Problem and solution · Cost · Who decides

CHECK Check all costs and dates before sending.

/bio

Writes a short professional bio from your facts.

> **/bio** Write a professional bio in [first or third] person, about [number] words, for [where it will appear]. Use only these facts: [role, employer, years of experience, key achievements, education, a personal touch]. Do not add titles or achievements I did not give.

GIVE IT Your facts · Length · First or third person · Where it appears

CHECK Read it for any detail you did not provide.

/plainlanguage

Rewrites text without jargon, keeping the meaning.

> **/plainlanguage** Rewrite the text below in plain language. Replace jargon and acronyms with everyday words, use short sentences and active voice, and keep every fact and requirement. After the rewrite, list each term you replaced and what you used instead.
> Text: [paste text]

GIVE IT The text · Who will read it

07 Planning and focus

Decide what matters, then protect the time.

/prioritize

Helps rank your tasks by impact, urgency, and time available.

> **/prioritize** Rank my tasks for [today or this week]. I have [hours] of focus time. Deadlines: [deadlines]. Rank by impact and urgency, and give one line of reasoning for each. Then say what to do first, what can wait, and what to delegate or drop.
> Tasks: [paste list]

GIVE IT Your task list · Deadlines · Focus time available · What your boss cares about most

/weekplan

Builds a realistic week plan around your meetings.

> **/weekplan** Build a realistic plan for my week. Projects and tasks: [list with deadlines]. Fixed meetings: [days and times]. My best focus hours: [time]. Put deep work in my best hours, leave 20% buffer, and flag anything that will not fit. Give it as a day-by-day list.

GIVE IT Tasks with deadlines · Meeting days and times · Your best focus hours

/okr

OBJECTIVES AND KEY RESULTS

Turns a goal into objectives and measurable key results.

> **/okr** Turn my goal into OKRs (Objectives and Key Results: an inspiring objective plus 3 measurable results that show we got there). Goal: [goal]. Time frame: [quarter or dates]. Starting point: [current numbers]. For each key result give a number, a deadline, and how we will measure it. Ask me for the starting numbers if I did not give them.

GIVE IT The goal · Time frame · Current numbers

/raci

RESPONSIBLE, ACCOUNTABLE, CONSULTED, INFORMED

Drafts a table of who does, decides, advises, and is informed.

> **/raci** Build a RACI chart (Responsible = does the work, Accountable = makes the final call, Consulted = gives input, Informed = kept updated) for [project]. Tasks: [list]. People and roles: [names or roles]. Show it as a table with tasks as rows and people as columns. Only one Accountable per task. Flag gaps or overloaded people.

GIVE IT Project tasks · People or roles · Who has final say

/breakdown

Breaks a big project into small, ordered steps.

> **/breakdown** Break this project into steps: [project]. Deadline: [date or weeks]. Group the steps into phases, and for each step give a rough time estimate and what it depends on. Make the first step something I can start today in under 30 minutes.

GIVE IT The project · Deadline · Who helps · What's already done

/timeline

Builds a dated schedule working backward from your deadline.

> **/timeline** Build a backward timeline from my deadline: [date]. Today is [date]. Major steps: [list]. Work back from the deadline and give a start and finish date for each step, with buffer before the deadline. Show it as a table and flag any step that is already behind.

GIVE IT Deadline · Today's date (AI may not know it) · Major steps

CHECK Check dates against a calendar; AI can miscount days or weekdays.

/eod

END OF DAY

Writes a short end-of-day update from your notes.

> **/eod** Write my EOD (end-of-day) update for [who]. Done today: [list]. Still in progress: [list]. Blockers or help needed: [list]. Up next: [list]. Format: [number] short bullets, plain and professional.

GIVE IT What you did · What's next · Blockers · Who reads it

CHECK Read it before sending.

/delegate

Writes a clear hand-off note for a task.

> **/delegate** Write a hand-off note for [person or role]. Task: [task]. Why it matters: [reason]. What done looks like: [result and deadline]. Include: steps or resources, decisions they can make on their own, when to check in, and who to ask for help. Keep it under 200 words and friendly.

GIVE IT The task · Who it's for · What done looks like · Deadline

CHECK Read it before sending.

/unstuck

Helps you take a small first step on a task you're avoiding.

> **/unstuck** I have been putting off [task] for [how long]. I think the reason is [why]. Ask me one or two quick questions if you need to, then give me the smallest first step I can do in 10 minutes, and two more short steps after it. Keep it practical, no pep talk.

GIVE IT The task · Why you're avoiding it · How much time you have

/retro

Runs a short look-back after a project with lessons and actions.

> **/retro** Run a retrospective (a look back after a project) on [project]. Here is what happened and the team's notes: [notes]. Sort it into what worked, what didn't, and what to do differently next time. End with 3 specific action items, each with a suggested owner. Keep it blame-free.

GIVE IT What happened · Team notes and feedback · Results versus goals

KEEP GOING

Make your own

Any short word works if the prompt after it is clear.

THE RECIPE

- Pick a word you'll remember: /weeklyreport, /clientupdate.
- Write the full instructions after it: the job, the format, the length, and [brackets] for what changes.
- Save the full line in a notes file or text expander and paste it next time.

WHEN AN ANSWER MISSES

- Say what's wrong: “too long,” “too formal,” “my boss wants numbers first.”
- Ask it to ask you questions first: add “ask me 3 questions before you start.”
- Start a fresh chat if it gets muddled.

ONE TO BETTER

In pursuit of small improvements, better thinking, and a richer life.

Ideas, observations, and lessons for curious minds. Exploring technology, creativity, and everyday life through decades of experience, one small step at a time.

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YOUR OWN COMMANDS

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