

100 ChatGPT Prompts for Office Workers

Save Time, Work Smarter & Become More Productive with AI – No Coding Required

Coursesinc AI Academy

Practical AI Skills for Everyday Work

This free guide contains 100 practical ChatGPT prompts to help office workers, managers, HR professionals and SME owners improve productivity, communicate better and save time at work.

Email Writing

1. Write a professional email requesting a meeting with a client.
2. Draft an email to postpone a meeting due to unforeseen circumstances.
3. Write a follow-up email after a customer meeting.
4. Create a polite reminder for an overdue task.
5. Draft an email thanking a customer for their support.
6. Write an email introducing myself to a new colleague.
7. Draft a response to a customer complaint.
8. Write an email requesting approval for a budget.
9. Draft an email announcing a new company policy.
10. Create an email inviting staff to a training session.
11. Write an email summarising today's meeting.
12. Draft an email requesting additional information from a supplier.
13. Write an email congratulating an employee.
14. Create an out-of-office message.
15. Draft an email declining an invitation professionally.

Report Writing

16. Summarise this report into five key points.
17. Create an executive summary from this document.
18. Rewrite this report to sound more professional.
19. Convert these notes into a formal report.
20. Identify key risks from this report.
21. Generate recommendations based on this report.
22. Create a one-page management summary.
23. Simplify this technical report for non-technical managers.
24. Highlight trends from this data.
25. Prepare a monthly progress report.

Meeting Productivity

26. Convert these notes into professional meeting minutes.
27. Create an agenda for a project meeting.
28. Summarise the action items from this meeting transcript.
29. Draft a meeting invitation.
30. Create a list of follow-up actions.
31. Prepare discussion questions for the meeting.
32. Write a meeting recap email.

33. Identify decisions made during the meeting.
34. Create a RACI matrix from these actions.
35. Prepare a project update presentation from meeting notes.

Presentation Creation

36. Create a five-slide presentation outline on customer service.
37. Generate presentation content on AI at work.
38. Simplify this information into presentation bullets.
39. Create speaker notes for this presentation.
40. Suggest visuals for this presentation.
41. Create a management presentation from this report.
42. Generate an opening speech for my presentation.
43. Write a closing statement for my presentation.
44. Prepare FAQs for my presentation.
45. Create a presentation for non-technical audiences.

Data Analysis & Excel

46. Explain this Excel formula.
47. Suggest charts to present this data.
48. Identify trends from this spreadsheet.
49. Summarise this sales data.
50. Generate business insights from these figures.
51. Create a dashboard structure for this report.
52. Explain the key findings from this data.
53. Recommend actions based on these numbers.
54. Identify potential risks in this data.
55. Convert this table into an executive summary.

Customer Service

56. Draft a response to a customer complaint.
57. Create a professional apology email.
58. Write a response to a delayed delivery complaint.
59. Generate a customer satisfaction survey.
60. Create customer service scripts.
61. Write responses for difficult customers.
62. Draft a service recovery plan.
63. Create FAQs for customers.

- 64. Improve this customer communication.
- 65. Write a thank-you message to a customer.

Human Resources

- 66. Draft a job description for an administrative executive.
- 67. Create interview questions for a manager.
- 68. Prepare onboarding activities for new employees.
- 69. Write an employee performance review.
- 70. Create a training needs analysis questionnaire.
- 71. Generate employee engagement survey questions.
- 72. Prepare a learning and development plan.
- 73. Write a disciplinary letter professionally.
- 74. Draft a recognition message for employees.
- 75. Create a competency matrix for this position.

Productivity & Time Management

- 76. Create my daily to-do list from these tasks.
- 77. Prioritise my work using the Eisenhower Matrix.
- 78. Suggest ways to automate these tasks.
- 79. Create a weekly work plan.
- 80. Build a project timeline.
- 81. Help me prepare for tomorrow's meeting.
- 82. Create a checklist for this project.
- 83. Suggest ways to improve my productivity.
- 84. Identify tasks that AI can help automate.
- 85. Create a personal productivity system.

Problem Solving & Decision Making

- 86. Conduct a 5 Whys analysis for this problem.
- 87. Perform a root cause analysis.
- 88. Suggest possible solutions to this issue.
- 89. List the pros and cons of these options.
- 90. Create a decision matrix.
- 91. Generate improvement ideas for this process.
- 92. Identify potential risks.
- 93. Develop a corrective action plan.
- 94. Brainstorm innovative ideas.

95. Create an implementation plan.

AI for Everyday Work

96. Suggest five ways I can use AI in my job.

97. Explain this topic in simple language.

98. Create a learning plan for AI skills.

99. Recommend free AI tools for office workers.

100. Help me save two hours every day using AI.

Bonus Master Prompt

Act as an experienced business assistant and help me improve productivity in my role as a [Job Title]. Suggest practical ways to save time, improve communication, automate repetitive work, and make better decisions using AI.

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