

Copy. Paste. Use today.

Your AI Prompt *Starter Pack*

20 beginner-friendly prompts for the 4 AI tools everyone is talking about. No tech background needed.

CLAUDE

MICROSOFT COPILOT

CHATGPT

GEMINI

FIRST, WHAT IS A PROMPT?

A prompt is simply the instruction you give an AI tool. Think of it like talking to a very smart assistant — **the clearer you are, the better the result**. Every prompt in this pack is ready to copy, paste, and use today. Just fill in the [brackets] with your details.

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Five ready prompts per tool — to summarize, write, refine, strategize, and clarify. Use the one you already have at work; they all speak the same language.

Claude

BY ANTHROPIC

SUMMARIZE

Cut Through Long Documents Fast

"Summarize this document into 5 key takeaways. Flag any action items or decisions that need my attention: [paste text]"

Best for: Long reports, email threads, or articles you need to digest quickly.

WRITE

Send Polished Emails in Minutes

"Write a professional email to [recipient] about [topic]. The tone should be confident but approachable. Keep it under 150 words."

Best for: Client outreach, team updates, or any high-stakes message.

REFINE

Sharpen Your Message Before You Send

"Review this for clarity, tone, and impact. Tell me what's strong, what's unclear, and give me a revised version: [paste your writing]"

Best for: Proposals, pitches, or content where every word matters.

STRATEGIZE

Build a 30-Day Action Plan

"Create a focused 30-day action plan to help me achieve [specific goal]. Break it into weekly milestones and include quick wins for the first 7 days."

Best for: Launching a new project, habit, or business initiative.

CLARIFY

Make Complex Topics Click

"Explain [complex topic] clearly and concisely. Use a real-world analogy and tell me the one thing I need to understand first."

Best for: Getting up to speed on new tools, industries, or concepts quickly.

Microsoft Copilot

INSIDE MICROSOFT 365

WORD

Turn Your Notes Into a Polished Document

"Draft a professional one-page summary on [topic] for [audience]. Use clear headings, concise paragraphs, and a strong closing recommendation."

Best for: Meeting recaps, executive summaries, and project briefs.

EXCEL

Extract Insights From Your Data

"Analyze this data and identify the top 3 trends. Highlight any anomalies and suggest what action I should consider based on the numbers."

Best for: Sales reports, inventory data, or any spreadsheet that needs a story.

TEAMS

Never Miss What Happened in a Meeting

"Summarize this meeting transcript. Pull out the key decisions made, open questions, and who owns each action item."

Best for: Staying aligned with your team without sitting through every call.

OUTLOOK

Respond to Emails With Confidence

"Write a reply to this email. Acknowledge their point, provide my response clearly, and close with the next step: [paste email]"

Best for: High-volume inboxes and messages that need a thoughtful response.

POWERPOINT

Build a Presentation That Actually Lands

"Create a 5-slide presentation on [topic] for [audience]. Include a compelling opening, 3 key points with supporting detail, and a clear call to action."

Best for: Leadership updates, client presentations, and team training.

ChatGPT

BY OPENAI

BRAINSTORM

Generate Focused Ideas on Demand

"Give me 10 specific ideas for [goal or project]. For each one, include why it would work and what the first step would be."

Best for: Content planning, product ideas, or solving a business problem fast.

RESEARCH

Get Smart on Any Topic Quickly

"Give me a concise overview of [topic]. Cover what it is, why it matters right now, and the 3 things I need to understand before making a decision."

Best for: Preparing for meetings, interviews, or new client conversations.

CREATE

Write Content That Drives Engagement

"Write 3 social media captions for [platform] about [topic]. Make each one distinct in angle — one educational, one personal, one that sparks conversation."

Best for: Content creators and entrepreneurs who post consistently.

DECIDE

Think Through High-Stakes Decisions

"I need to decide between [option A] and [option B]. Ask me 3 clarifying questions, then give me a clear recommendation with your reasoning."

Best for: Business decisions, career moves, or strategic pivots.

LEARN

Master a New Skill With a Custom Plan

"I want to learn [skill] in 30 days. Build me a structured learning plan with resources, daily habits, and a way to measure my progress."

Best for: Professionals and entrepreneurs who learn by doing.

Gemini

BY GOOGLE

SEARCH + AI

Stay Ahead of Your Industry

"What are the most important developments in [industry or topic] in the last 30 days? Summarize the top 3 and tell me what they mean for someone in [your role]."

Best for: Staying informed without spending hours reading the news.

EMAIL

Write Emails Without Leaving Your Inbox

"Help me write a professional email to [person or team] about [topic]. Be direct, warm, and end with a clear next step. Keep it under 120 words."

Best for: Fast, polished communication directly inside Gmail.

GOOGLE DOCS

Elevate Your Writing Instantly

"Improve this writing for clarity, confidence, and flow. Keep my voice intact but remove anything vague or redundant: [paste your text]"

Best for: Polishing proposals, reports, and client-facing documents.

COMPARE

Make Smarter Tool and Strategy Decisions

"Compare [option A] vs [option B] for someone who wants to [your goal]. Give me a clear recommendation and tell me what trade-offs I should be aware of."

Best for: Evaluating software, vendors, strategies, or business directions.

MULTIMODAL

Get AI Insights From Any Visual

"Analyze this image and tell me [what's happening / key insights / how to improve it]. Be specific and actionable in your response."

Best for: Screenshots, data charts, marketing visuals, or product mockups.

The clearer you are, the better it gets.

Prompting is a skill — and you're *already* building it.

Start with one prompt from this pack today. Swap in your real work. Notice what comes back, then sharpen your instruction and try again. That loop — ask, notice, refine — is the whole skill.

YOUR NEXT STEP

The Prompt Formula Guide

You've got the prompts. This is the repeatable formula behind them — so you can write your own for any tool, any task, without guessing.

*Get the
guide →*

robynteachesai.com

OR LET IT BUILD ONE FOR YOU — FREE

Don't want to start from scratch? **The AI Prompt Builder** asks the right questions and writes the prompt with you.

Open the tool →