

The Work Prompt Card

What to include when asking AI to help with professional tasks.

ALWAYS INCLUDE IN AN EMAIL PROMPT

The relationship	Colleague · Manager · Client · New contact · Longtime partner
The goal	What you want the reader to do, feel, or understand
The tone	Warm · Professional · Direct · Apologetic · Enthusiastic
Any constraints	Keep it short · Avoid mentioning X · No timeline promises

EMAIL TYPES THAT BENEFIT MOST FROM AI

Difficult asks

Requesting extensions, raising concerns, politely pushing back.

Apologies

Addressing mistakes with the right balance of accountability and confidence.

Introductions

Cold outreach or warm introductions — getting the tone right.

Status updates

Conveying information clearly without burying the key point.

Declinations

Saying no to something while preserving the relationship.

MEETING NOTES PROMPT

Paste your notes then ask:

"Please turn these meeting notes into: (1) a 3-sentence summary, (2) a list of action items with owners, and (3) any open questions that need a decision."

Notes do not need to be tidy. Paste them exactly as they are.

THE EDITING RULE

AI is a first draft tool — not a send-ready tool. Before sending anything AI writes: **read it aloud and change at least two things to make it sound like you.** Notice where AI nailed it and where it sounds like no one in particular. That editing instinct is the skill.