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Free guide

The AI Starter Kit

25 copy-and-paste prompts for everyday work, plus a one-page guide to using AI safely. Works in Microsoft Copilot, ChatGPT, Google Gemini and Claude.



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Start here

How to get great answers from any AI tool

You don't need special words. Talk to AI the way you'd brief a smart new team member. These four habits make the biggest difference.

1. Give it context

Say who you are, who the reader is and why it matters. "I run a small bookkeeping practice in Melbourne" changes the answer.

2. Say what good looks like

Length, tone and format. "Three short bullet points, friendly but professional, Australian English."

3. Paste in the real thing

The email, the notes, the spreadsheet. AI does far better with your actual material than a description of it.

4. Keep the conversation going

The first answer is a draft. Reply with "shorter", "warmer" or "add a deadline" until it's right.

How to use the prompts

Copy a prompt, replace anything in [square brackets] with your own details, then paste in your material underneath. Always read the answer before you send or use it. You are still the expert.

Prompts 1 to 5

Emails and customers

1 Reply to a tricky email

Write a calm, friendly reply to this customer email. Acknowledge their concern, explain [what we can do], and suggest a next step. Keep it under 120 words. Email: [paste]

2 Turn bullet points into an email

Turn these notes into a clear, professional email to [who]. Keep it short and end with one clear ask. Notes: [paste]

3 Make it sound more like you

Rewrite this so it sounds warm, direct and Australian, without being too casual. Keep every fact the same. Text: [paste]

4 Chase a payment politely

Write a polite reminder for invoice [number] for $[amount], now [x] days overdue. Friendly first, firm on the date. Offer a quick call if there is a problem.

5 Answer common questions

Here are the five questions customers ask us most. Write a short, plain-English answer to each for our website or a reply template. Questions: [paste]

Prompts 6 to 10

Meetings and planning

6 Summarise a meeting

> Summarise this meeting in five bullet points. Then list every action with who owns it and when it is due, and anything still undecided. Notes or transcript: [paste]

7 Write the follow-up

> Using this meeting summary, write a short follow-up email to the attendees confirming what we agreed and the next steps. Summary: [paste]

8 Prepare for a meeting

> I'm meeting [who] about [topic]. Give me a one-page brief: what they likely care about, five questions to ask, and two risks to raise early.

9 Catch up on a long thread

> Read this email thread and tell me in plain English what has been decided, what is still open, and what I need to do. Thread: [paste]

10 Plan my week

> Here is my task list and calendar for the week. Put the tasks in order of priority and suggest when to do each one, leaving buffer time. [paste]

Prompts 11 to 15

Documents and quotes

11 Rough notes to a quote

Turn these job notes into a clear, professional quote for [client]. Include scope, what is not included, timing and payment terms. Notes: [paste]

12 Long document to one page

Summarise this document into a one-page brief for a busy business owner: the key points, what it means for us, and any decisions needed. [paste]

13 Write a simple how-to

Write step-by-step instructions for [task] that a new staff member could follow on their first day. Number the steps and keep each one short.

14 Proofread and tighten

Fix spelling and grammar in Australian English, and make this clearer and about 20% shorter. Show me only the final version. [paste]

15 Compare two options

Compare [option A] and [option B] for a business like ours. Use a simple table: cost, effort, risk and benefit. Then give a recommendation.

Prompts 16 to 20

Spreadsheets and checking

16 Explain a spreadsheet

Explain what this data shows in plain English. Point out the three most important trends and anything that looks unusual. [paste data]

17 Write a formula

I use [Excel or Google Sheets]. Write a formula that [what you need], explain how it works, and tell me which cell to put it in.

18 Tidy messy data

Clean up this list: fix capitals, remove duplicates, split names into first and last, and return it as a table. [paste]

19 Build a simple template

Create a simple [quote, checklist or report] template for my [type of] business, with headings and short guidance under each one.

20 Check before sending

Review this before I send it. Is anything unclear, missing or likely to cause confusion? List the problems, then give a corrected version. [paste]

Prompts 21 to 25

Marketing and growing the business

21 A month of social posts

Write eight short social media posts for my [type of] business in [suburb]. Mix tips, behind the scenes and offers. Friendly, no hashtags overload, Australian English.

22 Better website wording

Rewrite this website section so a busy customer understands what we do and why to choose us in ten seconds. Keep it plain and specific. [paste]

23 Reply to a review

Write a short, genuine reply to this Google review. Thank them, mention one detail they raised, and keep it under 60 words. Review: [paste]

24 Find quick wins

Here is what a normal week looks like in my business. Which three tasks could AI help with most, and how would I start on each one this week? [describe your week]

25 Brainstorm ideas

Give me ten practical ideas to [goal, e.g. win more repeat customers] for a small [type of] business with a limited budget. Rank them by effort and impact.

Tip: save your favourites

Most AI tools let you save prompts or set up custom instructions. Save the five you use most so your whole team can reuse them in seconds.

One-page guide

Using AI safely at work

Print this page and stick it near your desk. Three rules cover most of the risk.

Rule 1: Know which AI tool you are using

Business versions of AI tools, such as Copilot with your work account or a business ChatGPT, Gemini or Claude plan, usually keep your data more protected than free personal accounts. Use the one your business has approved.

Rule 2: Think before you paste

Usually fine

- Your own drafts and notes
- Public information
- General questions and ideas

Never in a personal or free tool

- Client names, tax file numbers or bank details
- Health or personal information
- Passwords and confidential contracts

Rule 3: You are responsible for the result

AI can sound confident and still be wrong. Check facts, figures and names before anything goes to a customer, and never let AI make a decision about a person on its own.

Not sure? Ask first

If something feels sensitive, leave it out or ask your manager. It is always easier to add detail later than to take it back.

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Want your whole team saving time with AI?

We run hands-on AI training at your workplace in Melbourne, map out what to automate, and set AI up safely. Whatever tool you use.

Book a free 30-minute chat at vsworks.com.au

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