

Work Smarter: 10 ChatGPT Prompts to Save Hours

Transform your workflow with these ready-to-use prompts designed specifically for Australian workplace contexts. Each prompt is tailored to address common business tasks, saving you valuable time while maintaining professional standards. Simply copy, customize with your specific details, and watch AI transform your productivity.

1

Executive Summary

Use case: Briefings and board packs

"Summarise the following into five dot points for a senior briefing. Audience is [role]. Include decisions, risks and next steps. Keep under 120 words. Source: [paste]"

2

Professional Email

Use case: Clear, actionable email

"Write a concise email to [recipient role] requesting [info/action] by [date]. Tone: professional and approachable. Include a bulleted checklist and a clear subject. Context: [details]"

3

Meeting Notes to Actions

Use case: Turn minutes into outcomes

"From this transcript, extract decisions, owners and due dates. Present three sections: Actions, Risks, Parking Lot. Use names exactly as written. Transcript: [paste]"

4

Policy Scaffold

Use case: Start structured documents

"Create a scaffold for a policy on [topic] for an Australian organisation. Include purpose, scope, roles, process, records, review cycle, and privacy/security notes. Add placeholders."

5

Customer Templates

Use case: Repeat enquiries

"Draft three response templates for enquiries about [service]. Tone: clear and helpful. Include placeholders for name, case number and next steps. Provide email and SMS versions."

Advanced Workplace Prompts for Teams

These five additional prompts extend your AI toolkit to handle more complex workplace scenarios. From content creation to project planning, these templates will help Australian teams communicate effectively and plan strategically while maintaining consistency across channels and audiences.

1

LinkedIn or Intranet Ideas

Use case: Content calendar

"Suggest ten post ideas on [topic] for [audience]. Include a hook, one insight and a call to action. Keep to 60–100 words per idea. Avoid jargon."

1

Competitive Market Scan

Use case: Quick comparison

"Compare the top five organisations in Australia offering [service]. Summarise value proposition, target audience, key features and pricing notes. Use a table with three short bullets per row. Add references where possible."

2

Plain English Rewrite

Use case: Accessibility and clarity

"Rewrite the following in plain English for a non-technical audience in Australia. Keep sentences under 20 words. Retain core meaning. Content: [paste]"

2

Multi-Channel Adaptation

Use case: Cross-platform communication


"Take the following 300-word update and produce versions for email, LinkedIn, an intranet post and a 45-second talk track. Keep the core message consistent. Source: [paste]"

3

Project Plan with Milestones

Use case: Quick delivery plan

"Create a simple plan to deliver [project] over [timeframe]. Include milestones, deliverables, owners and risks. Present as a table with dates and a short status field."

 **Tips:** Add your audience, tone and file format to every prompt. Paste source content where possible. Iterate with follow-ups for best results.

Best Practices and Implementation

Pro Tips for Maximum Effectiveness

Implement these strategies to get the most value from AI prompts in your Australian workplace context:

- Start with structure:** Ask for headings, bullets and tables to create scannable content.
- Be explicit:** Specify word count, audience, tone and channel for more targeted results.
- Iterate:** Refine outputs with short follow-up prompts rather than starting over.
- Label AI content:** Include dates on AI-assisted content for transparency and tracking.
- Fact-check:** Always verify names, dates and numbers in AI-generated content.
- Respect privacy:** Never paste confidential data into external AI tools without proper approval.

Where This Fits in Your AI Toolkit

ChatGPT excels at drafts and content transformations. Microsoft Copilot brings similar prompt capabilities directly into Outlook, Word, Excel, PowerPoint and Teams within your secure tenant environment, offering additional integration benefits for organisations using Microsoft 365.

Success Metrics to Track

Area	Metric	Target
Time saved	Minutes per task	20-60
Quality	Edits per draft	Down
Decision speed	Days to sign-off	Down
Satisfaction	Stakeholder rating	Up

Expand Your AI Skills

For hands-on training in AI tools for Australian workplaces:

[Explore ChatGPT Training](#)