



AI Starter Kit

1. Plug and Play Workflows

Workflow 1: LinkedIn Post in 5 Minutes

Goal: Create professional thought-leadership posts without hours of writing.

Steps:

1. Pick a topic (lesson learned, industry insight or AI tip).
2. Paste into ChatGPT: *"Write a LinkedIn post about [topic] that is clear, professional, and engaging. Keep it under 180 words, with short sentences and line breaks. Start with a hook that grabs attention."*
3. Edit lightly → Copy and Post.

Workflow 2: Meeting Notes → Action Plan

Goal: Stop wasting time rewriting meeting notes.

Steps:

1. Drop meeting transcript or rough notes into ChatGPT. (Upload as a file, copy / paste into instruction window)
2. Prompt: *"Summarize this meeting in under 200 words. Highlight the 3 key decisions, the 3 main action items and who owns them."*
3. Send to your team in seconds.

Workflow 3: Email Drafting Assistant

Goal: Draft professional, personalized emails in seconds.

Steps:

1. Provide bullet notes of what you want to say.

2. Prompt: *“Write a concise, professional email from me to [recipient type] about [subject]. Keep it friendly but clear. Make sure it has a call to action.”*
3. Copy → Paste → Send.

2. Copy-Paste AI Prompts

Here are **ready-to-go prompts**.

1. LinkedIn Post Prompt

“Write a LinkedIn post about [topic]. Keep it under 180 words, conversational but professional, with a strong hook and a clear takeaway.”

2. Meeting Summary Prompt

“Summarize this meeting transcript in 200 words. List the top 3 decisions, top 3 action items and who owns each.”

3. Email Draft Prompt

“Write a professional, concise email about [subject]. Keep it under 120 words, use a friendly but clear tone and end with a call to action.”