FREE PDF

AI Meeting and Communication Productivity Pack

Prompts and simple systems for clearer agendas, summaries, emails, decisions and follow-ups.

23	6	22
AI prompts	fill-in templates	A4 pages

What is inside

Meeting Agenda and Summary Prompts
Prepare focused meetings and capture what was agreed

Email and Message Templates
Clear writing for common workplace situations

Decision Documentation Patterns
Record what was decided so discussions do not repeat

Follow-Up Action Systems
Turn agreements into tracked, finished work

Async Communication Frameworks
Share information without needing everyone in the same room

Two-week start plan
A simple sequence for putting the system into practice

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Who this is for

Managers, team leads, remote workers and professionals who spend a lot of time in meetings and written communication, and anyone who wants less unnecessary back-and-forth.

How to use it

Before and after
Use agenda prompts before a meeting and summary prompts afterward. Short, regular use works best.

Adapt your tone
Every email prompt is a starting point. Rewrite the result so it sounds like you.

Protect privacy
Remove names and confidential details before pasting meeting notes into any AI tool.

Please note: results vary by tool version and settings, so review AI output before relying on it.

Building a Useful Agenda

A good agenda tells people why they are meeting and what must be decided. It takes five minutes and often saves thirty.

1. **State the purpose in one sentence**
   Write what the meeting must achieve, such as “decide the launch date”. If you cannot state a purpose, consider whether a meeting is needed.

2. **List topics as questions**
   Phrase each item as a question to answer, such as “Which vendor do we choose?”. Questions steer people toward outcomes.

3. **Give each item a time and an owner**
   Assign minutes and a lead to every topic. This keeps the meeting on schedule and shows who prepares.

4. **Share any reading in advance**
   Send documents ahead of time and ask people to read them, so meeting time is for discussion rather than presentation.

5. **Leave time at the end for actions**
   Reserve the last five minutes to confirm decisions, owners and dates.

PROMPT 1 · AGENDA DRAFT

> I am organizing a [LENGTH]-minute meeting with [ATTENDEES] to [PURPOSE]. Topics: [LIST]. Write an agenda with a purpose line, topics phrased as questions, time and owner for each item, and five minutes at the end for actions.

Tip: If a meeting has no agenda, consider asking for one before you accept the invitation.

NOTES

Three Agenda Prompts

Use these before a meeting. Replace names and details with generic labels if the content is sensitive.

2 Trim an overloaded agenda

Use it when: The list of topics is too long for the time.

PROMPT

> This agenda is for a [N]-minute meeting: [PASTE AGENDA]. Suggest which items to cut, move to email or postpone, and give a short reason for each. Keep what must be decided together.

MY VERSION

3 Prepare questions

Use it when: You want to contribute well.

PROMPT

> I am attending a meeting about [TOPIC]. List five thoughtful questions I could ask and three points I should prepare, based on this agenda: [PASTE AGENDA].

MY VERSION

4 Pre-read summary

Use it when: Attendees need the background quickly.

PROMPT

> Turn the background document below into a half-page pre-read: context, the decision needed, two options and what people should think about before the meeting.
>
> [PASTE DOCUMENT]

MY VERSION

Meeting Agenda Template

Fill this in before sending the invitation. Keep it to one page.

MEETING TITLE AND DATE

PURPOSE what this meeting must achieve

ATTENDEES AND ROLES

PRE-READING OR PREPARATION

TOPIC 1 question, owner, minutes

TOPIC 2 question, owner, minutes

TOPIC 3 question, owner, minutes

DECISIONS NEEDED

WRAP-UP AND NEXT STEPS last five minutes

Three Meeting Summary Prompts

Use these right after a meeting, while the details are fresh. Remove sensitive details before pasting notes.

5 Short summary

Use it when: You need a brief recap for people who were absent.

PROMPT

> Summarize the meeting notes below in under 120 words. Include the decisions made, the open questions and the next steps, in that order.
>
> [PASTE NOTES]

MY VERSION

6 Action item extraction

Use it when: You want a clean list of tasks.

PROMPT

> From the notes below, list every action item with the owner and due date if mentioned. If the owner or date is missing, write “to confirm”. Ignore anything that is not an action.
>
> [PASTE NOTES]

MY VERSION

7 Follow-up message

Use it when: You want to share outcomes quickly.

PROMPT

> Using these notes [PASTE NOTES], draft a friendly follow-up message with a three-line summary, a bulleted action list and a question inviting corrections.

MY VERSION

Three Email Prompts

Start with a prompt, then edit the draft so it sounds like you. Never send AI-written text without reading it.

8 Clear request

Use it when: You need something from a colleague or client.

PROMPT

> Write a short, polite email asking [PERSON] to [REQUEST] by [DATE]. Explain the reason in one sentence, make the action clear and offer to answer questions. Keep it under 120 words.

MY VERSION

9 Decline with kindness

Use it when: You must say no without damaging the relationship.

PROMPT

> Draft a respectful reply declining [REQUEST]. Thank them, give a brief honest reason, and suggest an alternative such as [ALTERNATIVE]. Keep the tone warm and professional.

MY VERSION

10 Reply to a long thread

Use it when: You are catching up on many messages.

PROMPT

> Here is an email thread: [PASTE]. Summarize where things stand in three bullets, then draft a short reply that answers the latest question and confirms the next step.

MY VERSION

Writing Clearer Messages

Most unclear messages share the same problems: they bury the request, skip the deadline or try to cover too much. A few habits fix most of it.

1. **Lead with the request**
   State what you need in the first two sentences. Background can follow for people who want it.

2. **Use a specific subject line**
   A good subject names the topic and the action, such as “Approval needed by Friday: venue contract”.

3. **One message, one main topic**
   If you have three unrelated requests, send three messages or number them clearly.

4. **Name the deadline and the owner**
   Say who should do what and by when. Vague phrases like “when you can” invite delay.

5. **End with the next step**
   Close with the action you expect or the question you want answered, so nobody has to guess.

PROMPT 11 · CLARITY EDIT

> Edit the message below for clarity. Move the main request to the top, shorten it by a third, keep my tone and make any deadline and owner explicit. Show the revised version only.
>
> [PASTE MESSAGE]

Tip: Read your message aloud once. If you run out of breath, it is probably too long.

NOTES

Example: Rewriting a Vague Email

This fictional example shows how a message improves when the request and deadline come first.

ORIGINAL SUBJECT

Quick question

ORIGINAL MESSAGE

Hi, I was thinking about the brochure and wondered whether we could maybe look at it again at some point, since there might be a few things that could be improved, and let me know what you think.

PROBLEMS

The request is unclear, there is no deadline, no owner and no sense of what to improve.

IMPROVED SUBJECT

Feedback needed by Thursday: brochure layout

IMPROVED MESSAGE

Hi Priya, could you review the attached brochure and send two or three layout suggestions by Thursday at noon? I am especially unsure about the cover image. Thanks, this will help us finalize on Friday.

WHY IT WORKS

The request, deadline and focus area are stated in the first two sentences, and the reason is clear.

WHAT WAS KEPT

The friendly tone and the writer's own words. Only the structure changed.

YOUR REWRITE

Before-You-Send Checklist

Run through this list for any important message. It takes less than a minute.

Content

- [ ] The main request is in the first two lines
- [ ] I stated the deadline and the owner
- [ ] I included only what the reader needs
- [ ] Facts and numbers are correct

Tone

- [ ] It sounds like me
- [ ] It is polite and direct
- [ ] It would not read as harsh
- [ ] I removed any filler words

Details

- [ ] Recipients are correct
- [ ] Attachments are included
- [ ] Links work
- [ ] The subject line names the action

If AI helped

- [ ] I read every sentence
- [ ] I removed anything inaccurate
- [ ] No private details were shared
- [ ] I adjusted the wording to my voice

Why Decisions Need a Written Record

When decisions live only in memory, teams reopen the same discussions. A short written record saves time and avoids confusion.

1. **Record the decision, not the debate**
   Write what was decided in one or two sentences. Detailed discussion belongs elsewhere or can be summarized briefly.

2. **Note the reasons**
   Add two or three reasons so people understand why the choice was made, especially if circumstances change later.

3. **List the alternatives considered**
   A short list of rejected options prevents people from suggesting them again without new information.

4. **Name the owner and the date**
   State who is responsible for carrying out the decision and when it was made.

5. **Store it in one findable place**
   Keep decision records in a shared folder or document that the team knows about.

PROMPT 12 · DECISION RECORD DRAFT

> Write a short decision record from these notes: [PASTE NOTES]. Use these headings: Decision, Reasons, Alternatives considered, Owner, Date, and Review date. Keep each section to one or two sentences.

Tip: Share the record within a day while memories are fresh, and invite corrections.

NOTES

Decision Record Template

Complete one for each significant decision. Brief answers are enough.

DECISION TITLE AND DATE

THE DECISION what we decided

WHY WE DECIDED IT

OPTIONS CONSIDERED

WHO DECIDES AND WHO IS CONSULTED

OWNER AND NEXT STEPS

WHEN WE WILL REVIEW IT

WHAT WOULD CHANGE OUR MIND

Three Decision Prompts

Use these to prepare for and record decisions. Replace sensitive details with general terms.

13 Compare options

Use it when: You must choose between alternatives.

PROMPT

> We must decide between [OPTION A] and [OPTION B] for [GOAL]. Create a table comparing them on cost, effort, risk and benefit, then list questions we should answer before deciding.

MY VERSION

14 Clarify the decision

Use it when: A discussion feels unresolved.

PROMPT

> From these notes [PASTE NOTES], tell me what has actually been decided, what is still open and who must confirm what. Keep each answer to one sentence.

MY VERSION

15 Announce the decision

Use it when: You need to tell a wider group.

PROMPT

> Draft a short announcement of this decision: [DECISION]. Include the reason, what changes for people, the effective date and where to ask questions. Use a calm, clear tone.

MY VERSION

Example: A Short Decision Record

This fictional record shows how little text a useful record needs.

DECISION
Weekly status meetings move from 45 minutes to a 15-minute stand-up, starting next month.

REASONS
Most updates can be written. People reported losing focus time. Written updates can be read at any hour.

ALTERNATIVES CONSIDERED
Keep the 45-minute format, meet every other week, or replace meetings entirely with a document.

OWNER
Jordan, team lead.

DATE
Decided on the first Monday of the month.

REVIEW
After eight weeks, check whether blocking issues are still surfaced quickly.

WHAT WOULD CHANGE OUR MIND
If missed blockers increase, or the team asks for longer discussion time.

WHERE IT IS STORED
In the shared decisions folder, titled with the date and topic.

YOUR RECORD

A Simple Follow-Up System

Meetings only help if actions happen afterward. A basic follow-up routine makes sure agreed tasks do not disappear.

1. **Capture actions during the meeting**
   Assign one person to write down actions as they are agreed, with an owner and a date for each.

2. **Confirm before leaving**
   Read the action list aloud at the end. A thirty-second check prevents most misunderstandings.

3. **Send the list within a day**
   Share actions in writing soon after. The sooner it goes out, the more accurate it is.

4. **Track in one place**
   Add actions to a shared tracker or your own task list, so they are visible and not buried in email.

5. **Check progress, not people**
   At the next meeting, begin by reviewing open actions. Focus on removing blockers rather than assigning blame.

PROMPT 16 · FOLLOW-UP REMINDER

> Draft a friendly reminder to [PERSON] about [ACTION] that was due on [DATE]. Ask if anything is blocking them, offer help, and propose a new date. Keep it under 80 words.

Tip: Short, kind reminders get better responses than long or formal ones.

NOTES

Action Item Tracker

Record actions from meetings here, or copy the layout into your task tool. Review it at the start of each meeting.

No.	Action	Owner	Due	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Three Follow-Up Prompts

Use these after meetings and when actions slip.

17 Action list from notes

Use it when: You have meeting notes and no clear tasks.

PROMPT

> Extract all actions from these notes as a table with columns Action, Owner, Due date and Notes. Write “to confirm” where information is missing.
>
> [PASTE NOTES]

MY VERSION

18 Friendly nudge

Use it when: A task is overdue.

PROMPT

> Write two versions of a short reminder about [TASK]: one casual and one more formal. Both should be polite, mention the date and offer help.

MY VERSION

19 Weekly follow-up digest

Use it when: You want to update the team once a week.

PROMPT

> From the action list below, write a short weekly digest with what is done, what is in progress and what is blocked. Keep it under 150 words.
>
> [PASTE LIST]

MY VERSION

The Basics of Asynchronous Updates

Asynchronous communication lets people respond in their own time. It reduces meetings, but only if messages are complete and clear.

1. **Write for someone who has no context**
   Include the background a new reader needs. Never assume the reader remembers an earlier conversation.

2. **State what you need and by when**
   Say whether the message is for information, feedback or a decision, and give a response date.

3. **Make the message stand alone**
   Include links and summaries inside the message so readers do not need to ask follow-up questions.

4. **Use clear structure**
   Short headings, bullets and bolded dates make long updates easy to scan.

5. **Agree on response times**
   Decide as a team what counts as urgent and how quickly each channel gets a reply.

PROMPT 20 · ASYNC UPDATE DRAFT

> Turn these rough notes into an update for teammates in different time zones: [PASTE NOTES]. Use the headings Summary, Progress, Blockers and What I need. Keep it under 150 words and write a clear response date.

Tip: If a thread passes ten messages without resolution, consider a short call.

NOTES

Three Async Prompts

Use these to write updates, requests and summaries that do not need a live conversation.

21 Request for feedback

Use it when: You need input from several people.

PROMPT

> Write a message asking the team for feedback on [DOCUMENT]. State what I need, which sections matter most, how to comment and the deadline of [DATE].

MY VERSION

22 Thread summary

Use it when: A long discussion needs closing.

PROMPT

> Summarize the thread below in four parts: question, main positions, points of agreement and a proposed decision. End with a question asking people to confirm or object by [DATE].
>
> [PASTE THREAD]

MY VERSION

23 Handover note

Use it when: You are going away and others will cover.

PROMPT

> Write a handover note from these details [PASTE]. Include current status, what is urgent, what can wait, who to contact and where documents are stored.

MY VERSION

Async Update Template

Use this layout for weekly or project updates so readers always know where to look.

UPDATE TITLE AND DATE

SUMMARY IN TWO SENTENCES

WHAT WAS COMPLETED

WHAT IS IN PROGRESS

BLOCKERS OR RISKS

DECISIONS OR FEEDBACK NEEDED by whom and by when

WHAT IS NEXT

LINKS AND DOCUMENTS

Async Communication Etiquette Checklist

Share this checklist with your team and adapt it together.

Writing

- [ ] Start with the main point
- [ ] Use clear headings and bullets
- [ ] Link to sources instead of pasting
- [ ] Write dates in a consistent format

Responding

- [ ] Acknowledge requests within the agreed time
- [ ] Say when you will reply fully
- [ ] Use reactions for simple confirmations
- [ ] Keep replies in the right thread

Respecting time

- [ ] Avoid messages outside working hours
- [ ] Mark urgent items clearly
- [ ] Batch non-urgent messages
- [ ] Avoid unnecessary group mentions

Closing the loop

- [ ] State the final decision
- [ ] Thank contributors
- [ ] Link to the decision record
- [ ] Archive finished threads

Your two-week start plan

Communication habits change slowly. Introduce one improvement at a time and ask teammates what is working.

Days 1–2

Use one agenda template

Create an agenda for your next meeting with a purpose line and timed topics.

Days 3–4

Try a summary prompt

After a meeting, use a summary prompt and send the result within a day.

Days 5–7

Improve three emails

Apply the clearer-message habits to three real emails before sending.

Days 8–10

Record one decision

Write a short decision record and store it in a shared place.

Days 11–12

Start an action tracker

Add all open actions to the tracker and review it at the next meeting.

Days 13–14

Try one async update

Replace one status meeting with a written update and gather feedback.

Small improvements compound across a team. Review AI-written text before sending and avoid sharing confidential details. Results vary by tool version and settings.