

FREE ChatGPT Prompts

Administrative Assistant Edition



Free Prompts for:

Confirmation templates.... pg4

Office tasks schedule..... pg6

Meeting agendas..... pg8

Filing system design..... pg10

Task checklists..... pg12



Remember to Feed your AI

Your AI is hungry. The more data and info you feed it as part of your prompting, the stronger it gets and the more it helps you.

Tell it about your job and project every time you prompt!



Having a template for common emails like appointment confirmations can significantly speed up the task of sending out these routine communications.



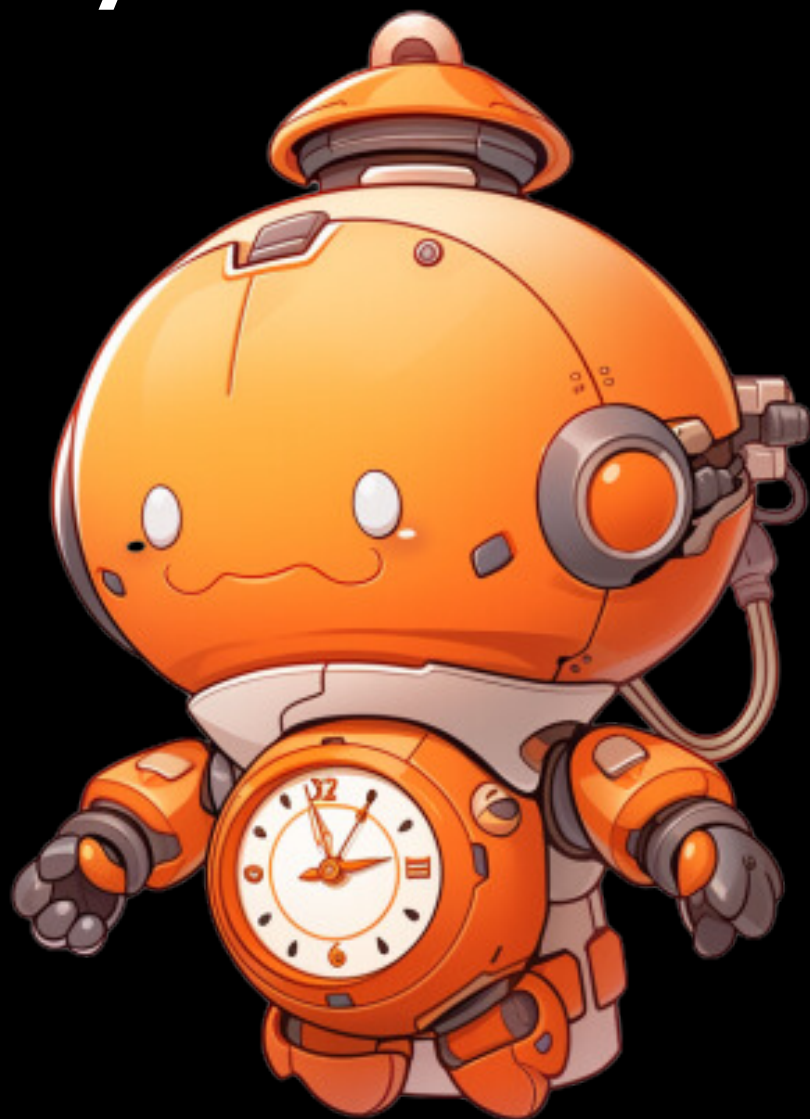
Prompt: "Draft an email template for confirming [meeting/event] appointments with [client/colleague]."



An organized daily schedule helps prioritize tasks and prevents time being wasted on deciding what to do next.



Prompt: "Create an optimized daily schedule for handling [office/administrative tasks] throughout the workday."



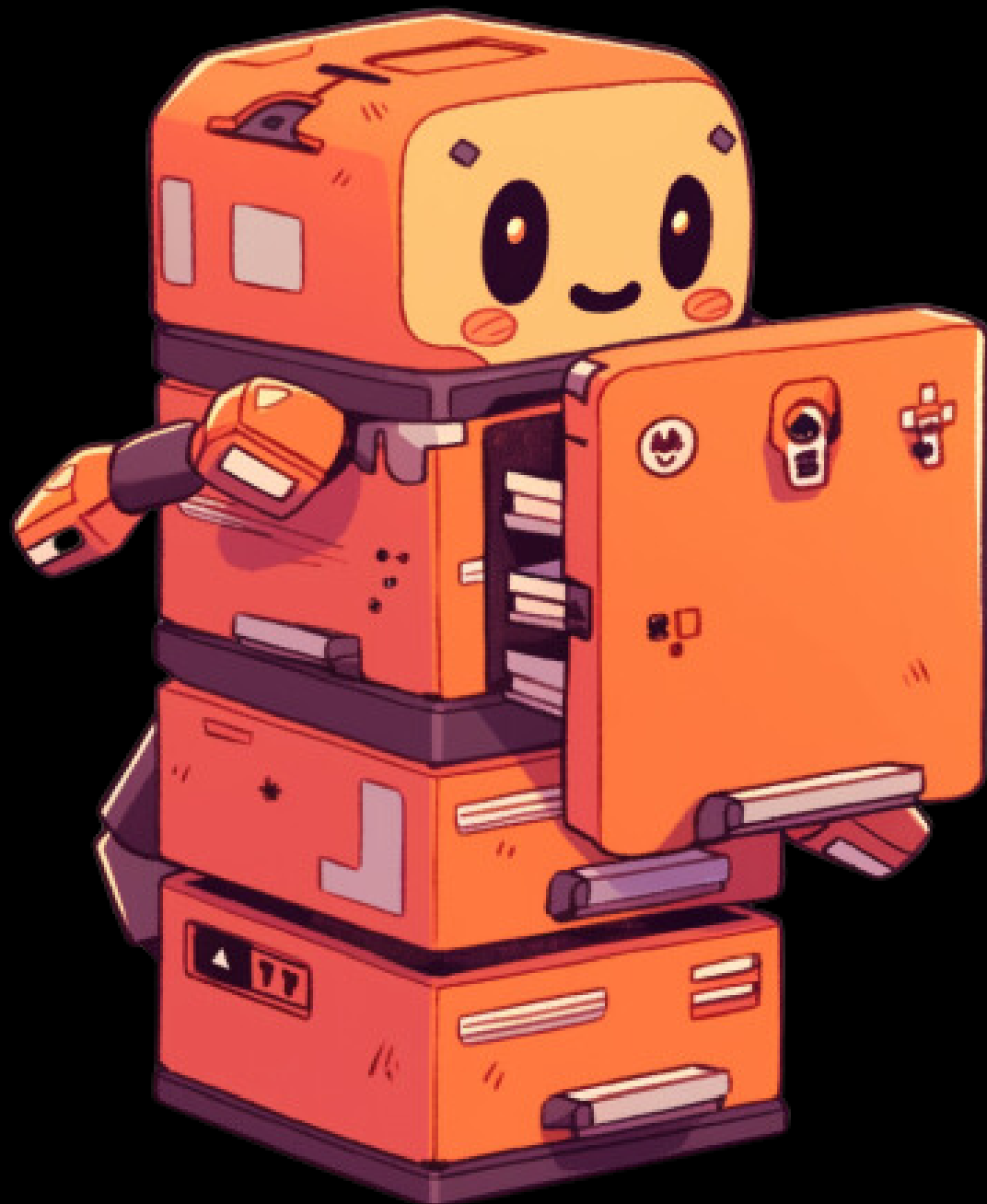
Preparing an agenda for a meeting ensures that all key points are covered, leading to more effective and shorter meetings.



Prompt: "Develop an agenda for the upcoming team meeting focusing on [specific issue/topic]."



Standardizing the filing system will make it easier to locate specific documents, saving you and others time in the long run.



Prompt: "Design a standardized filing system for [document type, e.g., 'contracts'] in [department/area]."



Having a checklist for complex or infrequent tasks ensures you don't forget important steps, reducing the need for rework.



Prompt: "Compile a step-by-step checklist for [specific task, e.g., 'organizing corporate events']."



Without your
reposts and
comments, I
keep getting
these coffee
orders wrong

