VM VINCE MARLOW PRESENTS

The AI Work Kit

25 copy-paste prompts that buy back your time.

"I don't do busywork. My AI does."

25
ready-to-use workflows

Minutes
for most tasks, once your notes are ready

Any AI
ChatGPT · Claude · Copilot · Gemini

Meetings · Email · Reports · Slides · Spreadsheets · Planning · vincemarlow.com

02

MEETINGS & FOLLOW-UPS

Turn Rough Notes Into Clear Minutes

Messy notes in, decisions and action items out.

FIRST DRAFT
2 min

USE IT WHEN
Right after a team meeting, workshop or client call.

YOU'LL NEED
Your notes or transcript, the date, who attended.

GET YOUR STUFF IN Download the transcript from Teams, Zoom or Google Meet, take a photo of handwritten notes or the whiteboard, or record a 2-minute voice memo and paste the text. Only use recordings and transcripts that your workplace rules and the participants allow.

COPY EVERYTHING IN THIS BOX

```
Turn my meeting notes into clear minutes.

MEETING / DATE: [title and date]
PARTICIPANTS: [names or roles]
NOTES / TRANSCRIPT: [paste or attach]

Produce:
A) A recap of up to 5 bullets.
B) Confirmed decisions, each with the note it comes from.
C) Action table: Task | Owner | Due date | Source note.
D) Open questions.

If no owner or date is stated, write 'Unassigned' or 'Not stated'.
Keep 'suggested' separate from 'agreed'. A discussion is not a decision.
If two notes conflict, show both and flag it. Different conditions (e.g. another
device or date) aren't a conflict: say what differs.

RULES: Use only the facts I give you. Don't invent names, figures, dates, owners or
commitments. Calculating is fine; label estimates and proposals. Mark anything
uncertain as [CONFIRM]. List empty required fields under 'Missing info' and continue
(skip optional ones). Keep it concise.
```

END OF PROMPT

EXAMPLE: YOU PASTE

"Jon: launch on the 25th? Sara: not sure, QA might take a week. Ali sends banner files by Wednesday." Ali thought launch was the 25th, Sara thought early November.

YOU GET (EXCERPT)

Decisions: none confirmed. Conflict: launch date, 25th vs early November [CONFIRM]. Actions: banner files | Ali | Wednesday. QA | owner not stated [CONFIRM].

MAKE IT BETTER: TYPE THIS NEXT

"Turn the decisions and open questions into a running decision log I can update after every meeting."

CHECK BEFORE YOU USE IT

- ✓ Names and dates match your original notes.
- ✓ Nothing marked 'decided' was only discussed.

VINCE SAYS *"If it's not written down, it didn't happen. If it's written badly, it happened worse."*

From scribbled notes to minutes people act on

Dan ran a 30-minute pilot meeting and typed notes on his laptop as people talked. Half-sentences, a question mark, one disagreement.

THE MESSY INPUT

```
Onboarding app pilot sync, Tue 13 Oct. Hanna (product), Tomas (IT), Lea (HR), me (Dan)
- Lea: HR happy to run pilot w/ 12 new starters in Nov IF privacy review signs off
- mobile SSO?? Hanna says works on iOS. Tomas: android login failed in his test
- launch to all staff 1 Feb? Hanna proposed, nobody objected, not decided
- Tomas to get privacy review booked - by fri
- Hanna: update welcome screens, end of month
- someone needs to own pilot comms → ?
- budget: Lea says HR covers pilot (est 2k), confirm w finance
```

WHAT WAS SENT (THE KIT PROMPT, FILLED IN)

PROMPT #02 · FILLED IN

Turn my meeting notes into clear minutes.

MEETING / DATE: Onboarding app pilot sync, Tuesday 13 October 2026
PARTICIPANTS: Hanna (product), Tomas (IT), Lea (HR), Dan (chair)
NOTES / TRANSCRIPT: `[the notes above, pasted]`

Produce:
A) A recap of up to 5 bullets.
B) Confirmed decisions, each with the note it comes from.
C) Action table: Task | Owner | Due date | Source note.
D) Open questions.

If no owner or date is stated, write 'Unassigned' or 'Not stated'.
Keep 'suggested' separate from 'agreed'. A discussion is not a decision.
If two notes conflict, show both and flag it. Different conditions (e.g. another device or date) aren't a conflict: say what differs.

RULES: Use only the facts I give you. Don't invent names, figures, dates, owners or commitments. Calculating is fine; label estimates and proposals. Mark anything uncertain as `[CONFIRM]`. List empty required fields under 'Missing info' and continue (skip optional ones). Keep it concise.

END OF PROMPT

THE AI DRAFT · RED NUMBERS = WHAT A PERSON CHANGED

A) RECAP

- HR will run a pilot with 12 November starters, if the privacy review signs off.
- Mobile sign-in works on iOS. [1] Android failed in IT's test.
- A launch to all staff on 1 February was proposed but not decided.
- Privacy review and welcome screens have owners. Pilot comms doesn't.
- HR expects to cover the pilot cost (est. 2k), pending finance.

B) DECISIONS

- **Pilot with 12 November starters, conditional on privacy sign-off.** Source: "HR happy to run pilot... IF privacy review signs off".

C) ACTIONS

TASK	OWNER	DUE	SOURCE NOTE
Book the privacy review	Tomas	Fri 16 Oct [CONFIRM] [2]	"by fri"
Update welcome screens	Hanna	31 Oct	"end of month"
Own pilot comms	Unassigned [3]	Not stated	"someone needs to own..."
Confirm pilot budget with finance	Unassigned [CONFIRM: Lea?] [4]	Not stated	"confirm w finance"

D) OPEN QUESTIONS

- **Mobile sign-in:** Hanna reports iOS works; Tomas's Android test failed. Different devices, so not a contradiction. Needs a test on both.
- Launch date 1 February: SUGGESTED, not agreed. Which year? Assumed 2027 [CONFIRM].
- **Missing info:** who owns pilot comms, who confirms the budget.

WHAT THE HUMAN CHECKED AND FIXED

1. The recap said **"works on iOS"** as a fact. It was only Hanna's report. Changed to *"Hanna reports it works on iOS"*.
2. Checked the calendar: Friday is 16 October. Removed the [CONFIRM].
3. Dan agreed with Hanna by chat after the meeting to own pilot comms himself. Filled in.
4. Asked Lea. She'll confirm with finance by 23 October. Filled in owner and date.

~2 min	~6 min	~8 min	~25 min
AI first draft (est.)	checking + fixing (est.)	total (est.)	typing it up by hand (est.)

THE LESSON The AI kept "proposed" apart from "agreed" and kept the two device reports separate. A person filled the gaps. That's the right split.

Fictional people, companies and data. Example draft, edited for teaching. Times are estimates for this case.

TEMPLATES, PRACTICE FILES, CHAINS

Somewhere for the answer to live

Each Word template uses the same headings as its workflow, so the answer drops straight in.

Vince_Work_Templates.xlsx	Four tabs: **Action log** (#02, #03), **Vendor matrix** (#18), **Weekly plan** (#22, #24), **Time tracker** (all). Blank or invalid inputs are flagged instead of totalled.	Excel
Meeting_Minutes.docx	Same headings as #02: recap, decisions, actions, open questions.	Word
Status_Report.docx	Same headings as #10, including the milestone table with Unknown.	Word
One_Page_Brief.docx	Same headings as #11.	Word
Decision_Memo.docx	Same headings as #19, with Fact / Assumption / Judgement labels.	Word
Process_Guide.docx	Same headings as #25.	Word
Step_0_Card.docx	Your profile card, to fill in on screen.	Word
Practice folder	The inputs for all three worked cases, plus the checked answers.	Files

Get the answer into the file

> **Word:** after the workflow, type *"Give me that again as plain headings and tables I can paste into Word."*

> **Excel:** type *"Give me the action table as tab-separated columns: Date, Meeting, Type, Description, Owner, Due, Status, Source note."* Paste into A5.

Chains: one job, several workflows, one chat

Meeting → follow-up	#02 minutes → **next: #03** follow-up email → action table into the Action log	3 steps
Week → report	#10 status report → **next: #11** one-page brief for leadership	2 steps
Choose → decide	#18 vendor comparison → **next: #19** decision memo	2 steps

No Work Desk? Same idea: stay in the same chat and paste the next prompt with "use the answer above" in its main field.