

YourAIPlaybook

Prompt Templates for Managers

20 copy-and-paste AI prompts for the tasks managers do every day. Planning, writing, decision-making, and team leadership.

[Free Guide](#)

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How to Use These Templates

Each template is ready to copy and paste. Replace the **[bracketed text]** with your specifics. The more context you give, the better the output.

These work in any AI tool: ChatGPT, Claude, Gemini, Copilot, or whatever you prefer. The prompts are tool-agnostic.

Pro tip: After getting a response, follow up. Say "make it shorter," "add more detail to section 2," or "adjust the tone to be more direct." AI conversations are iterative.

Categories included

Communication and Writing (5 templates), Planning and Strategy (5 templates), Team Management (5 templates), Decision Making and Analysis (5 templates).

Write Faster, Sound Better

1. Weekly Status Update

Use when: You need to send a leadership update and don't want to stare at a blank screen.

Write a concise weekly status update for my leadership team.

My role: **[your title]**

Key accomplishments this week: **[list 3-5 items]**

Blockers or risks: **[any issues]**

Priorities for next week: **[top 3]**

Format: bullet points, executive-friendly. Keep it under 200 words. Tone: professional, confident, no filler.

2. Difficult Conversation Prep

Use when: You need to have a tough talk and want to think through your approach.

Help me prepare for a difficult conversation with **[team member/stakeholder]**.

Situation: **[describe the issue]**

My goal: **[what outcome do you want]**

Relationship context: **[how long you've worked together, dynamic]**

Give me:

1. An opening statement (direct but respectful)
2. Key talking points
3. Potential pushback they might give and how to respond
4. A closing that preserves the relationship

3. Meeting Recap Email

Use when: You need to send a follow-up after a meeting and capture decisions and action items.

Write a meeting recap email based on these notes:

Meeting: **[meeting name]**

Attendees: **[who was there]**

Key discussions: **[main topics covered]**

Decisions made: **[any decisions]**

Action items: **[who owes what by when]**

Format: clear headers, bullet points. Tone: professional. End with next steps.

4. Stakeholder Presentation Outline

Use when: You're building a presentation for leadership or partners and need structure fast.

Create a presentation outline for **[audience: board, executives, partners]**.

Topic: **[what you're presenting]**

Goal: **[inform, persuade, get approval]**

Time limit: **[minutes]**

Key data/results: **[your numbers or findings]**

Give me a slide-by-slide outline with suggested headlines and talking points. Include a strong opening and clear call-to-action at the end.

5. Feedback for Team Member

Use when: You want to give constructive feedback that actually helps someone grow.

Help me write constructive feedback for **[team member name/role]**.

What they did well: **[specific positives]**

Where they need to improve: **[specific areas]**

Context: **[project, timeframe, expectations]**

Write it as talking points I can use in a 1:1. Be specific, not vague. Frame improvements as growth opportunities. Keep my tone: direct, supportive, and honest.

Plan Smarter, Move Faster

6. Project Kickoff Plan

Use when: You're starting a new initiative and need structure from the jump.

Create a project kickoff plan for:

Project: **[project name and description]**

Timeline: **[start date to target completion]**

Team: **[who's involved and their roles]**

Success criteria: **[how you'll measure done]**

Include: project scope, milestones with dates, roles and responsibilities, risks, and a communication plan.
Format as a clear document I can share with the team.

7. Strategic Priority Alignment

Use when: You have too many things on your plate and need to focus.

Help me prioritize these initiatives:

[List 5-10 current projects/tasks]

My team capacity: **[number of people, hours available]**

Organizational priorities: **[what leadership cares about most]**

Deadlines: **[any hard deadlines]**

Rank them using impact vs. effort. Tell me what to do now, what to schedule, what to delegate, and what to drop or defer. Be ruthless.

8. Quarterly Goals Framework

Use when: It's time to set goals and you want them to be measurable and meaningful.

Help me set quarterly goals for my team.

Department: **[your area]**

Team size: **[number]**

Organization's strategic priorities: **[top 3]**

Last quarter's results: **[brief summary]**

Create 3-5 goals with: clear success metrics, owner, and key milestones. Make them ambitious but achievable. Avoid vague language.

9. Risk Assessment

Use when: You need to think through what could go wrong before it does.

Run a risk assessment for:

Initiative: **[what you're planning]**

Timeline: **[timeframe]**

Dependencies: **[what this relies on]**

Identify the top 5 risks. For each: describe the risk, rate likelihood (high/medium/low), rate impact (high/medium/low), and recommend a mitigation strategy. Format as a table.

10. Process Documentation

Use when: You need to document a process so someone else can follow it.

Document this process step by step:

Process name: **[what it's called]**

Purpose: **[why it exists]**

Who runs it: **[role]**

Steps (rough): **[describe what happens, even messy]**

Create a clean, numbered process document with: trigger (what starts it), steps with details, decision points, handoffs, and completion criteria. Write it so someone unfamiliar could follow it.

Lead Better Every Day

11. 1:1 Agenda Builder

Use when: You want your 1:1s to be more structured and valuable.

Create a 1:1 meeting agenda for my check-in with **[team member name]**.

Their role: **[title/responsibilities]**

Current projects: **[what they're working on]**

Recent wins: **[anything to recognize]**

Areas to discuss: **[concerns, blockers, development]**

Build a 30-minute agenda that covers: wins/recognition, project updates, blockers, growth/development, and action items. Include suggested questions I can ask.

12. Team Meeting Agenda

Use when: You want your team meetings to actually be productive.

Build a team meeting agenda.

Meeting length: **[minutes]**

Attendees: **[team members]**

Key topics: **[what needs to be covered]**

Decisions needed: **[anything requiring group input]**

Create a timed agenda. Start with quick wins, then meaty topics, end with action items. Include time allocations. No agenda item longer than 15 minutes.

13. Growth Path Recommendation

Use when: You're building a development plan or promotion case for a team member.

Help me build a growth path recommendation for **[team member]**.

Current role: **[title and level]**

Strengths: **[what they excel at]**

Growth areas: **[where they need development]**

Career interests: **[where they want to go]**

Time in role: **[how long]**

Create: recommended next role/title, skills to develop, suggested experiences or stretch assignments, and a 6-month milestone plan.

14. Delegation Brief

Use when: You need to hand off a task clearly so it gets done right.

Create a delegation brief for this task:

Task: **[what needs to be done]**

Delegating to: **[who]**

Deadline: **[when]**

Context they need: **[background info]**

Success criteria: **[what "done" looks like]**

Write a clear handoff message I can send them. Include: what they own, what decisions they can make independently, when to loop me in, and where to find resources.

15. Team Capacity Check

Use when: You need to assess whether your team can take on new work.

Help me assess my team's current capacity.

Team members and their current assignments:

[List each person and what they're working on]

New request coming in: **[describe the new work]**

Estimated effort: **[hours/weeks]**

Tell me: who has bandwidth, what would need to be deprioritized, and your recommended approach to fitting this in (or pushing back).

Think Clearer, Decide Faster

16. Vendor/Tool Comparison

Use when: You're evaluating options and need a structured comparison.

Compare these options for **[what you're evaluating]**:

Option A: **[name and details]**

Option B: **[name and details]**

Option C: **[name and details]**

Criteria that matter most: **[price, ease of use, integrations, etc.]**

Our context: **[team size, budget, technical constraints]**

Create a comparison table. End with a recommendation and reasoning.

17. Business Case Builder

Use when: You need to justify an investment, hire, or initiative to leadership.

Help me build a business case for **[what you want to propose]**.

Problem it solves: **[current pain point]**

Proposed solution: **[what you want to do]**

Cost: **[investment needed]**

Expected benefit: **[time saved, revenue impact, risk reduction]**

Audience: **[who needs to approve this]**

Write a 1-page business case with: executive summary, problem statement, proposed solution, cost-benefit analysis, risks, and recommendation.

18. Data Interpretation Help

Use when: You have numbers but need help telling the story.

Help me interpret this data and create talking points:

Data: [paste your numbers, metrics, or trends]

Context: [what this data measures, time period]

Audience: [who you're presenting to]

Give me: 3 key insights, what the trend means, any red flags, and 2-3 talking points I can use in a leadership meeting. Make it clear and actionable, not academic.

19. Problem Root Cause Analysis

Use when: Something went wrong and you need to understand why before it happens again.

Help me do a root cause analysis.

Problem: [what happened]

Impact: [who was affected, how bad]

Timeline: [when it started, when it was caught]

What we know so far: [initial observations]

Walk me through a 5 Whys analysis. Then give me: likely root cause, contributing factors, immediate fix, and long-term prevention recommendation.

20. Stakeholder Communication Plan

Use when: You're rolling out a change and need to communicate it across different audiences.

Create a communication plan for [initiative/change].

Stakeholder groups: [list each group: leadership, team, partners, etc.]

Key message: [what they need to know]

Timeline: [when this rolls out]

Sensitive aspects: [anything to be careful about]

For each group, give me: what to communicate, when, through what channel, and who delivers it. Include talking points for each audience.

Start using these today.

Save this PDF. Copy the templates that fit your workflow. Customize them. The more specific you get with the bracketed sections, the better your results.

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