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# AI for office managers and PAs: 10 prompts

For the person who keeps everything running. Ten prompts for diaries, travel, minutes, procedures, suppliers and the tracker nobody else updates.

## How to use these

Paste a prompt into ChatGPT, Claude, Gemini or Copilot and swap the [brackets]. Use the tool your employer has approved, and take names and confidential details out first.

## Diaries and travel

PROMPT 1

### Solve a scheduling puzzle

Five people, three time zones, one hour.

I need to find a one-hour meeting slot next week. People and their free times: **[list each person, their time zone and when they're free]** . Suggest the three best slots, shown in each person's local time, and tell me who each one suits least.

PROMPT 2

### Build a travel itinerary

A two-day trip with four meetings.

Turn these details into a clear travel itinerary: **[travel bookings, hotel, meetings with times and places]** . Show it day by day in time order, with travel time between each item as a gap for me to check, plus what to bring.

**Tip:** Check every time, address and journey yourself. AI can't see live timetables unless it has web search, and can get them wrong even then.

## Meetings

PROMPT 3

### Agenda and briefing in one go

Your manager has a meeting in the morning.

Write an agenda for a **[length]** meeting about **[topic]**, and a half-page briefing for my manager: the background, what needs deciding, who's attending by role, and likely questions. Background notes: **[paste, with confidential details removed]**.

PROMPT 4

### Minutes from rough notes

Straight after the meeting.

Turn these rough notes into minutes: **[paste, with names as roles or initials]**. Include decisions, actions with an owner and date, and open questions. Only use what's in my notes.

## Keeping things running

PROMPT 5

### Write a how-to for a task only you know

You're going on holiday and nobody else knows how.

Turn these rough notes into a step-by-step procedure for **[task]**: **[your notes]**. Numbered steps, what to do if something goes wrong, and who to ask. Write it for someone doing it for the first time.

PROMPT 6

### Design a simple tracker

Things are being tracked in emails and heads.

Design a simple spreadsheet tracker for **[what you're tracking, e.g. office supplies / contracts and renewal dates / visitor bookings]**. Tell me which columns to have, what goes in each, and any useful formulas or colour rules, explained step by step for **[Excel / Google Sheets]**.

PROMPT 7

### Compare suppliers

Three quotes and a decision to recommend.

Compare these supplier quotes: **[paste the key details of each: price, what's included, contract length, notice period, extras]**. Put them in a table, point out what isn't like-for-like, list the questions to ask each, and suggest which is best value and why.

PROMPT 8

### Write a firm, polite supplier email

The cleaner didn't come, again.

Write an email to a supplier about **[the problem]** which has happened **[how often]**. Our agreement says **[what was agreed]**. I want **[what you want]** by **[date]**. Firm, courteous, under 110 words.

## Communication

PROMPT 9

### Write an all-staff notice

The office is closed, the fire drill is Tuesday, the fridge needs emptying.

Write a short all-staff notice about **[what]**. Key facts: **[what, when, what people need to do]**. Put the action in the first line, friendly, under 80 words, with a clear subject line.

PROMPT 10

### Plan an event

The away day has landed on your desk.

Help me plan **[event]** for **[number]** people on **[date]** with a budget of **[budget]**. Give me a checklist by week from now until the day, questions to ask venues, a draft running order, and the things people usually forget.

## Map the jobs only you know how to do

Paint a normal working day on doingit.today. We'll turn it into plain steps, mark the ones AI could help with, and teach you each one in a short lesson.

Free to start. No tech background needed.

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