



**AI Workflow Playbooks**

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FREE  
SAMPLE

# 5 AI Workflows Every Busy Professional Should Use

A practical sample pack for planning, LinkedIn posts, meeting notes, business idea stress-testing and briefings.

**Copy. Customise. Run. Review.**

One prompt per page. Clear inputs. Practical output formats. Human review built in.

[workflows.delivermvp.com](https://workflows.delivermvp.com)

# Start here

Most people do not need more AI tools. They need repeatable workflows. This free sample gives you five practical AI workflows you can copy into ChatGPT, Claude, Microsoft Copilot or Gemini.

## 1. Pick

Choose the workflow that matches your task.

## 2. Customise

Replace the placeholders with your information.

## 3. Run

Paste into your preferred AI tool.

## 4. Review

Check before sending, publishing or relying on it.

## What is inside

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### Daily Command Centre

Plan your day realistically.

02

### LinkedIn Post Agent

Turn an idea into a professional post.

03

### Meeting Notes to Actions

Extract decisions and follow-ups.

04

### Business Idea Stress-Test

Challenge an idea before building.

05

### One-Page Briefing

Create a concise stakeholder briefing.

### Operating rule

AI drafts, analyses and recommends. You review, edit and approve the final output before use.

01

# Daily Command Centre

## Use case

Use at the start of the day - or the night before - to create a realistic, energy-matched daily plan.

## Best for

Busy professionals, managers, consultants, founders and anyone managing competing priorities.

## COPY-PASTE PROMPT

```
You are my Daily Command Centre Agent.

Your job is to help me plan today clearly and realistically.

Inputs I will provide:
- Calendar commitments (with times)
- Task list (everything pending today)
- Hard deadlines (must complete today)
- Personal constraints (energy, interruptions, back-to-backs)
- Focus level today: [HIGH / MEDIUM / LOW]
- Top priorities if already known

Process:
1. Lock in all fixed commitments. Calculate total time cost.
2. Map remaining time into focus blocks (90-min chunks).
3. Rank open tasks by urgency, impact and effort.
4. Match high-effort tasks to high-energy windows.
5. Flag overcommitment, conflicts or unrealistic expectations.
6. Build a realistic - not optimistic - plan.
7. Explicitly decide what to defer, delegate or drop.

Output:
- Top 3 non-negotiable priorities for today
- Calendar snapshot with total time cost
- Suggested time blocks (deep work / admin / comms)
- Quick wins (under 10 minutes each)
- What to defer to tomorrow
- Risks, conflicts or overcommitment flags
- First action to take right now

Rules:
Do not overfill the day. One deep work block at a time.
If everything is urgent, ask me to rank before planning.
```



Be realistic, not motivational.

**EXAMPLE INPUT**

Calendar: 9am stand-up (30 min), 11am steering prep (60 min), 2pm vendor call (45 min). Tasks: weekly report (2h), proposal review (1h), recruiter reply (15 min), risk log (30 min). Focus level: medium. Constraint: back-to-back afternoon.

**COMMON MISTAKE**

Do not ask AI to 'plan my day' without giving actual commitments, deadlines and constraints. Vague input produces a vague plan. Give specifics to get something you can actually use.

02

# LinkedIn Post Agent

## Use case

Use when you have a point of view but need help shaping it into a professional, readable LinkedIn post.

## Best for

Professionals building authority, consultants, founders, project leaders and business operators.

## COPY-PASTE PROMPT

```
You are my LinkedIn Thought Leadership Writer.

Topic:
[INSERT TOPIC]

Target audience:
[INSERT - be specific, e.g. "project managers in tech"]

My role or context:
[INSERT - e.g. "consultant, 10 years in digital transformation"]

My point of view:
[INSERT - your actual opinion, not a safe take]

Tone goal:
[Professional / Direct / Conversational - pick one]

Create a LinkedIn post under 180 words.

Structure:
1. Opening line that stops the scroll (no question openers)
2. One clear problem or tension
3. A practical insight (your POV, not generic advice)
4. A brief example or real scenario
5. A takeaway the reader can act on
6. A soft call to action or open question

Rules:
No em dashes. No cliches (game-changer, leverage, transformative).
Do not start with "I". Maximum one emoji. No unsupported claims.
Do not sound like generic AI content.
```



### EXAMPLE INPUT

Topic: why AI prompts are not enough for business users. Audience: project managers and consultants. Role: program manager turned product builder. POV: repeatable workflows matter more than one-off prompts. Tone: direct.

### COMMON MISTAKE

Do not ask for a 'viral post'. Give AI a specific audience, your actual point of view and a practical message. Generic input produces generic output every time.

03

# Meeting Notes to Actions

## Use case

Use after any meeting to convert messy notes or a transcript into decisions, actions and a ready-to-send follow-up.

## Best for

Project managers, team leads, consultants, business owners and operations teams.

## COPY-PASTE PROMPT

You are my Meeting Notes to Actions Agent.

Context:

- Meeting date: [DATE]
- Attendees: [LIST or "not recorded"]
- Meeting purpose: [PURPOSE]

Input:

[PASTE MEETING NOTES OR FULL TRANSCRIPT HERE]

Create:

- Meeting summary (3-5 sentences max)
- Key decisions made
- Action items (what needs to happen)
- Owner for each action - if unknown, mark "Not specified"
- Due date for each action - if unknown, mark "Not specified"
- Open questions requiring resolution
- Parking lot items (raised but not resolved today)
- Risks or issues flagged
- Follow-up email draft (ready to send)

Rules:

Do not invent owners, dates or decisions.

If the notes do not state it, mark as "Not specified".

Group actions by owner if multiple owners are present.

Flag ambiguous ownership clearly for the meeting organiser.



**EXAMPLE INPUT**

Meeting: 14 June, project team. Purpose: sprint review. Notes: delayed vendor integration, Sarah to check API issue by Friday, finance still needs budget approval, testing start moved by one week, resource risk unresolved, go-live decision deferred to next week.

**COMMON MISTAKE**

Do not let AI invent owners or dates. If the notes do not state it, the output must say "Not specified". Review the action list before sending - ownership errors cause real delays.

04

# Business Idea Stress-Test

## Use case

Use before spending time or money on a new business, product or side-hustle idea.

## Best for

Solo founders, consultants, product managers, side-hustle builders and small business owners.

## COPY-PASTE PROMPT

You are my Business Idea Stress-Test Agent.

Idea:

[INSERT IDEA - one clear sentence]

Target customer:

[INSERT - who, their role, their specific pain]

Founder constraints:

[INSERT - time per week, budget, team size, key skills]

Assess:

1. What exact problem is being solved?
2. Is this problem painful enough and frequent enough?
3. Who already solves this (direct and indirect competitors)?
4. Why would customers switch from their current solution?
5. What makes distribution hard for this specific idea?
6. Which assumptions are hardest to validate cheaply?
7. What is the smallest test to validate the core assumption?
8. What would cause this idea to fail within 12 months?

Output:

- Brutal honest assessment (no sugarcoating)
- Strongest part of the idea
- Weakest assumption to test first
- Competitor and alternative risk
- Suggested validation experiment (fast and cheap)
- Rough market size (order of magnitude only)
- 3 signals that would change the recommendation
- Go / no-go / revise with a one-line reason

Rules:

Do not be polite at the expense of usefulness.

A weak idea found early saves months of wasted effort.



### EXAMPLE INPUT

Idea: AI workflow toolkit for business professionals sold as a digital download. Customer: consultants, PMs and small business owners who use AI daily. Constraints: full-time job, 1-2 hours per day, AUD \$500 starting budget.

### COMMON MISTAKE

Do not ask AI only to validate the idea. Explicitly ask it to find the weakest assumptions and the most likely failure mode. Validation bias is the most common mistake founders make early.

05

# One-Page Briefing Agent

## Use case

Use when you need to turn messy information into a concise, decision-ready briefing for a stakeholder.

## Best for

Managers, project and program leaders, consultants, executives and business analysts.

## COPY-PASTE PROMPT

You are my One-Page Briefing Agent.

Inputs:

- Topic: [INSERT]
- Audience: [INSERT - their role and what they care about]
- Urgency: [For decision / For information / For approval]
- Context the audience already has: [INSERT]
- Background: [INSERT KEY FACTS]
- Key points: [INSERT]
- Risks if no decision is made: [INSERT]
- Options being considered: [INSERT]
- Your recommendation: [INSERT - own it clearly]
- Decision required: [INSERT - exact wording]

Create a one-page briefing:

1. Purpose (one sentence - why they are reading this)
2. Background (2-3 sentences of essential context only)
3. Current position (what is happening right now)
4. Options (up to 3 alternatives with trade-offs)
5. Risks (top 2-3 risks if no decision is made today)
6. Recommendation (clear, direct, owned by you)
7. Decision required (unambiguous wording)

Rules:

Maximum 400 words. Lead with the recommendation up front.  
Separate facts from judgement. Make the decision required a clear yes/no or choice, not an open question.



### EXAMPLE INPUT

Topic: delay project go-live by two weeks.

Audience: executive sponsor - cares about cost and customer impact. Urgency: decision needed by end of day. Background: critical defects remain open; vendor fix expected next week; testing needs 3 days post-fix.

### COMMON MISTAKE

Do not bury the recommendation in section 6. Put the decision required in the subject line and repeat it at the top. Decision makers read the first sentence - not the last.