
PRACTICAL GUIDE

20

AI Workflows

for Non-Tech Professionals

Roz ka office kaam
3 ghante se 30 minute me

20 Workflows

50 Ready Prompts

No Coding

BY

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Email · Excel · Reports · Meetings

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Jaldi me ho? Chapter 3 padho, phir wo chapter kholo jo tumhare kaam se sabse zyada milta hai. Baaki baad me.

Ek note bhasha ke baare me: samjhaane wali baat Hinglish me hai, aur saare prompts English me. Wajah simple hai — prompt jis bhasha me hoga, AI ka jawab usi bhasha me aayega, aur tumhe office ka kaam English me chahiye hota hai.

SHURUAAT

Shuru karne se pehle

Ye kitab AI ke baare me nahi hai

Ye kitab tumhare **wapas mile hue do ghante** ke baare me hai.

Agar tum roz office me wahi cheez dobara-dobara karte ho — wahi type ki email, wahi monthly report, wahi data ko saaf karna, wahi meeting ke baad "ab kya decide hua tha" wali confusion — to ye kitab tumhare liye hai.

Main tumhe AI ki technology nahi samjhaunga. Neural network kya hota hai, model kaise train hota hai — isse tumhara kaam ek minute bhi kam nahi hoga. Ismein sirf wo cheezein hain jo tum aaj shaam apne laptop pe kar sakte ho.

Ye kitab kis ke liye hai

- Accountant, admin, HR, teacher, sales, operations, office coordinator
- Chhote business owners jinke paas alag se team nahi hai
- Freelancers jo client kaam me time bacha ke zyada projects lena chahte hain
- Koi bhi jise Excel thoda-bahut aata hai aur coding bilkul nahi

Ye kitab kis ke liye nahi hai

- Agar tum pehle se roz ChatGPT chalate ho aur prompting samajhte ho — tumhe yahan naya kam milega
- Agar tum developer ho aur API, automation, ya agents dhoondh rahe ho
- Agar tum ek button dhoondh rahe ho jo sab apne aap kar de. Aisa button nahi hai. Method hai.

Isse padhna kaise hai

Ek baithak me poori mat padho. Wo bekaar hai.

Chapter 3 sabse pehle padho. Wahi is kitab ka dil hai. Usme ek chhota sa formula hai jo baaki sab kuch kaam karata hai. Agar tumne sirf Chapter 3 padha aur baaki chhod diya, tab bhi paise vasool ho jayenge.

Uske baad wo chapter kholo jo tumhare kaam se sabse zyada match karta hai. Excel me phanse rehte ho? Chapter 5. Din bhar email likhte ho? Chapter 4. Ek workflow uthao, aaj hi apne asli kaam pe chala ke dekho, aur kal doosra.

Ek warning shuru me hi: har workflow ka pehla attempt kachcha lagega. Ye normal hai. AI ke saath baat karni padti hai, ek baar bol ke chhodna nahi hota.

Chapter 3 me teen chhote vaakya diye hain jo kisi bhi kachche output ko do minute me saaf kar dete hain.

AI kya kar sakta hai, aur kya bilkul nahi

Sahi expectation se shuru karo, warna pehle hi din nirash ho jaoge

Zyadatar log AI se isliye nirash hote hain kyunki wo usse galat kaam kehte hain. Ye chapter chhota hai par isse skip mat karna — agle 40 pages ka faayda isi samajh pe tika hai.

Sabse kaam ka mental model

AI ek bahut padha-likha fresher intern hai. Duniya ki har kitab padh chuka hai, par tumhari company ke baare me kuch nahi jaanta, tumhari file nahi dekhi, aur galti hone pe bhi utne hi confidence se bolta hai.

Is ek line me poori kitab ka nichod hai. Socho tum ek naye intern ko kaam samjha rahe ho. Kya tum bologe "report banao" aur chale jaoge? Nahi. Tum batao ge kaunsi report, kis cheez ke liye, kis format me, aur kaun padhega. AI ke saath bilkul wahi karna hai.

Jahan AI bahut achha hai

- **Likhna aur dobara likhna.** Email, report, proposal, description. Ya tumhara likha hua chhota, saaf, ya zyada polite banana.
- **Lamba se chhota.** 10 page ka document, 1 ghante ka transcript, 40 customer reviews — sabka nichod nikalna.
- **Bikhre hue ko sajana.** Kachche notes se proper structure. Paragraph se table. Table se bullet points.
- **Samjhana.** "Ye Excel formula kya kar raha hai?" "Ye legal clause simple bhasha me kya keh raha hai?"
- **Ideas dena.** 15 subject lines, 10 headings, 8 tarike ek problem ke.
- **Bhasha badalna.** English se Hindi, formal se casual, technical se simple.

Jahan AI fail hota hai (aur tumhe pata bhi nahi chalega)

- **Bade data pe hisaab.** 500 rows ka total lagane bolo to number confidently galat de sakta hai. Formula banwana theek hai, hisaab khud Excel se karwao.
- **Aaj ki taaza jaankari.** Kal ka share price, is hafte ka circular, koi naya rule — ye uske paas nahi hai jab tak tum khud na do.

- **Tumhari company ke andar ki cheezein.** Tumhara pricing, tumhare client ka history, tumhari policy. Ye tumhe har baar prompt me dena padega.
- **Zimmedari.** Galat number chala gaya to boss AI ko nahi bulayega. Jo bhi bahar jaye, uspe tumhari aankh honi chahiye.

Hallucination kya hota hai: AI ko jab kuch nahi pata hota, to wo "mujhe nahi pata" kehne ki jagah ek aisa jawab bana deta hai jo bilkul sahi lagta hai. Statistics, case study, section number — sab gadha hua ho sakta hai. **Niyam:** likhawat pe bharosa karo, aankdon pe kabhi nahi.

Do ghante bachane ka asli ganit

Log sochte hain AI poora kaam kar dega. Aisa nahi hota. Asli faayda alag hai.

Kisi bhi kaam me sabse zyada time **khaali page** khaata hai. Wo pehla draft. Wo "shuru kahan se karun" wala 20 minute. AI wahi 20 minute khatam kar deta hai — tumhe 70% wala draft de deta hai, aur tumhara kaam sirf 30% sudharna reh jata hai.

Ek email jo pehle 15 minute leti thi, ab 4 minute me. Roz ki 10 email = **do ghante wapas**. Bas yehi hai. Koi jaadu nahi, par ye har din chalta hai.

Setup — 10 minute ka kaam

Kaunsa tool, free ya paid, aur bas itni si taiyaari

Kaunsa tool chuno

Teen bade naam hain: **ChatGPT**, **Claude**, aur **Gemini**. Sach ye hai ki is kitab ke har workflow me teeno kaam kar jayenge. Isme mahino mat lagao.

Agar bilkul confuse ho to ChatGPT se shuru kar do — sabse zyada log usi pe hain, isliye madad maangni ho to mil jati hai. Baaki dono bhi baad me try kar lena, ek hafta laga ke.

Free chalega ya paid lena padega?

Pehle 2 hafte free version pe raho. Bilkul. Paisa tab kharch karo jab tumhe khud dikhe ki free version kahan atak raha hai.

Free me aam taur pe ye dikkat aati hai: thodi der baad limit lag jati hai, bade documents nahi chadhte, aur jawab thoda halka hota hai. Agar tum roz 20-30 baar use karne lage ho, tabhi paid ka matlab banta hai. Us waqt tak tumhe khud pata chal chuka hoga ki paisa vasool hoga ya nahi.

Teen cheezein jo abhi seekh lo

1. File upload karna

Chat box ke paas ek clip ya plus ka nishaan hota hai. Usse tum Excel, PDF, Word, ya photo chadha sakte ho. Ye is kitab ke aadhe workflows ki jaan hai — khaas kar Chapter 5 aur 6 wale.

2. Ek hi chat me kaam continue karna

Har naye sawal ke liye nayi chat mat kholo. Usi chat me aage likhte raho. AI ko upar ki poori baat yaad rehti hai, isliye doosri baar tumhe context dobara nahi dena padta. Yehi wo cheez hai jisse output har round me behtar hota jata hai.

Par naya, bilkul alag kaam shuru karo to nayi chat kholo. Purani chat ka context naye kaam me ghus jayega aur output ajeeb aayega.

3. Custom instructions bhar do

Settings me ek jagah hoti hai jahan tum apne baare me ek baar likh sakte ho, aur wo har chat me apne aap lag jata hai. Ye do minute ka kaam saikdon prompts bacha dega.

CUSTOM INSTRUCTIONS — PASTE THIS

I am a [accountant / HR manager / school teacher]

at a [small manufacturing company / school / agency] in India.

Whenever you write something for me:

- Use simple English. No fancy or heavy words.
- Keep paragraphs short.
- Get straight to the point. No praise, no long intro.
- If you do not know something, say so clearly.
- If you are missing information you need to do the task, do not guess. Ask me first.

Aakhri do line sabse keemti hain. Pehli hallucination kam karti hai, doosri AI ko galat maan-kar chalne se rokti hai.

R-C-T-F — पूरी किताब का दिल

Agar sirf ek chapter padhna ho, to ye padhna

Achha output aur kachra output — dono ke beech ka farq AI nahi hota.

Prompt hota hai.

Aur achha prompt likhne ke liye creativity nahi chahiye. Ek chhota sa checklist chahiye. Chaar cheezein, har baar:

- **R — Role.** AI ko batao wo kaun hai.
- **C — Context.** Situation samjhao — wo sab jo tumhe pata hai par usse nahi.
- **T — Task.** Exactly kya chahiye, ek hi kaam.
- **F — Format.** Kis shakal me chahiye, kitna lamba.

Chaaron ko alag-alag samjho

R — Role

"You are an experienced HR manager." "You are a CA who works with small businesses." "You are a school principal."

Ek line, par isse AI ka poora andaaz badal jata hai — kaunse shabd use karega, kis cheez ko important maanega, kya cheez chhod dega. Bina role ke tumhe hamesha ek generic, sab ke liye likha hua jawab milega.

C — Context

Ye sabse zyada skip hota hai, aur sabse zyada zaroori hai. Ismein wo sab batao jo tumhe pata hai par AI ko nahi:

- Kaun padhega? (client, boss, junior, customer)
- Rishta kaisa hai? (naya, purana, tension wala)
- Ab tak kya ho chuka hai?
- Kya cheez bilkul nahi honi chahiye?

T — Task

Ek prompt me ek hi kaam do. "Report banao aur email likho aur presentation ka outline do" — teeno adhoore aayenge. Ek karo, phir agla.

F — Format

"In 5 bullet points." "A table with 3 columns." "Under 150 words." "Write it like a WhatsApp message."

Format nahi bataoge to AI wo lambe-lambe paragraph likhega jinse tumhe chidh hoti hai.

Farq dekho, khud samajh aa jayega

Ek hi kaam. Do prompt.

KHARAB PROMPT

Write an email to client for payment

Isse jo aayega wo aisa hoga: "I hope this email finds you well. I am writing to bring to your attention the outstanding invoice..." Robot jaisa. Tum use bhej nahi paoge.

ACHHA PROMPT — R-C-T-F

You run a small design agency. [ROLE]

My client has not paid an invoice for 22 days. [CONTEXT]

The amount is 45,000. We have worked together for two years and the relationship is good. I do not want to damage it, but I need the money now. I already sent one reminder 10 days ago and got no reply.

Write a follow-up email that stays polite but makes it clear there is now a deadline. [TASK]

Max 6 lines. Simple English. [FORMAT]

No corporate jargon. End by asking for a specific date - do not write "as soon as possible".

Doosra prompt likhne me 60 second lage. Us 60 second ne wo email di jo tum sach me bhej sakte ho — bina 15 minute sudhare.

Teen vaakya jo har kachre output ko theek kar dete hain

Pehla jawab final nahi hota. Wo baat-cheet ki shuruaat hai. Ye teen line yaad rakh lo, 90% cheezein inse theek ho jati hain:

1. **"This is too formal. Write it like I am writing to a client I know well."** — tone theek karne ke liye.
2. **"Cut this in half. Remove every line that is not doing real work."** — lambai ke liye. AI hamesha zyada likhta hai.

3. **"This is too generic. Rewrite it for my exact situation, and ask me if you need more details."** — jab jawab kisi ke liye bhi ho sakta ho.

Yaad rakho: teen round ki baat-cheet ek perfect prompt se hamesha behtar output deti hai. Perfect prompt likhne ki koshish mat karo. Theek-thaak prompt likho aur phir sudhaarte jao.

Ek aur chaal jo bahut kaam aati hai

Jab tumhe khud clear na ho ki kya chahiye, to AI se ulta sawal karwao:

P R O M P T

I need to [task].

Do not start yet. First ask me 5 questions you need answered to do this properly.

Ask them one at a time, not all together.

Isse AI tumse wo cheezein nikalwa lega jo tum batana bhool gaye the. Bade kaamon me ye sabse achha shuruaati kadam hai.

CHAPTER 04

Email aur Messages

Workflow 1-5 — jahan sabse zyada time chupke se nikal jata hai

Ek email ka draft 12-15 minute leta hai jab baat nazuk ho. Roz aisi 4 email = ek ghanta. Ye chapter usi ghante ke baare me hai.

Workflow 1 — Payment ya kaam ka follow-up

TIME 15 minute → 3 minute

KAB Jab koi jawab nahi de raha aur tum rishta bhi nahi bigadna chahte

PROMPT

You are a [your role].

Situation: [who, how many days, what amount or what work].

Relationship: [new client / 3 years old / already tense].

What I did already: [sent one reminder, no reply].

What I want to avoid: [damaging the relationship / sounding desperate].

Write a follow-up email that is polite but makes it clear I need a reply now.

Max 6 lines. Simple English. Ask for a specific date at the end. Do not write "at your earliest convenience".

Chaal: aakhir me ye jod do — "Give me two versions: one soft, one firmer." Do minute me tumhare paas dono taiyaar honge, situation dekh ke chun lena.

Workflow 2 — Mana karna, bina rishta kharab kiye

TIME 20 minute → 4 minute

KAB Kaam, discount, leave, ya deadline badhane se mana karna

Ye sabse mushkil email hoti hai. Log ise 2 din tak taal dete hain, aur tab tak sthiti aur kharab ho jati hai.

PROMPT

I need to say no to [who] about [what].

The real reason: [what is actually true].

How much I want to reveal: [full reason / only this much].

I want to keep working with them: [yes / no].

Write an email that:

1. Gets to the point early, no long build-up
2. Makes the no clear enough that they will not ask again
3. Offers an alternative if there is one

5-6 lines. Apologise once, not three times.

Sabse aam galti: log mana karte waqt itna narm likh dete hain ki saamne wale ko lagta hai abhi mauka hai. Do din baad wo dobara poochta hai. Isiliye upar wale prompt me point 2 rakha hai — usse mat hatana.

Workflow 3 — Lambi email ka nichod + jawab

TIME 10 minute → 2 minute

KAB Wo 8 paragraph wali email jisme kahin beech me asli sawal chhupa hai

PROMPT

Below is an email I received.

Give me three things separately:

1. What this person is actually saying - in 2 lines
2. What they want from me - as bullet points
3. Their tone - normal, annoyed, or urgent

Do not write a reply yet. Just these three.

[paste the email]

Jab teeno saaf ho jayein, tab bolo: "Now write the reply. I want to [what you want]. Keep the tone [normal / firmer]."

Workflow 4 — Cold outreach jo padha jaye

TIME 25 minute → 5 minute

KAB Naya client, naya vendor, ya kisi se pehli baar sampark

PROMPT

I need to email a [type of person] for the first time.

What I do: [one line]

The problem of theirs I can solve: [one line]

Proof I have: [past work, result, number]

What I want from them: [a 15-min call / one reply]

Write a cold email that:

- Is under 80 words
- Opens with something about them, not about me
- Does not list my qualifications
- Ends with one small, easy question

Also give 5 subject lines that do not look like spam.

Zaroori: pehli line me kuch aisa daalo jo sirf us bande pe lagu hota ho. Uski website ki koi cheez, uska koi post. Wahi ek line decide karti hai ki email padhi jayegi ya delete hogi.

Workflow 5 — Naraz customer ka jawab

TIME 30 minute → 5 minute

KAB Complaint, kharab review, ya gussa wala message

PROMPT

A [customer / client] is upset. Their message is below.

What actually happened: [your side]

Was it our fault: [yes, our mistake / no, misunderstanding]

What I can offer: [refund / redo the work / discount / nothing]

Write a reply that:

1. Acknowledges their point first, explains second
2. Gives no excuses, even if the reason is genuine
3. Offers one concrete fix with a date

Do not sound defensive. Max 7 lines.

[paste their message]

Gussa wale message pe niyam: jawab AI se banwao par bhejne se pehle 10 minute ruk jao. AI tumhara gussa hata deta hai, jo achhi baat hai. Par 10 minute baad tum khud thande dimaag se ek-do cheez aur theek kar paoge.

CHAPTER 05

Excel aur Data

Workflow 6-10 — is kitab ka sabse zyada paisa-vasool chapter

Yahan sabse bada faayda hai, aur sabse bada khatra bhi. Faayda: jo cheez tum Google pe 40 minute dhoondhte the, wo 2 minute me mil jayegi. Khatra: AI aankdon me confidently galti karta hai.

Poore chapter ka sunehra niyam: AI se **formula** banwao, **hisaab** Excel se karwao. Kabhi bhi AI ko 300 rows ka total lagane mat bolo. Wo number de dega, wo galat ho sakta hai, aur tumhe pata bhi nahi chalega.

Workflow 6 — Formula banwana (aur samajhna)

TIME 40 minute → 3 minute

PROMPT

My Excel sheet has these columns:

A = date, B = salesman name, C = product, D = amount

Data runs from row 2 to row 480.

I need a formula that: [say exactly what you want]

Give me two things:

1. The formula, ready to copy-paste
2. A two-line explanation of how it works

I use Excel, not Google Sheets.

Point 2 mat hatana. Bina samjhe formula chipkane se tum har baar wapas poochne aaoge. Samajh ke lagaoge to teesri baar tak khud bana loge.

Formula error de raha hai? Puri error copy karo aur bolo: "I used this formula, got this error, and my data looks like this [paste 3 rows]. What is wrong?"

Workflow 7 — Gandi data sheet saaf karna

TIME 2 ghante → 15 minute

KAB Naam alag-alag tarah se likhe hain, date ka format mila-jula hai, "Mumbai" aur "mumbai" alag gine ja rahe hain

PROMPT — STEP 1

Below are 15 rows from my data. The full sheet has 600 rows.

First tell me what problems you can see in this data.

Give one example with each problem.

Do not fix anything yet. Just list the problems.

[paste 15 rows]

List dekh lo, phir agla kadam:

PROMPT — STEP 2

Good. Now, for each problem separately, tell me how to fix it across all 600 rows.

Give me the Excel steps - Find & Replace, a formula, or Text to Columns. Tell me which one suits which problem.

Let us do one problem at a time, not all together.

Ek-ek karke chalna zaroori hai. Sab ek saath karne pe agar kuch bigda to pata hi nahi chalega ki kahan bigda.

Workflow 8 — Data se matlab nikalna

TIME 3 ghante → 20 minute

KAB Monthly report, sales review, ya jab boss puche "is data se kya samajh aata hai?"

Yahan file upload karo, data paste mat karo. Aur ek hi baar me sab mat maango — teen round me chalo.

ROUND 1 — WHAT IS IN HERE

I have uploaded a sheet. [attach the file]

First, just tell me what is in it - which columns, how many rows, what time period it covers, and anything that looks missing or odd.

No analysis yet.

ROUND 2 — WHAT IT SHOWS

Now tell me what patterns you see in this data.

I want:

1. Three things that are clearly visible
2. One thing that looks odd and worth checking
3. One question this data cannot answer but I should ask

For every point, give me the row or number you are referring to, so I can verify it myself.

ROUND 3 — FOR MY BOSS

Now write this up for my boss. He does not go into the data. He only wants to know what to do about it.

5 bullet points. Each under 2 lines.

Include only the numbers that actually matter.

Put the most important point first.

Round 2 me "give me the row" wali line ka kaam: isse tum har claim khud sheet me jaa ke verify kar sakte ho. Do minute lagenge, par galat number boss ke saamne jaane se bach jaoge. Ye line kabhi mat hatana.

Workflow 9 — Do list compare karna

TIME 1 ghanta → 5 minute

KAB Kisne payment kiya kisne nahi, pichla saal vs is saal, order list vs delivery list

PROMPT

I have two lists.

List A: [what it is, how many items]

List B: [what it is, how many items]

I want to find out: [what you need]

Give me an Excel formula that compares them, and step-by-step instructions on where to put the formula.

Also tell me what to do when names are written slightly differently, like "Sharma Traders" and "Sharma Trading Co".

Workflow 10 — Bikhre text se table

TIME 1.5 ghanta → 10 minute

KAB WhatsApp ke 40 order message, email me aayi details, handwritten notes

PROMPT

Below are [WhatsApp messages / emails] containing order details.

Turn them into a table with these columns:

[Date | Customer | Item | Quantity | Amount | Phone]

Rules:

- If something was never given, write "MISSING".
Never guess or fill it in yourself.
- Write all dates as DD-MM-YYYY.
- Any message you could not understand, list it separately below the table.

Format the output so I can paste it into Excel.

[paste the messages]

"MISSING" wala niyam sabse zaroori hai. Bina iske AI khaali jagah bharne ki koshish karega aur tumhare paas aise numbers aa jayenge jo kabhi kisi ne bheje hi nahi the.

CHAPTER 06

Reports aur Documents

Workflow 11-14 — khaali page ka darr khatam

Workflow 11 — Kachhe notes se poori report

TIME 4 ghante → 45 minute

Do kadam. Pehle dhaancha, phir bharai. Ek saath dono maangoge to aisa kuch milega jo lagega ki tumne likha hi nahi.

STEP 1 — THE SKELETON

I need to write a report on [topic].

Who will read it: [who]

What they need to decide from it: [what]

Length: [how many pages]

My rough notes are below.

Do not write the report yet. Just give me a section-by-section outline, with two lines under each section on what goes in it.

[paste your notes]

Outline ko theek karo. Section hatao, jodo, order badlo. **Yahan 5 minute lagana** poore 45 minute bacha dega.

STEP 2 — THE WRITING

The outline is fine. Now write it one section at a time, not the whole report at once. Start with Section 1.

Style: simple English, short paragraphs.

No heavy corporate words.

Do not add anything that is not in my notes. If some information is missing, leave a [BRACKET] and I will fill it in.

Aakhri do line hi is workflow ki jaan hain. Inke bina AI khaali jagah bhar dega — sahi-sahi lagne wale numbers aur claims ke saath, jo tumne kabhi likhe hi nahi the.

Workflow 12 — 30 page ka document, 1 page me

TIME 2 ghante → 10 minute

PROMPT

I have uploaded a document. [attach the file]

I am a [your role] and what I need to know is:
[your real question]

Give me:

1. The whole document in 5 bullet points
2. Only the parts relevant to my question, with page numbers
3. Any deadline, cost, or obligation mentioned in it
4. Anything that deserves a careful second read

Page numbers in point 2 are important - I want to go and read those parts myself.

Legal ya contract wale document me ye jodo: "List separately anything that could work against me, and explain it in plain English."

Workflow 13 — Client proposal

TIME 3 ghante → 40 minute

PROMPT

I need to write a proposal for [client].

Their problem: [what]

What I will do: [list of work]

Timeline: [how long]

Price: [how much]

Who I am competing with: [another agency / doing it in-house / not sure]

What they are probably worried about: [budget / time / trust]

Write a proposal with:

1. Their problem in my own words, so they feel understood

2. Exactly what work will be done
3. What is NOT included, so there is no fight later
4. Timeline and payment terms
5. The next step

Plain language. No more than 3 lines about my credentials.

Point 3 pe dhyan do. "Kya nahi karunga" wala section 90% log chhod dete hain, aur wahi section baad me har scope-creep aur payment jhagde ko rokta hai.

Workflow 14 — SOP ya process likhna

TIME 3 ghante → 30 minute

KAB Naye bande ko kaam sikhana ho, ya wo kaam likhit karna ho jo abhi sirf tumhare dimaag me hai

PROMPT

I need to write an SOP for [task].

Reader: a new joiner who knows nothing about this.

I am giving you the steps as they come to me, so they may be out of order:

[write the steps, do not worry about sequence]

Turn this into a proper SOP with:

- When this task should be started
- What is needed before starting
- Numbered steps, one action per step
- Where mistakes usually happen
- How to tell the task was done correctly

At the end, tell me which steps I probably skipped that a new person would need.

Aakhri line jaadu karti hai. Jo kaam tum roz karte ho, uske aadhe steps tum likhna bhool jaate ho kyunki wo tumhare liye "obvious" hain. AI wahi gaps pakad ke bata deta hai.

CHAPTER 07

Meetings

Workflow 15-17 — wo ghanta jo har hafte gayab ho jata hai

Ek ghante ki meeting. Teen log. Koi notes nahi. Do din baad kisi ko yaad nahi ki decide kya hua tha. Team me jo insaan ye theek kar deta hai, wo apne aap important ban jata hai — chahe uska designation kuch bhi ho.

Workflow 15 — Meeting se decisions aur kaam nikalna

TIME 45 minute → 5 minute

Recording kar lo — permission le lena, ye zaroori hai, formality nahi. Phone ka recorder ya meeting app ka transcript, dono chalega.

PROMPT

This is a meeting transcript.

Give me three things separately:

1. DECISIONS - what was actually finalised. Do not include things that were discussed but left open.
2. ACTIONS - as a table: task | owner | deadline.
If a name or date was never said, write "NOT DECIDED". Do not guess.
3. OPEN QUESTIONS - things that came up but were never answered.

Do not write a general summary. Only these three.

[paste the transcript]

Section 3 sabse keemti hai. Wahi wo cheezein hoti hain jo teen hafte baad problem ban ke wapas aati hain, aur tumne pehle hi likh ke rakha hoga.

Workflow 16 — Meeting se pehle agenda

TIME 20 minute → 3 minute

PROMPT

Meeting topic: [what]
Who is attending: [names and roles]
Duration: [how long]
This meeting is a success if: [what outcome]

Write an agenda with time allotted to each point.

Next to each point, mark whether it is there to
INFORM, to GET INPUT, or to DECIDE.

Then tell me which of these points did not need a
meeting at all and could have been an email.

Aakhri line se aadhi meetings cancel ho jayengi. Aur wahi sabse achha nateeja hai.

Workflow 17 — Follow-up email

TIME 25 minute → 3 minute

PROMPT

Using the decisions and actions above, write a
follow-up email I can send to everyone.

Format:

- One line on what the meeting was for
- Decisions, as bullet points
- Actions, with owner and date
- One line asking people to correct me by a given date
if anything here is wrong

Keep it short. Nobody reads long follow-ups.

Do not narrate the meeting - only the outcomes.

Aakhri wali line — "correct me by a given date" — ek chhoti si cheez hai jo bahut kaam ki hai. Isse tumhara likha hua record ban jata hai. Baad me koi ye nahi keh sakta ki "maine to aisa nahi kaha tha".

CHAPTER 08

Presentations

Workflow 18-20 — slide banane me lagne wala poora din

Workflow 18 — Content se slide ka dhaancha

TIME 2 ghante → 20 minute

PROMPT

I have to present on [topic].

Audience: [who]

Time: [how many minutes]

What they should do afterwards: [approve / fund it / understand]

My content is below.

Give me a slide-by-slide plan. For each slide:

- A heading under 6 words
- What goes on the slide (max 3 bullets)
- One line on why this slide exists

Rules: one idea per slide, no paragraphs on slides,
and no more than [X-2] slides for [X] minutes.

[paste your content]

Workflow 19 — Speaker notes

TIME 1.5 ghanta → 15 minute

PROMPT

Write speaker notes for each slide in the plan above.

For every slide give me:

- What I will say - 3 to 4 lines, in spoken English,
not written English
- One line linking it to the previous slide
- One question someone might ask, and the answer

Do not repeat what is already written on the slide.

The notes should contain what the slide does not say.

Wo aakhri niyam sabse zaroori hai. Slide padh dena hi sabse kharab presentation banati hai.

Workflow 20 — Kaunsa chart lagau

TIME 30 minute → 3 minute

PROMPT

I have this data: [describe it]

The point I want to make is: [what]

Tell me:

1. Which chart type fits and why
2. Which chart would be wrong here and why
3. What the chart title should be - the title should state the conclusion, not just name the data
4. Steps to build it in Excel

Point 3 chhota lagta hai par sabse zyada asar karta hai. "Region-wise Sales" ek naam hai. "West region 3 mahine se gir raha hai" ek baat hai. Doosri wali yaad rehti hai.

Apna khud ka workflow banao

Ye chapter tumhe is kitab se aazad kar dega

20 workflows kaafi nahi hain. Tumhara kaam alag hai, tumhari company alag hai. Asli faayda tab hoga jab tum khud ke workflow banane lagoge.

Chaar kadam

Kadam 1 — Sahi kaam chuno

Har cheez automate nahi karni. Aisa kaam dhoondho jo teeno shart पूरी kare:

- Hafte me kam se kam ek baar aata hai
- Har baar lagbhag ek jaisa hota hai
- Usme sochne se zyada likhna, sajana, ya dhoondhna hai

Ek hafte tak apne kaam ka mota-mota hisaab likho. Jo cheez 3 baar dikh jaye, wahi pehla candidate hai.

Kadam 2 — R-C-T-F lagao

Chapter 3 wala checklist uthao. Role, Context, Task, Format. Pehla prompt kharab hoga — koi baat nahi.

Kadam 3 — Teen round sudhaaro

Chapter 3 ke teen vaakya use karo. Jab tak output us level pe na aa jaye ki tum bina bade badlaav ke use kar sako.

Kadam 4 — Prompt sambhaal ke rakho

Ye kadam sabse zyada log chhod dete hain, aur yahi sabse zyada faayda deta hai.

Jo prompt kaam kar gaya use ek jagah save karo — ek simple Word file ya Notes app kaafi hai. Agli baar likhna nahi padega, sirf khaali jagah bharni padegi.

Chhe mahine me tumhare paas 30-40 prompts ki apni library hogi jo sirf tumhare kaam ke liye bani hai. Us library ki keemat kisi bhi kitab se zyada hai — ye kitab bhi shaamil hai.

Ek prompt template ka dhaancha

Apne save kiye prompts ko aise likho, taaki dobara use karna aasan ho:

TEMPLATE STRUCTURE

You are a [ROLE - this never changes].

Situation: [THIS CHANGES EVERY TIME]

Background: [THIS CHANGES EVERY TIME]

Task: [this never changes]

Rules:

- [always the same]
- [always the same]
- Do not guess anything I have not told you

CAPITAL me likhi jagah har baar bharni hai, baaki chhoti likhi cheezein waisi hi rehti hain. Isse ek achha prompt 20 second me dobara ready ho jata hai.

Safety — ye chapter mat chhodna

Teen minute padhne se career bach sakta hai

Ab tak tumne seekha ki time kaise bachaya jaye. Ye chapter is baare me hai ki us bachaye hue time ke chakkar me kuch bada nuksaan na ho jaye.

Kya kabhi paste nahi karna

- Customer ka phone number, address, PAN, Aadhaar, ya bank details
- Salary sheet jisme naam aur amount dono hon
- Medical ya HR ki personal file
- Password, API key, login details
- Contract jisme confidentiality clause hai
- Aisa data jise tumhari company ne "confidential" mark kiya ho

Iska hal — anonymize kar do

Zyadatar cases me tumhe asli naam ki zaroorat hi nahi hoti. Badal do:

- "Sharma Traders" → "Client A"
- Asli phone number → "9999900000"
- Asli salary → wahi anupat, alag number
- Company ka naam → "our company"

AI ko sirf **dhaancha** chahiye hota hai, asli value nahi. Output aane ke baad tum asli naam khud daal lo. Isme 30 second lagte hain.

Teen niyam jo har baar lagenge

1. **Har number khud check karo.** Chahe kitna hi sahi lag raha ho. Khaas kar wo numbers jo bahar ja rahe hain.
2. **Naam, tareekh aur reference verify karo.** AI aise case, section, aur statistics bana deta hai jo asli lagte hain par hain nahi.
3. **Bahar bhejne se pehle poora khud padho.** Ek line bhi aisi nahi honi chahiye jise tum apna nahi keh sakte.

Office ka niyam pehle pooch lo

Bahut si companies ne AI ke istemal pe niyam bana rakhe hain — kuch me poori chhoot hai, kuch me sirf company ka apna tool chalta hai, kuch me bilkul mana hai. IT ya HR se ek baar pooch lena. Ek chhota sawal aaj, baad me badi problem se bachaega.

Ek aakhri baat, aur ye sabse important hai: jo kaam tumhare naam se bahar jata hai, uski zimmedari tumhari hai. "AI ne likha tha" — ye kabhi jawab nahi banega. Isliye tez chalo, par aankh band karke nahi.

APPENDIX

50 Copy-Paste Prompts

Bracket wali jagah bhar ke seedha use karo

Email aur baat-cheet

1. Make this email shorter and clearer without changing the meaning. Cut it in half.
2. Read this message and tell me if the sender is annoyed or normal, and which line shows it.
3. Make this more polite but keep the meaning exactly the same.
4. Summarise this long email in 3 bullets and tell me what they want from me.
5. Turn this into a WhatsApp message in a casual tone.
6. Give me 5 subject lines for this email that do not look like spam.
7. Write a meeting request in 3 lines and suggest 3 time slots.
8. Write an update saying the work is done, and mention the next step.
9. Before I send this - is there any line here that could be misread?
10. Rewrite this in Hindi but using Roman script, the way people write on WhatsApp.

Excel aur data

11. Explain what this formula does in two lines.
12. I got this error [error] and my data looks like this [rows]. What is wrong?
13. Give me 3 ways to do this in Excel and tell me when each one is the right choice.
14. My sheet has [problem]. How do I fix it across 500 rows?
15. Look at this data and list the problems. Do not fix anything yet.
16. Give me a formula to compare these two lists, and tell me what to do if names differ slightly.
17. Turn this pasted text into a table. Write MISSING wherever something is not given.
18. Give me the steps to build a pivot table from scratch.
19. Tell me the trend in these numbers, and give me the row you are basing it on.
20. Make me a checklist for cleaning this sheet that I can follow every month.

Reports aur documents

21. Give me an outline for this report. Do not start writing yet.
22. I have uploaded a document. My question is [X] - give me only the relevant parts with page numbers.
23. Cut this in half. Remove every line that is not doing real work.
24. What is missing from this report that the reader will ask about?
25. This paragraph is too heavy. Rewrite it in simple English.
26. Is there anything in this contract that could work against me? Explain in plain English.
27. Write this SOP, and at the end tell me which steps I forgot to mention.
28. Read this proposal and tell me the 3 questions the client will ask.
29. Suggest 3 alternative titles for this document.
30. Read what I wrote and tell me only which parts are unclear.

Meetings aur planning

31. From this transcript, give me decisions, actions and open questions separately.
32. Write an agenda for this meeting with time and purpose for each point.
33. Tell me whether this meeting is necessary or could have been an email.
34. Write a follow-up email with only the decisions and actions, no narration.
35. Break this project into weeks, with one clear outcome per week.
36. What could go wrong with this plan? Give me 5 things.
37. Ask me 5 questions that would make this plan better. One at a time.
38. Give me a realistic timeline for this task, and explain your reasoning.
39. Here are three options. Give me the pros and cons of each in a table.
40. What is the strongest argument against the decision I am making?

Roz ka kaam

41. I do [task] every day. Give me 3 ways to make it faster.
42. Here is my job description. Tell me which of these tasks AI could help with.
43. Explain this topic in simple language, as if to someone completely new.
44. Give me 10 name or heading options for this.
45. Read my plan and tell me what I have not thought about.
46. Make a checklist for this task that I can print and keep.
47. Here are 40 customer feedbacks. Give me the top 5 complaints with counts.

48. Here are the things I have to do. Put them in priority order and explain why.
49. I need to do [task]. Do not start - ask me 5 questions first.
50. Here is what I did today [list]. Turn it into a short status update for my manager.

THE END

Aakhri panna

Ab kya karna hai

Ye kitab padh lene se kuch nahi hoga. Ye baat kadwi hai par sach hai.

Isliye aaj sirf ek kaam karo:

Ek workflow uthao. Wo jo tumhare kaam se sabse zyada milta hai. Aaj hi, apne asli kaam pe, ek baar chala ke dekho.

Ek. Bees nahi. Ek.

Pehli baar wo utna achha nahi hoga jitna is kitab me dikh raha hai. Ye bilkul normal hai. Chapter 3 wale teen vaakya use karke sudhaaro. Doosri baar behtar hoga, teesri baar tak tum bina dekhe kar loge.

Ek hafte me ek workflow. Do mahine me tumhare paas apni library hogi, aur tum wo insaan ban jaoge jise office me log poochne aate hain "ye kaise kiya?"

Aur asli baat ye hai ki tumne AI nahi seekha. Tumne apne kaam ko dhang se samjhaana seekha. Wo hunar kabhi purana nahi hoga.

Sabse zyada faayda usko nahi milta jo sabse zyada tools jaanta hai. Usko milta hai jo apna kaam sabse saaf tarike se samjha pata hai.