

BUILD YOUR REPEATABLE EMAIL PROMPT

30 MIN BUILD · THEN LIVE ACROSS ONE WORKWEEK

Objective. *Build one reusable prompt template for the email you write most, use it five times in a week, and track what changed.*

CONCEPTS TO KEEP IN MIND

- **Templates beat one-off prompts.** The lift comes from *not having to think about prompt structure* every time you write a routine email.
- **Pick your most common email type first** — the one you write 3+ times a week. Status updates, declines, follow-ups, customer replies. The frequency is what makes the template pay back.
- **Bullet-to-draft is the workhorse pattern.** You think in bullets, AI expands to prose, you edit. Faster than dictating from blank.
- **Track edit percentage.** If you keep less than ~50% of the AI draft, the template needs work. If you keep 90%+, the AI is leaning on a pattern that may eventually feel off.

SCENARIO

It's Monday morning and you have six emails to write before lunch. Most of them follow patterns you've written

hundreds of times. Today you build the template that drafts them for you for the rest of the year.

PROMPTS TO TRY

The template skeleton — fill the bracketed parts once for your most common email type, then save it:

[Context]

I'm a [your role] at [type of org]. I write emails of this type [N] times per week to [audience].

[Specific Details]

The bullets I want turned into a draft:

- [bullet 1]
- [bullet 2]
- [bullet 3]

[Intent]

Turn these bullets into a [warm / neutral / direct] email that I can send with light editing.

[Desired Format]

- Subject line
- 1 short greeting line
- 2–4 short paragraphs (no walls of text)
- Closing line that ends with a clear next step (or no next step needed, if it's a status update)

[Constraints]

- Tone: [your default – e.g., warm but efficient]
- No filler ("I hope this email finds you well", "Just wanted to reach out")
- Do not invent context, dates, or commitments not in my bullets
- Under [N] words

Tone-shift variant — append this when the situation calls for it:

Rewrite this draft in a [more direct / softer / more formal] tone. Do not change the substance, only the register.

Reply pattern — for inbound emails:

Below is an email I received and the bullets of my reply. Draft my reply.

[Paste their email]

My bullets:

- [bullet]
- [bullet]

[Same Format/Constraints as above]

DELIVERABLE

By Friday:

1. Your finalized template, saved somewhere you'll actually find it (Notes app, Notion, a `prompt.txt` on the desktop)
2. A 3-bullet retro: how much time you saved per email (rough), edit % across the 5 uses, whether anyone noticed the difference

SIGNS OF SUCCESS

- You used the template at least five times this week without re-reading it.
- Your edit percentage settled into a range (likely 60–80%). The AI drafts are useful but you're still editing — that's the right place.
- One coworker noticed something about your emails this week. Could be good (“you're faster”) or revealing (“you wrote like a robot once”) — either way you got a signal.
- You already know which *second* email type you're going to template next week. The habit is taking.

Deliverable. *A finalized email prompt template (plain text or note-app entry) plus a 3-bullet end-of-week retro.*