

GPT & Claude Prompt Collection

COMMUNITY PLACE

Ready-to-use prompts for your everyday AI workflow | communityplace-info.com | 2026

Business & Productivity Prompts

Write a Cold Email

"Write a professional cold outreach email to [name] at [company] introducing my [product/service]. Keep it under 150 words, focus on their pain point of [pain], and end with a clear call to action."

Summarize a Document

"Summarize the following document in 5 bullet points. Focus on action items, key decisions, and deadlines. Document: [paste text]"

Create a Meeting Agenda

"Create a 45-minute meeting agenda for [number] people. The goal is [goal]. Include time allocations for each section."

Write a Job Description

"Write a job description for a [role] at a [type] company focused on [key responsibilities]. Use a friendly, professional tone that attracts self-starters."

Content Creation Prompts

Write a Facebook Post

"Write an engaging Facebook post for my community group about [topic]. Use a conversational tone, include 1-2 emojis, and end with a question to encourage comments. Target audience: [audience]."

Create a How-To Guide Intro

"Write an introduction for a how-to guide about [topic]. The reader is a [beginner/intermediate] who wants to [goal]. Make it encouraging and clear."

Generate 10 Content Ideas

"Generate 10 content ideas for a [platform] account focused on [niche]. Each idea should include a title and a one-sentence description."

N8N & Automation Prompts

Explain a Workflow

"Explain this N8N workflow step by step for a non-technical user. Focus on what each node does in plain English. Workflow: [paste JSON or description]"

Debug an Error

"I am getting this error in N8N: [error message]. My workflow does [description]. What is the most likely cause and how do I fix it?"

Write a Code Node

"Write an N8N Code node in JavaScript that receives a webhook payload with [fields], validates that [field] is present, and formats the output as [format]."

Pro Tips for Better Results

- **Tell the AI who the audience is** — it changes the entire response
 - **Add "in plain English"** or "for a beginner" to simplify technical answers
 - **Use "step by step"** to get structured, actionable output
 - **Say "under X words"** to control length and get tighter responses
 - **End with "give me 3 options"** to get variety before committing
 - **Use brackets like [company name]** as clear placeholders to fill in
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Community Place | Greg Harrison | communityplace-info.com | Richardson, Texas | Powered by N8N + Vapi + Claude

