
10 Safety-First Work Prompts

Free sample — AI drafts. People verify.



From the full workbook: 100 Safety-First Work Prompts for Small Teams (100 scenes, 8 chapters).

10 Safety-First Work Prompts - Free Sample

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001 Thank-you after a meeting

When to use this Someone made time to talk things through with you, and a plain "Thank you" feels too flat.

Before you paste Remove or replace: your contact's real name (Customer A), their company name (Company B), and any project names discussed. Keep out of external AI tools: what was actually negotiated or agreed in the meeting, and any unreleased business plans.

Notes to give the AI

Who: My contact at Company B
What I appreciated: They listened carefully and helped me map out the next steps
My next step: Send the materials by Friday

Prompt

Using the notes below, write a thank-you email for after a meeting.
Keep it short, warm, and not over the top.
Follow this order: thanks, what I especially appreciated, my next step.
Do not add facts or promises that are not in the notes.

Sample output (fictional)

Thank you for making time to meet with me today.
I really appreciated how carefully you listened and helped me map out the next steps together.
As discussed, I will send the materials by Friday. I look forward to continuing to work with you.

What to check yourself The meeting date, the deadline for sending the materials, and what the other person actually did.

010 Replying to a complaint or criticism

When to use this A customer or business partner has raised a serious complaint, and you are about to reply while still rattled.

Before you paste Remove or replace: the customer's name (Customer A), the order or delivery number, and their address. Keep out of external AI tools: the customer's complaint history and any personal details from their account record.

Notes to give the AI

The complaint: The delivery was 40 minutes late
Confirmed fact: It was delivered 40 minutes late
Not yet decided: Whether there will be a refund or compensation
What happens next: Contact them as soon as a delay looks likely. This case will be reviewed internally

Prompt

Using the notes below, draft a reply to a customer's complaint.
Follow this order: apology, confirmed facts, what we will do next.
Avoid excuses and pushback; keep the tone calm and courteous.
Do not add causes, compensation, refunds, or promises that are not in the notes.
For anything undecided, say that we will confirm and follow up.

Sample output (fictional)

I apologize that your delivery arrived later than scheduled, and for the trouble this caused you.
We have confirmed that it arrived about 40 minutes after the promised time.
Going forward, we will contact you as soon as a delay looks likely.
As for how we will handle this case, we will review it internally and follow up with you.

What to check yourself The facts, and whether you have the authority to offer refunds, compensation, or prevention promises. If possible, have a manager or colleague review the reply before you send it.

013 Calling in absent

When to use this You need to take the day off - for example because you are unwell - and want to report the absence and your next check-in without oversharing.

Before you paste Remove or replace: your manager's name and your workplace name. Keep out of external AI tools: symptoms, diagnoses, medications, and any family health details - "not feeling well" is enough.

Notes to give the AI

Message: I need to take today off
Reason: Not feeling well (no detailed symptoms)
Next check-in: I will send an update in the afternoon

Prompt

Using the notes below, write a message calling in absent.
Keep it short and polite, without going into detail about health or family matters.
Include only what the reader needs to know.

Do not add a return date or symptoms that are not in the notes.

Sample output (fictional)

Good morning.
I am not feeling well, so I need to take today off.
I am sorry for the short notice.
I will send an update on how I am doing this afternoon. Thank you.

What to check yourself Who to notify, the right channel, the cut-off time, and whether you can really follow up in the afternoon.

026 Asking Someone to Send a Document

When to use this You need materials for a report or meeting, and you want to ask for them while explaining what they are for and when you would like them.

Before you paste Remove or replace: the recipient's real name (Ms. A), their company name (Company B), and the report title if it identifies a client. Keep out of external AI tools: the contents or figures of the report you are requesting.

Notes to give the AI

[Recipient] Ms. A at Company B
[Request] Please send last month's summary report
[Purpose] It will go into Friday's report
[Preferred timing] By Thursday morning

Prompt

Using the notes below, write an email asking the recipient to send a document.
Keep it short and polite, and make the request, the purpose, and the preferred deadline clear.
Do not dictate the deadline one-sidedly - include a line inviting them to discuss timing if it is difficult.
Do not add reasons or urgency that are not in the notes.

Sample output (fictional)

Hello Ms. A,

Could you send us last month's summary report? We would like to include it in a report due on Friday.
If possible, it would help to have it by Thursday morning.
If that timing is difficult, please let us know when you could send it. Thank you very much.

What to check yourself The document name, what it will be used for, the deadline, and whether the recipient is authorized to send it.

038 Offering three candidate dates

When to use this You want to narrow a meeting down to three candidate dates and times, add the expected length and a reply-by date, and let the other person choose.

Before you paste Remove or replace: the other person's name and company (Company B), and the real product name (Product C). Keep out of external AI tools: details of the unannounced product and what the meeting will actually negotiate.

Notes to give the AI

[Topic] Meeting about the new product
[Candidate times] July 22 at 10:00 a.m., July 23 at 2:00 p.m., July 25 at 4:00 p.m.
[Length] 45 minutes
[Reply by] Around July 18

Prompt

Using the notes below, write a scheduling email that offers three candidate dates.
Keep it short and polite, and make the topic, length, candidate times, and reply-by date easy to find.
Add one line inviting them to suggest another time if none of the candidates work.
Do not fill in dates or days of the week; use only what is in the notes.

Sample output (fictional)

Would any of the following times work for a meeting about the new product?

- July 22, from 10:00 a.m.
- July 23, from 2:00 p.m.
- July 25, from 4:00 p.m.

We expect it to take about 45 minutes.
If possible, please let us know your availability by around July 18.
If none of these times work, we would be happy to discuss another date.

What to check yourself That dates and days of the week match, the start times, the length, and the reply deadline. Block the time on your own calendar before sending.

050 Event announcement

When to use this The date and content of a workshop for small businesses are set, and you want to write an announcement for participants.

Before you paste Remove or replace: the real venue name and address, organizer or speaker names (use Organizer A), and any fee amounts not yet approved for publication. Keep out of external AI tools: participant contact lists and event plans that have not been announced.

Notes to give the AI

[Event] Mini workshop: How to photograph your products
[Date & time] September 12, 2:00 p.m. to 3:30 p.m.
[Place] Event plaza, Shopping Street B
[Audience] Small local business owners
[Fee] \$5, paid at the door
[Not yet decided] What happens in case of rain

Prompt

Using the decided items in the notes below, write an event announcement.
Order it as: title, a short greeting, a list of date/place/audience/fee, then items not yet decided.
Keep it friendly and clear for someone reading about the event for the first time.
Do not add speakers, benefits, sign-up methods, capacity, or perks that are not in the notes.
Do not guess at undecided items; write "We will announce this as soon as it is decided."

Sample output (fictional)

Mini Workshop: How to Photograph Your Products

We are holding a small workshop on photographing your products with everyday tools.

Date & time: September 12, 2:00 p.m. to 3:30 p.m.

Place: Event plaza, Shopping Street B

Audience: Small local business owners

Fee: \$5 (please pay at the door)

We will announce the plan for rainy weather as soon as it is decided.

What to check yourself The date, time, and day of the week; the venue booking; the audience; the fee, including whether tax applies; and when the rain decision will be shared. Do not go public while an undecided item is still unresolved.

064 A short notice for the entrance

When to use this You want a short sign at the entrance of a coworking space letting visitors know that reception is on another floor.

Before you paste Remove or replace: the building's real name and address, and the names of staff working reception. Keep out of external AI tools: staff phone numbers and the schedule of who is at the desk.

Notes to give the AI

Main point: Reception is on the 2nd floor today
Entrance: The 1st-floor door is open
Directions: Take the elevator to the 2nd floor
Hours: 9:00 a.m. to noon
Contact info: do not post any

Prompt

Using the notes below, write a short notice to place at the entrance.
Use a one-line headline and no more than three lines of text, with the reception location and hours up front.
Use simple words that are easy to read from a distance.
Do not add staff names, phone numbers, reasons, or building directions that are not in the notes.

Sample output (fictional)

Reception is on the 2nd floor today

From 9:00 a.m. to noon, reception is on the 2nd floor.
Please take the elevator from the 1st floor.

What to check yourself The date, the hours, the reception location, and whether the elevator is in service. Post the sign where it does not block walkways or emergency exits, and leave off any contact details that are not needed.

074 Turn meeting notes into minutes

When to use this You took quick, scribbled notes at a product-planning meeting and want to turn them into short minutes.

Before you paste Remove or replace: attendees' real names (use Owner B), the product's real name if it is unreleased (use Prototype A), and customer names. Keep out of external AI tools: meeting recordings and unreleased product or pricing plans.

Notes to give the AI

September 3, product planning meeting
Check Prototype A again next week
Go with green for the package color
Price not decided
Prototype check: owner B, due September 10
Next meeting: September 12, 3 p.m.

Prompt

Please turn the meeting notes below into a draft of the minutes.
Sort them into "Decided," "Not yet decided," "To-dos with owner and deadline," and "Next meeting."
Do not add conclusions, owners, deadlines, reasons, or speakers that are not in the original notes.
If you cannot tell whether something was decided, mark it "needs confirmation."

Sample output (fictional)

Product Planning Meeting - Minutes
Date: September 3

[Decided]
- Go with green for the package color

[Not yet decided]

- Price

[To-dos]

- Check Prototype A again - Owner: B / Due: September 10

[Next meeting]

- September 12, 3 p.m.

What to check yourself The meeting date, how each decision is worded, owners, deadlines, and the next meeting time. Compare against the original notes line by line, and do not treat the AI's cleanup as the official approved record.

088 Pre-send check for typos

When to use this You want to check a short email to a business partner for typos only, without changing what it says.

Before you paste Remove or replace: the recipient's name and company (use Company B), and the attachment's real file name if it reveals a customer or project. Keep out of external AI tools: the attachment itself and any contract or pricing details in the thread.

Notes to give the AI

[Text to check]

Hello,

Please find attached the sample you requested.

Could you take a look and reply by Friday?

[Scope] Typos, missing words, small grammar slips

Prompt

Check the text below for typos, missing words, and small grammar slips only.

Show each issue as "original wording / suggested fix / reason."

Do not rewrite the whole text, and do not change the meaning, the level of formality, the deadline, or what is being asked.

If you find no issues, still add a note that says "the accuracy of the content has not been checked."

Sample output (fictional)

I found no clear typos, missing words, or grammar slips.

The accuracy of the content has not been checked. Please verify the attachment, the recipient's name, and the reply deadline against your original information.

What to check yourself The recipient's name, the attachment, the reply deadline, and what you are asking for. Even if the AI says "no issues," that is not a guarantee the email is ready to send - do a final check on the actual email screen.

092 Checking a procedure for gaps

When to use this You want to check whether a store's return-handling procedure is missing information staff need to make decisions.

Before you paste Remove or replace: the store's real name, staff and manager names, and any customer names from past return cases (use Customer A). Keep out of external AI tools: the policy manual itself and records of individual customer returns.

Notes to give the AI

[Current procedure]

1. Check whether the customer has a receipt
2. Check the condition of the item
3. Consult the manager
4. Tell the customer the outcome

[Official rules] Return deadlines, exclusions, and refund methods are in the policy manual. Not given to the AI

[Goal] A list of possible gaps only

Prompt

For the procedure below, list the spots where staff might get stuck, plus candidate items that may need to be added. Keep "Current procedure" and "Things to confirm before adding" separate.

Do not guess at return deadlines, exclusion rules, refund methods, or exception handling.

Do not declare what the correct procedure is - phrase everything as something to confirm with the approved policy and the manager.

Sample output (fictional)

[Current procedure]

1. Check whether the customer has a receipt
2. Check the condition of the item
3. Consult the manager
4. Tell the customer the outcome

[Things to confirm before adding]

- Which policy document, and which version, defines the return deadline
- Who decides whether an item falls under the exclusions
- Which approved procedure covers refund methods and exceptions
- Where the outcome of each case gets recorded

What to check yourself The latest policy, who holds decision authority, refund and accounting handling, and how cases are recorded. Do not add the AI's candidates to the procedure as-is - the manager and frontline staff decide what is actually needed.

Want all 100 scenes?

The full workbook covers thanks & apologies, updates, requests, scheduling, announcements, signs, meetings, and final checks — each with a safety-first 'Before you paste' guide.

