



# 100+ Free Prompt Templates, Notion Dashboards & AI Workflows

Ease Your Job with AI Productivity in 2025

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## □ Welcome & How to Use This Guide

This Ultimate Guide is your all-in-one resource to start automating daily work with AI in 2025.

Inside, you'll find 70+ prompt templates, 20+ Notion dashboards, and 30+ workflow blueprints you can apply instantly.

Whether you're a student, professional, entrepreneur, or creator — this is your AI productivity starter kit.

□ Copy prompts as-is, then personalize audience, tone, and goal to get the best results.

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## Writing & Blogging

Ideas, outlines, SEO, repurposing.

- Generate 10 SEO-friendly blog titles about [topic].
- Create a detailed blog outline for [topic] targeting [audience].
- Write an engaging intro paragraph for [topic].
- Summarize this article into 5 punchy bullet points.
- Rewrite this text in an executive tone.
- Turn this blog post into a LinkedIn post (max 200 words).
- Create FAQ questions and answers for [topic].
- Write a conclusion paragraph with a strong CTA for [offer].
- Turn this outline into a full blog draft: [paste outline].
- Condense this post into a tweet thread (7–9 tweets).
- Suggest analogies to explain [complex topic] to beginners.
- Create an About page paragraph for [brand].
- Draft a newsletter intro about [news/trend].
- Translate this paragraph into [language] while keeping tone.
- Rewrite for Gen Z audience with emojis (keep it tasteful).

 Use the same prompt with 3–4 tones (casual, executive, friendly, technical) to generate variations fast

## □ Marketing & Sales

Cold outreach, ads, landing pages.

- Write a persuasive cold email for [product] targeting [audience].
- Generate 8 ad headline variations for [campaign goal].
- Draft a high-converting landing page outline (hero → proof → CTA).
- Create a product description for [item] focused on benefits.
- Write a catchy tagline for [product/brand].
- Draft a welcome email for new subscribers (friendly tone).
- Create a 5-email nurture sequence for [offer].
- Suggest 3 customer personas for [brand] with pains & gains.
- Write Instagram ad copy (caption + hook + CTA).
- Create a retargeting ad script for cart abandoners.
- Draft a LinkedIn ad text for B2B lead gen.
- Write a subject line (under 45 chars) for [promo].
- Create a one-liner value proposition for [brand].
- Draft a launch announcement email for [feature].
- Write a testimonial-style blurb for [industry] case study.

□ Use the same prompt with 3–4 tones (casual, executive, friendly, technical) to generate variations fast

## □ Brainstorming & Strategy

Ideas, analysis, planning.

- Suggest 10 business ideas in the [industry] niche.
- Provide a SWOT analysis for [business idea].
- List top customer pain points for [product type].
- Brainstorm 10 growth experiments for a SaaS at \$10k MRR.
- Map a basic go-to-market plan for [product].
- Outline a 30-60-90 day plan for [role].
- List 5 potential partnerships for [brand] and why.
- Create a pricing experiment plan for [product].
- Draft a content pillar strategy for [audience].
- Brainstorm community engagement ideas for [topic].
- Outline a simple OKR set for Q1 for [team].
- Generate meeting agenda for [goal] (45 min).
- Create a risk register for [project].
- List KPIs to track for [objective].
- Suggest 5 side hustle ideas using AI tools.

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## □ Coding & Debugging

Explain, refactor, generate, test.

- Explain this error in Python: [paste error].
- Refactor this code for readability (add comments): [code].
- Generate a function to [describe task] in JavaScript.
- Suggest unit tests for this function: [code].
- Explain this SQL query line by line: [query].
- Convert this Python code to JavaScript: [code].
- Suggest performance optimizations for this code: [code].
- Write a regex to extract [pattern] from text.
- Generate mock JSON data for testing [schema].
- Debug this error stack trace: [paste error].
- Explain OOP with practical examples in [language].
- Write a REST API endpoint in Node.js for [task].
- Create pseudocode for this algorithm: [task].
- Document this function with docstring/comments: [code].
- Recommend libraries to solve [problem] with pros/cons.

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## □ Creative & Design

Visuals, scripts, branding.

- Write a Canva prompt for a minimalist Instagram post about [topic].
- Generate Instagram carousel copy (5–7 slides) for [idea].
- Suggest 5 MidJourney prompts for [scene/theme].
- Create 3 YouTube video title ideas for [topic].
- Draft a 30-sec TikTok script on [idea].
- Suggest color palettes for a [industry] brand.
- Create infographic text for [data topic].
- Draft a podcast episode outline on [theme].
- Write a short hook and caption for a travel photo.
- Brainstorm icon ideas for a mobile app about [topic].
- Turn this blog into a keynote outline with slide titles.
- Write a poster tagline for a motivation campaign.
- Suggest background music prompts for a video edit.
- Draft a press release outline for [announcement].
- Create a brand mission statement for [brand].

□ Use the same prompt with 3–4 tones (casual, executive, friendly, technical) to generate variations fast

📁 Section 2: Notion Dashboards (20+)

📁 Productivity Hub

Task	Priority	Status	Due Date
Task A	High	Draft	22/08/25
Task B	Medium	Review	29/08/25

📝 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

📁 Content Calendar

Title	Channel	Status	Publish Date
Title A	Info	Draft	22/08/25
Title B	Info	Review	29/08/25

📝 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

📁 CRM & Sales Tracker

Client	Stage	Next Step	Value
Client A	Info	Info	Value
Client B	Info	Info	Value

📝 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

📁 Habit & Goal Tracker

Habit	Frequency	Streak	Notes
Habit A	Info	Info	Info
Habit B	Info	Info	Info

📝 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

📁 Finance & Budget Tracker



Category	Budget	Spent	Remaining
Category A	Info	Info	Info
Category B	Info	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Goal Planner (OKRs)

Objective	Key Result	Owner	Due
Objective A	Info	Owner	22/08/25
Objective B	Info	Owner	29/08/25

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Knowledge Base

Topic	Type	Owner	Updated
Topic A	Info	Owner	Info
Topic B	Info	Owner	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Meeting Notes & Actions

Meeting	Date	Summary	Action Items
Meeting A	22/08/25	Info	Info
Meeting B	29/08/25	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Project Management (Kanban)

Task	Status	Assignee	Due Date
Task A	Draft	Info	22/08/25
Task B	Review	Info	29/08/25

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Editorial Pipeline

Piece	Stage	Editor	Deadline
Piece A	Info	Info	Info
Piece B	Info	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Idea Backlog

Idea	Impact	Effort	Notes
Idea A	Info	Info	Info
Idea B	Info	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Client Portal

Client	Docs	Status	Next Touch
Client A	Info	Draft	Info
Client B	Info	Review	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Course Planner

Module	Lesson	Status	Assets
Module A	Info	Draft	Info
Module B	Info	Review	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Event Planner

Event	Date	Owner	Checklist
Event A	22/08/25	Owner	Info
Event B	29/08/25	Owner	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Personal Journal

Date	Mood	Entry	Tags
Date A	Info	Info	Info
Date B	Info	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Reading Tracker

Book	Author	Status	Notes
Book A	Info	Draft	Info
Book B	Info	Review	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Bug Tracker

Issue	Severity	Status	Owner
Issue A	Info	Draft	Owner
Issue B	Info	Review	Owner

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Feature Requests

Request	Votes	Status	Notes
Request A	Info	Draft	Info
Request B	Info	Review	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Hiring Pipeline

Candidate	Stage	Interviewer	Next Step
Candidate A	Info	Info	Info
Candidate B	Info	Info	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## 📌 Social Media Tracker

Post	Platform	Status	Scheduled
Post A	Info	Draft	Info
Post B	Info	Review	Info

📌 Add a 'Last Edited Time' property and sort by it to keep dashboards fresh without manual effort.

## □ Section 3: AI Workflows (30+)

### □ Content Workflows

#### ✓ Blog Idea → Draft → SEO → Social Posts

Capture blog idea in Notion



Draft article in ChatGPT



Optimize with SEO prompts



Repurpose into social posts

□ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

#### ✓ Long-Form Article → LinkedIn Carousel

Draft long-form blog in ChatGPT



Summarize into bullets



Design carousel in Canva



Schedule on LinkedIn

□ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Video Script → Blog → Email Newsletter

Generate video script



Convert to blog format



Auto-draft newsletter



Send via email tool

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Podcast → Transcript → Summary → Posts

Record podcast



Transcribe with Otter.ai



Summarize highlights



Generate tweets & posts

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Research → Summary → Report

Collect sources



Summarize in ChatGPT



Aggregate into report



Design in Canva/Notion

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Content Calendar Automation

Plan topics in Notion



Auto-draft in ChatGPT



Queue in Hootsuite



Track analytics in Sheets

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Product Launch Pack

Create launch emails



Draft landing page copy



Build social campaign



Prepare press release

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

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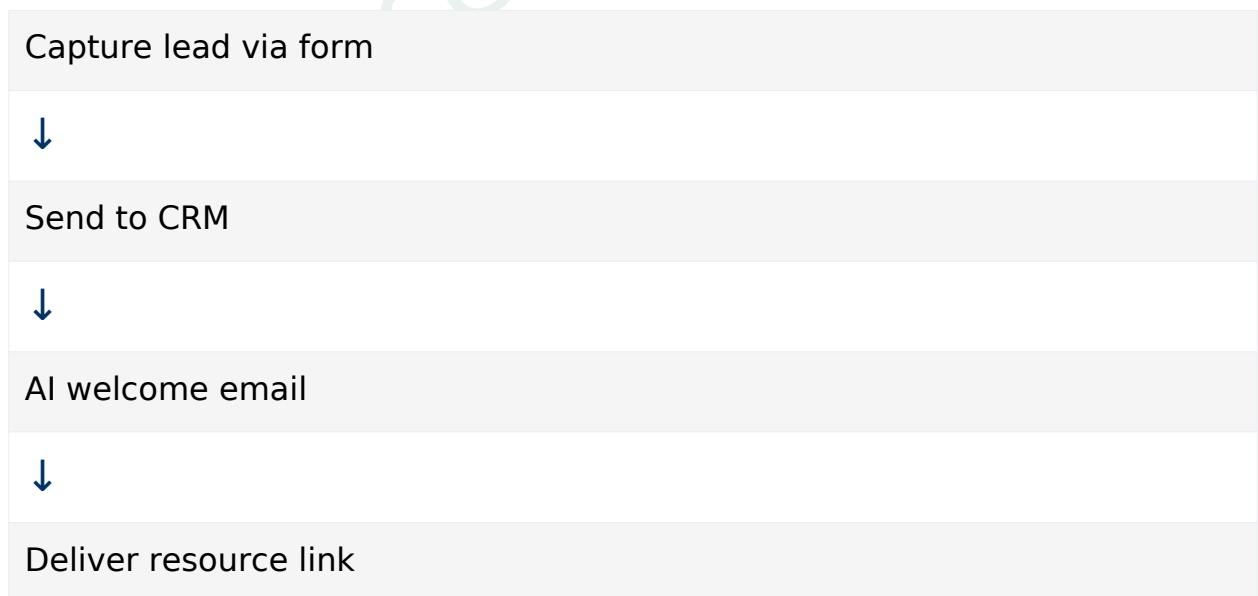
## □ Email Workflows

### ✓ Inbox → Summary → Auto-Reply → Archive



□ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

### ✓ Lead Capture → Welcome Email



□ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

### ✓ Support Email → FAQ Answer

Receive support request



Check against FAQ



AI suggested answer



Reply or escalate

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Weekly Digest Automation

Collect threads



Summarize highlights



Draft weekly digest



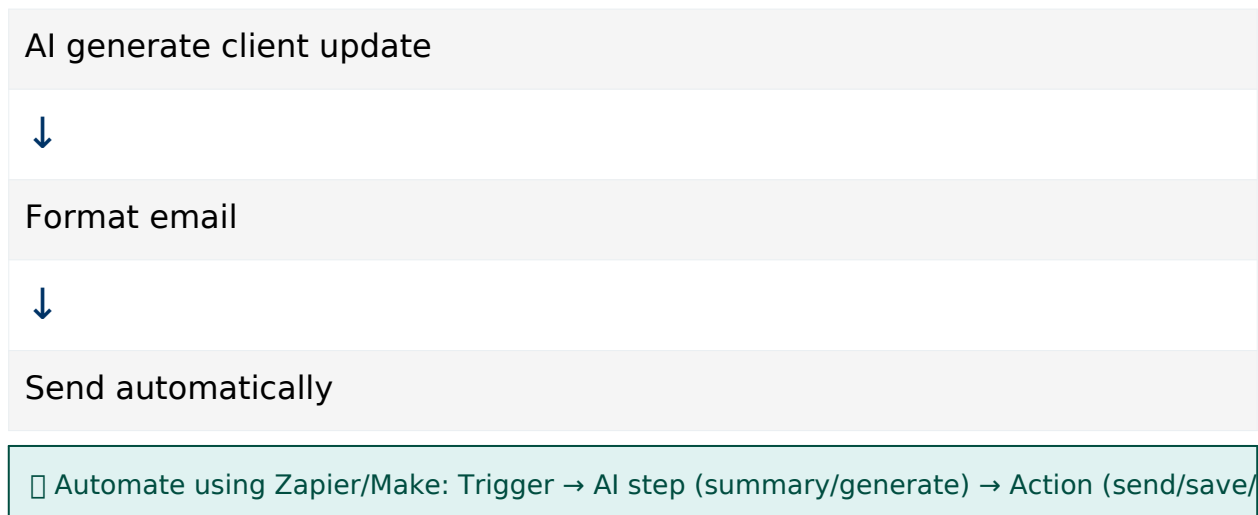
Send to team

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Client Update Emails

Pull project status from Notion





## ✓ Email → Task Automation



## ✓ Cold Outreach Sequence



Schedule sequence



Auto follow-up

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

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## ☐ Meeting Workflows

### ✓ Zoom → Otter.ai Transcript → Action Items

Record meeting in Zoom



Transcribe in Otter.ai



Summarize highlights



Push tasks to Notion

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

### ✓ Calendar → Prep Notes → Agenda

Upcoming meeting in calendar



AI generates agenda



Auto-send to attendees



Sync notes in Notion

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

### ✓ Meeting Recording → Summary Email

Record meeting



AI summarize



Format email summary



Send to team

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Standup Automation

Collect updates from team



AI summarizes progress



Highlight blockers



Send to Slack/Notion

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Interview Transcription → Highlights

Record interview



AI transcribe



Extract key highlights



Store searchable library

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Brainstorm → Notes → Ideas

Capture brainstorming notes



AI organize ideas



Generate shortlist

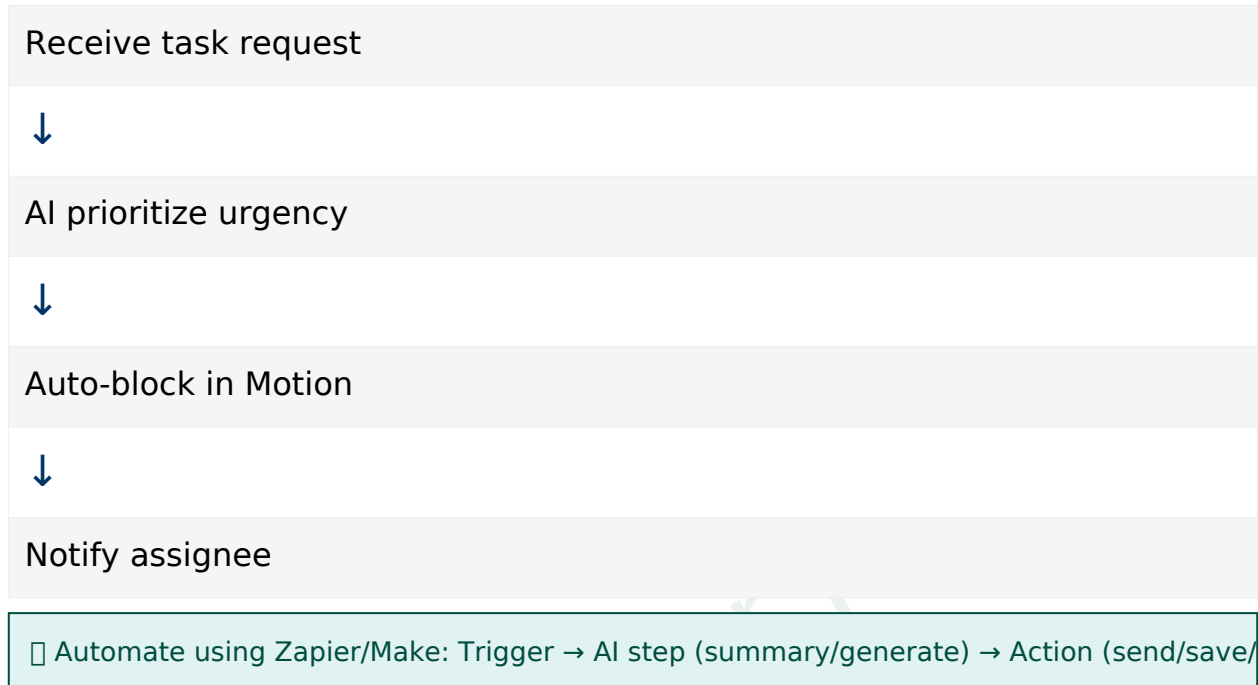


Share doc with team

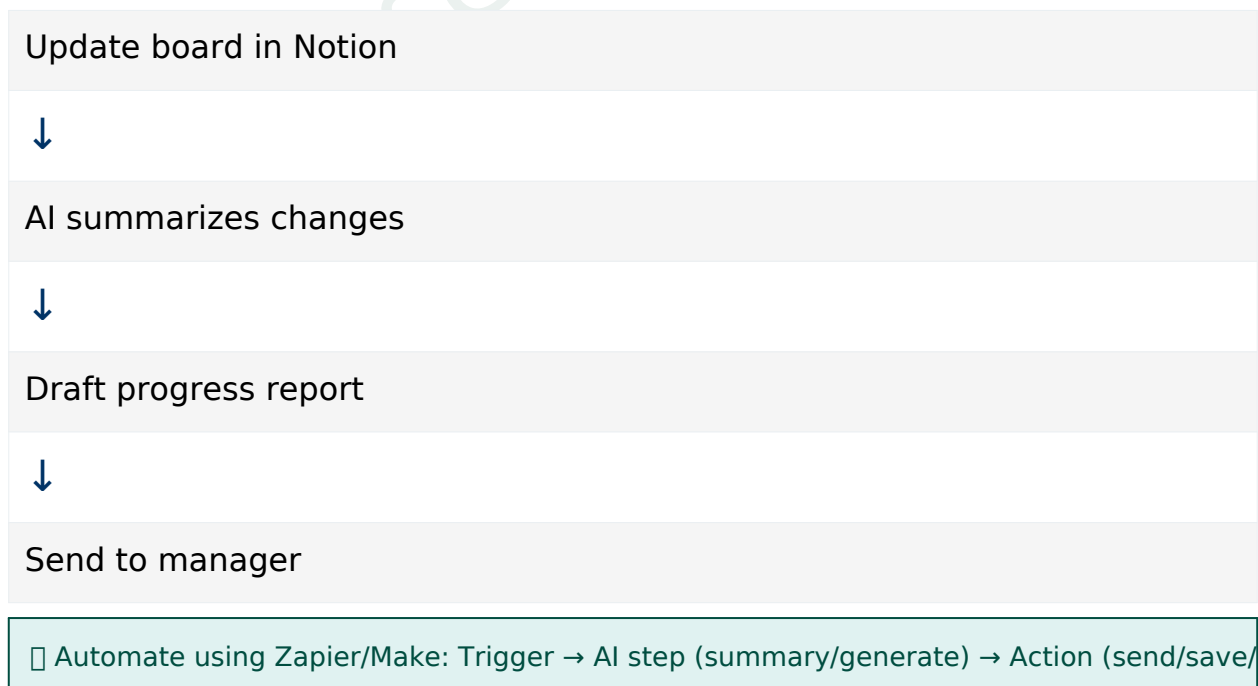
☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## 📁 Project Workflows

### ✓ Task Intake → Prioritize → Calendar



### ✓ Kanban Update → Daily Summary



### ✓ Project Plan → Timeline → Updates



AI generates project plan



Break into milestones



Auto-schedule deadlines



Weekly AI update

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Bug Report → Ticket → Fix

Capture bug in form



AI create bug ticket



Assign to dev



Notify reporter

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Research Task → Insights Report

Assign research topic



AI gathers insights



Summarize findings



Create Notion report

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

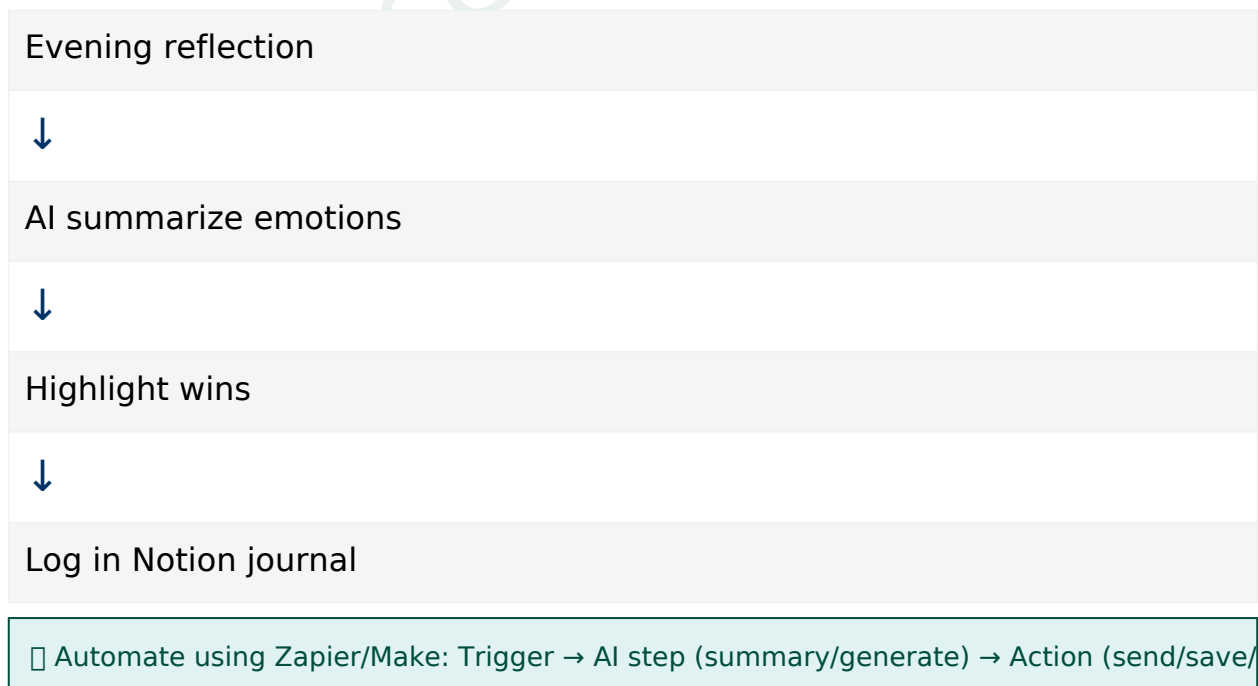
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## ☐ Personal Productivity Workflows

### ✓ Morning Plan → AI Schedule



### ✓ Daily Reflection → Journal



### ✓ Learning Workflow

Save articles



AI summarize key points



Generate quiz questions



Track progress in Notion

🔧 Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Habit Tracking Automation

Log habit check-in



AI update streaks



Summarize weekly trends



Visualize in Notion

🔧 Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

## ✓ Personal Finance Flow

Log expenses



AI categorize spending



Summarize monthly trends



Update savings goals

☐ Automate using Zapier/Make: Trigger → AI step (summary/generate) → Action (send/save/schedule).

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## □ Final Action Plan

1) Audit your day → 2) Pick two tools → 3) Build one automation this week → 4) Reinvest saved time.

□ Schedule a weekly 15-minute “automation tune-up” to refine prompts and add one new rule.

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## □ Closing & Next Steps

Thanks for reading the Ease Your Job Ultimate Guide. You're ready to save hours every week with prompts, dashboards, and workflows that work.

□ Visit [EaseYourJob.com](https://EaseYourJob.com) for more free templates and AI resources.

