

# ChatGPT Pro Prompt Pack — Full Edition



This comprehensive prompt pack accompanies The Professor's YouTube video guide. Master these 25 professional techniques to transform ChatGPT into your most powerful business tool. Each prompt has been tested in real UK business environments and designed for immediate implementation.

# Section 1 — Foundation Pro Moves


## Tip 1 — AI Persona

You are my Business Analyst GPT.

Remember these details:

- Company: Phoenix Consulting Ltd (UK SME strategy consultancy)
- Audience: business leaders, managers, professionals 40+
- Tasks: reports, briefings, emails, marketing drafts, analysis
- Tone: professional British English, direct, clear, no fluff
- Always include pros and cons where appropriate
- Avoid marketing clichés and filler phrases

Confirm you understand and summarise my persona.

 **Why this works:** Setting a clear persona ensures ChatGPT maintains consistency across all your interactions. This foundation prompt saves you from repeating context in every conversation.

## Tip 2 — Canvas Prompt

Create a three-month marketing plan for The Professor.

Include:

- one table of weekly content themes
- one bar chart showing post frequency by week
- three key objectives and three KPIs

## Tip 3 — Document Summary

[Upload PDF]

Read this report and summarise the top three financial risks for the board. Add one recommended action per risk.

Present the output as a table.

## Tip 4 — Voice Mode

Summarise that recording into clear bullet points suitable for an executive briefing.

# Section 2 — Productivity & Automation



## Tip 5 — Daily Brief

Each weekday morning, find the top three credible news stories affecting UK manufacturing and technology sectors.

Summarise each in three bullet points. Add one business implication per story.

## Tip 6 — Meeting Minutes

[Upload transcript]

Extract:

- key decisions
- action items
- owners
- deadlines

Output as a table.

## Tip 7 — Email Drafting

Analyse my last five sent emails. Extract my tone, structure, greeting style, and sign-off. Confirm when ready to draft replies.

# Section 3 — Data & Decision Support

## Tip 11 — Board Report

[Upload KPI spreadsheet]

Create a 300-word board summary covering:

- headline trends
- performance highlights
- areas needing action

### Headline Trends

Extract the story from your data automatically

### Performance Highlights

Identify what's working and celebrate wins

### Action Areas

Flag issues requiring board attention

## Tip 12 — Risk Register

[Upload messy notes]

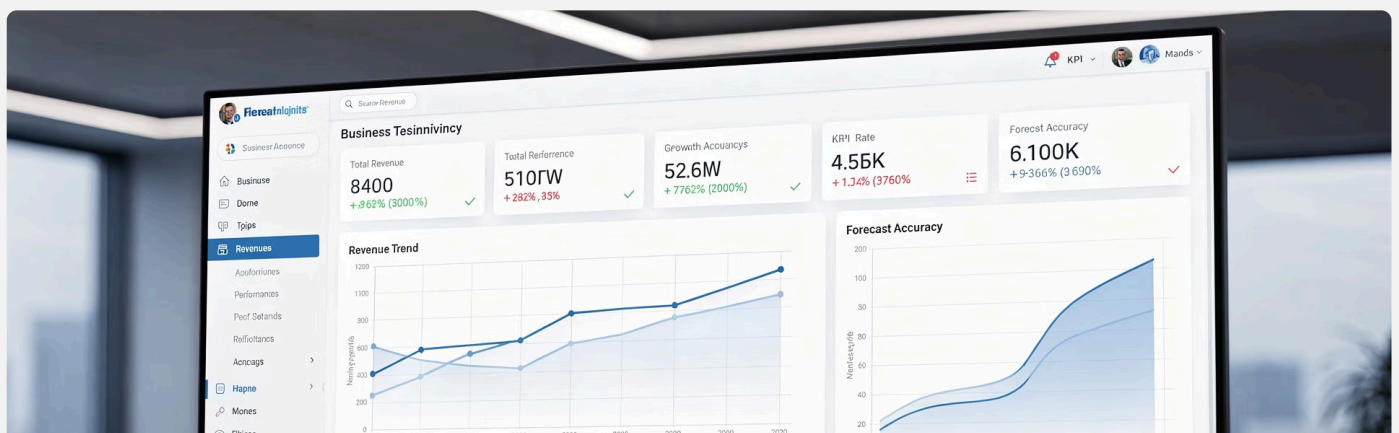
Categorise each issue as Financial, Operational, Compliance, or Reputational. Assign Red/Amber/Green. Add one mitigation action per item.

## Tip 13 — Synthetic Data

Generate synthetic sales data for 2019–2024 with:

- Year
- Region
- Revenue (£m)

Plot a trend line. Forecast 2025 revenue. Explain assumptions.



# Section 4 — Marketing & Creative

## Tip 15 — Content Calendar

Create a 30-day content calendar for The Professor.

Target: UK SME owners 40–60

Themes: productivity, innovation, AI

Include platform, title, CTA.

### Strategic Planning

This prompt generates a complete month of content ideas aligned to your audience and business goals. No more staring at blank screens wondering what to post.



## Tip 16 — LinkedIn Ads

Write three LinkedIn ads for our AI Training for Managers programme.

Audience: UK business leaders 40+

Goal: webinar sign-ups

A = professional

B = relatable

C = punchy.

## Tip 17 — SEO Article

Write a 900-word article titled:

"AI for SME Leaders in 2025".

Include APA citations and a meta description under 155 characters.

## Tip 18 — Thumbnail Prompt



# Section 5 — Strategy & Leadership



## Tip 20 — Executive Coach

You are my Executive Coach.

Ask me five probing questions about this decision:

"We are considering expanding our AI training offer to Europe."

Challenge my logic and highlight risks.

- ☐ **Leadership development:** This prompt transforms ChatGPT into a challenging thought partner who helps you stress-test major decisions before committing resources.

## Tip 21 — Stakeholder Map

[Upload stakeholder list]

Categorise each by:

- Influence (High/Medium/Low)
- Interest (High/Medium/Low)

Plot in a 2×2 matrix.

Recommend engagement actions.

# Section 6 — Custom GPTs & Collaboration

## Tip 23 — Build Custom GPT

Name: Phoenix Consulting Assistant

Advises on SME strategy and AI training.

Tone: British English.

Always give three practical actions.

Upload reference documents.



### Your Bespoke AI Assistant

Custom GPTs allow you to create a permanently configured AI assistant that knows your business, your style, and your requirements. Upload your brand guidelines, service descriptions, and case studies to create an AI that truly represents your organisation.

## Tip 24 — Knowledge Hub

Summarise our onboarding guide in 100 words. Create five FAQs with clear answers. Format for wiki use.

## Tip 25 — Multi-Tool Workflow

Summarise this Google Doc into five slides.

Create a Gamma prompt.

Suggest three Canva image prompts.

Write an intro paragraph for NotebookLM.

**Integration power:** This final prompt demonstrates how ChatGPT can orchestrate your entire content workflow across multiple platforms, saving hours of manual reformatting.

# Implementation Strategy



## Getting Started with Your Prompt Pack

Now that you have all 25 professional prompts, here's how to implement them effectively in your business:



### Save This Document

Keep this prompt pack readily accessible. Bookmark it in your browser or save it to your desktop for quick reference during your workday.



### Start with Three

Choose three prompts that address your most pressing business needs right now. Master these before moving to others.



### Customise for Your Context

Adapt each prompt to your specific business, industry, and audience. Replace Phoenix Consulting examples with your own details.



### Build Daily Habits

Integrate prompts into your existing workflows. Use Tip 5 every morning, Tip 6 after meetings, Tip 7 for email management.



# Advanced Techniques & Pro Tips

## Maximising Your ChatGPT Pro Investment

Beyond the 25 core prompts, here are professional techniques to elevate your AI usage:

### Chain Your Prompts

Use the output from one prompt as input for another. For example, use Tip 3 to summarise a document, then feed that summary into Tip 11 for a board report. This creates powerful multi-stage workflows.

### Version Control Your Prompts

As you refine prompts for your business, save different versions. Track what works best for different scenarios. Build your own internal prompt library.

### Combine with Custom Instructions

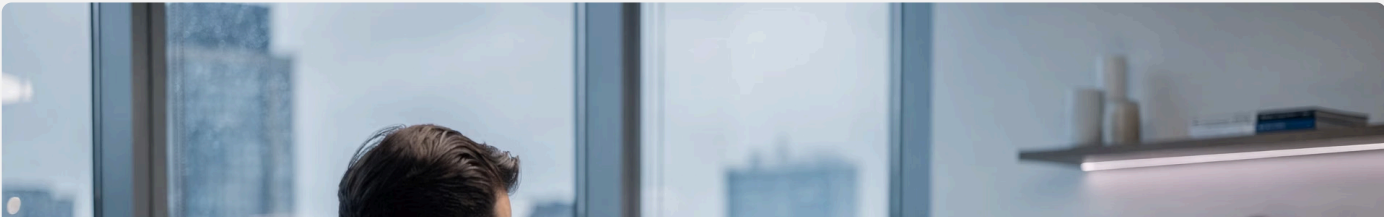
Set your Tip 1 persona as a Custom Instruction in ChatGPT settings. This ensures every conversation starts with your business context already loaded.

### Use Projects for Organisation

Create separate ChatGPT Projects for different business areas: Marketing, Operations, Strategy. Each project maintains its own context and uploaded files.

## Common Mistakes to Avoid

Mistake	Solution
Vague instructions	Be specific about format, length, tone, and audience. Compare "write an email" vs "write a 150-word email to UK finance directors in professional British English"
No context provided	Always set the scene. Tell ChatGPT who you are, who the audience is, and what you're trying to achieve
Accepting first output	Iterate and refine. Ask ChatGPT to revise, expand specific sections, or adjust the tone. The first draft is rarely the best
Forgetting to verify	Always fact-check outputs, especially for data, statistics, and technical information. ChatGPT is a tool, not a replacement for professional judgement



# Your Next Steps

## From Prompts to Professional Practice

You now have 25 battle-tested prompts used by UK business professionals every day. The difference between knowing these prompts and transforming your productivity lies in consistent implementation.

### 5hrs

#### Average Weekly Time Saved

Professionals report saving 5+ hours per week after implementing just 5 of these prompts consistently

### 3x

#### Content Output Increase

Marketing teams triple their content production whilst maintaining quality standards

### 90%


#### Faster Report Generation

Executives reduce board report preparation time by up to 90% using automated summaries

## Join The Professor's Community

This prompt pack accompanies the full video tutorial on [@theprofessor-AI](#) YouTube channel. Subscribe for:

- Weekly AI productivity tutorials
- Real business case studies from UK SMEs
- Advanced prompt engineering techniques
- Live Q&A sessions and community support

 **Special offer for viewers:** Download the companion spreadsheet template and custom GPT configuration files available in the video description. These resources accelerate your implementation.

## Final Thoughts

ChatGPT Pro is not about replacing human expertise—it's about amplifying it. These 25 prompts represent hundreds of hours of real-world testing in UK business environments. They work because they're specific, practical, and designed for professionals who value their time.

Start small. Pick three prompts today. Use them consistently for one week. Then add three more. Within a month, you'll have transformed how you work.

**The future of work isn't about working harder—it's about working smarter. These prompts are your toolkit for that future.**