AI Recipe Book for Business Professionals

Overview

How to use GenAI to work smarter and achieve more

With the public launch of Generative AI (GenAI) in November 2022 came the democratization of AI across all business roles. So regardless of whether you're a business professional or a leader, IT savvy or a tech newbie, realizing the benefits are only a short prompt away.

But this also means achieving more in less time is no longer just a competitive edge— it's a necessity. Fortunately, GenAI enables us to overcome the pressure to maximize productivity by reimagining and streamlining how we work, unlocking new skills, and focusing our energy on the tasks that create real impact.

AI can help us streamline and simplify tasks beyond merely generating text and images. It can act as a brainstorming partner, augment our capabilities, and free us from repetitive, time-consuming distractions. By automating mundane tasks, AI allows us to redirect our efforts toward strategic thinking, creativity, and innovation—the aspects of our work that drive the most value.

Practical applications of GenAI

Despite its immense potential, many business professionals struggle to fully embrace AI in their daily routines, unsure of where to start or how to integrate it effectively. That's where this AI recipe book comes in. Designed to guide business professionals through the practical application of GenAI, it can help you identify the tasks that are ripe for automation and give you the tools to seamlessly integrate AI into your everyday work.

Let's start by looking at the typical challenges workers face daily and explore how AI can help us rise above the noise to achieve more with less effort. By identifying and addressing these day-to-day challenges, you'll be well on your way to working smarter and achieving more with GenAI.

Quick tip: If your GenAI tool allows it, save your favorite prompt templates in your tool to easily reuse them and streamline your workflow.

According to research from the Wharton School of Business and GBK Collective,[1] the most common uses of GenAI include:

Document writing and editing

64%

Document and meeting summarization

59%

Presentation and report creation

56%

Email generation

56%

Idea generation and brainstorming

54%

Research

50%

1. "Growing Up: Navigating GenAI's Early Years." AI at Wharton School of Business and GBK Collective. October 2024.

Get to know your chat window

AI chatbots can vary depending on the users and needs they serve. Your organization may provide a custom interface with advanced settings, custom branding, and integrated apps—or a simple interface for ease of use. However, most chatbot windows share several key features and common elements. This helps you feel at home no matter which chatbot you use.
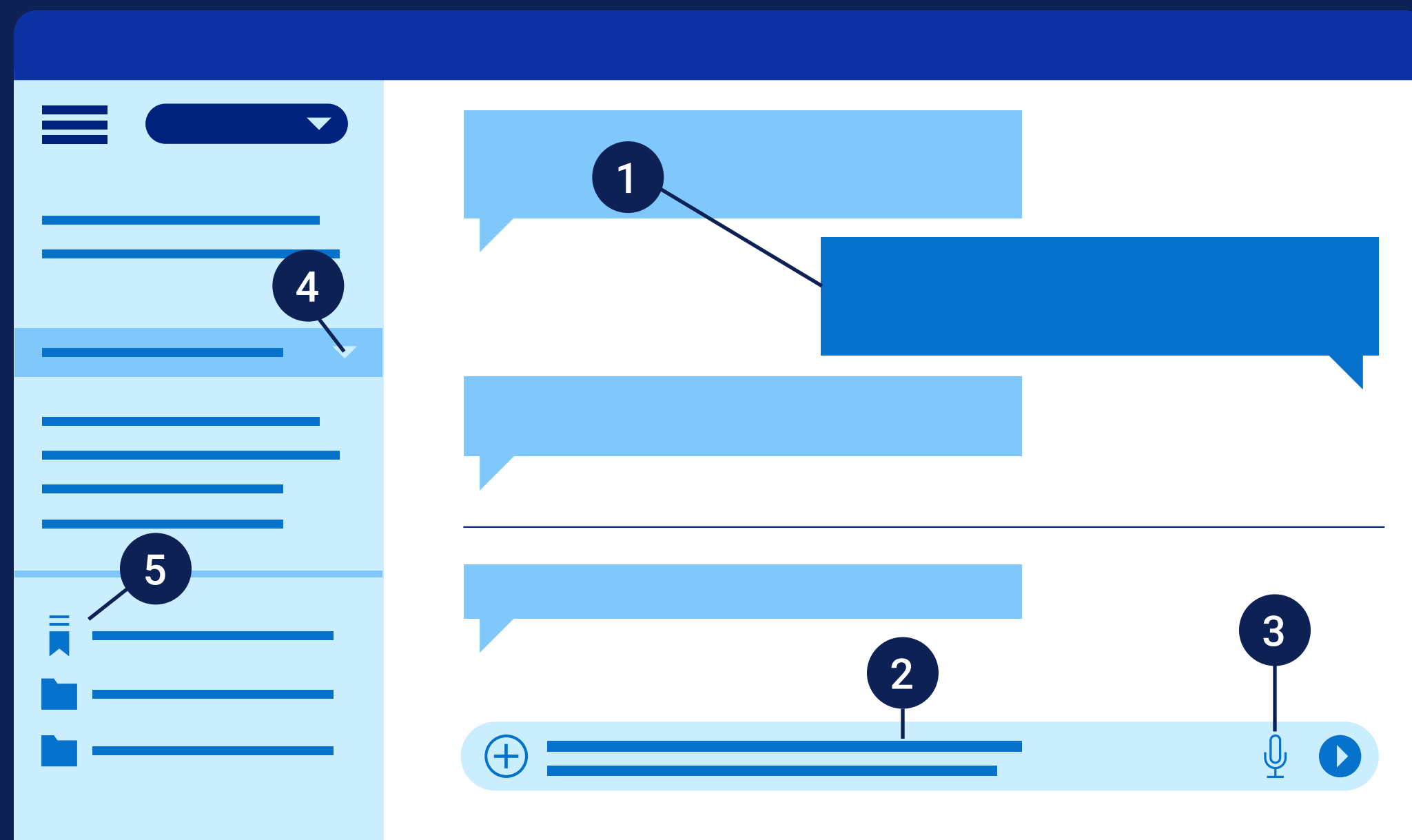
1 Chat history
This is the archive of your chatbot conversation threads.

2 Prompt box
Type your questions or commands here. If your chatbox includes multimodal functionality, you can also add documents and images as part of your prompting.

3 Microphone
If voice features are available, you can tap this icon to speak your prompts instead of typing them.

4 Knowledge base or "resource" panel
Some organizations provide a dedicated knowledge base. If available, you may be able to select a knowledge base from a tab or sidebar and add context for the chatbot.

5 Save prompt or document feature
In some chatbots, you'll see a folder or bookmark icon where you can save prompts, responses, or attached documents for future use.

8:00 AM | Conquering the email inbox

Picture this. It's 8:00 AM and you're getting ready to tackle your day, starting with your email. With a few clicks, you open your inbox—only to be greeted by a flood of messages clamoring for immediate attention: urgent requests for information, follow-ups from your manager, status updates you were supposed to send last week, and endless threads you need to sift through. Before you know it, the calm, purposeful start you had envisioned for your day shatters, replaced by a frantic scramble to manage the chaos.

Sound familiar? You're not alone. The morning rush can quickly derail even the most organized among us. Fortunately, GenAI prompts can help streamline your inbox routine, reduce stress, and allow you to reclaim the focus and productivity you set out to achieve.

Sample prompts

Tackle routine correspondence
Here is the text of an email I need to answer. Draft a succinct, polite, and professional reply that addresses any questions and provides clear next steps. Ensure the tone is friendly yet efficient: [COPY AND PASTE EMAIL]

Reply to complex inquiries
I received an email with multiple questions. Based on the provided email text, break down the questions and draft a thorough response that includes clear explanations and next steps. The tone should be helpful, knowledgeable, and customer-focused: [COPY AND PASTE EMAIL]

Write follow-up emails
I need to follow up with someone who hasn't responded to my last email. Draft a firm yet polite follow-up email, referencing the previous request and asking for an update by [TIME FRAME]: [COPY AND PASTE PREVIOUS EMAIL]

Send meeting requests
I just received the following email: "[COPY AND PASTE EMAIL]". I need to request a 30-minute meeting to discuss it. Draft a short, clear, and respectful meeting request email. Please include a few suggested time slots and a brief agenda.

Summarize multiple emails
I have several emails discussing [TOPIC]. Here are the relevant excerpts: [PASTE OR SUMMARIZE EACH EMAIL'S CONTENT OR COPY AND PASTE A FULL EMAIL CHAIN]. Summarize the main topics, decisions, and outstanding questions raised across these emails. Then, draft a concise summary to clarify action items and next steps.

9:00 AM | Progress on a research project

It's 9:00 AM and you're ready to jump into your first task of the day, reviewing a stack of research reports and synthesizing the findings into a presentation you're building for your leadership team.

The research highlights some skills that GenAI excels at: extraction, summarization, and analysis. By automating tasks like creating synopses, finding key data points, synthesizing insights, and augmenting existing work to refine approaches, you can maximize your time on the most important work—applying your unique perspective, knowledge, and intuition. GenAI frees up your time so you can apply your critical thinking, make meaningful inferences, add your personal touch, and deliver insights that move your work forward in the way only humans can.

Using the prompts on the next page, you can spend the bulk of your time on higher-value activities: interpreting insights, exercising judgment, and crafting content that reflects your expertise and creativity—all supported by the research that GenAI has helped you uncover.

Sample prompts

Practical tip
Try starting your chat session with the following prompt: "I will now upload a PDF. Please acknowledge when you've read it and then I'll ask my questions." After the PDF content is in the conversation and your chatbot has acknowledged it, proceed with one of the prompts below. This allows you to verify the model has correctly processed the document, ensuring there aren't any issues, before you ask in-depth questions.

Contextual understanding
Using the uploaded PDF as your source, explain the problem it aims to solve and provide any relevant background in simple terms.

Summarization
I have uploaded a PDF. Please summarize it in a concise paragraph, focusing on the main objective, methods, findings, and conclusions.

General audience translation
Using the PDF as a reference, translate the technical jargon in the methods section into plain language for a non-technical audience.

Key data points
Based on the PDF, identify the key metrics and statistical tests used and summarize why they are important.

Quick topline
Using the PDF I uploaded, create a structured outline of the paper's sections with one-sentence summaries for each.

POV analysis
Based on the PDF I provided, critique the authors' arguments, noting any biases or conflicts of interest.

FAQ
Turn the main points of the uploaded PDF into a FAQ segment for a lay audience.

10:00 AM | Managing instant messages like a pro

You're in the middle of mindful work when an instant message buzzes with someone frantically needing your help. You address the issue and try to get back to your original task only to be distracted by more messages. This constant inflow of requests is a frustratingly common way to derail your workflow. Furthermore, knowing what to say and how to respond to each one can lead to wasted time and unnecessary stress.

However, with the sample prompt templates on the next page, you can customize each one with specific information relevant to the request, ensuring that every reply is helpful and friendly. This approach saves you time while eliminating the mental effort of figuring out how to respond to each message individually.
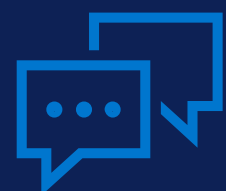
Sample prompts

Point to existing resources
I received a message from my coworker asking about [TOPIC]. Craft a brief, helpful response that points them to [DOCUMENT/ TOOL/RESOURCE], assuring them I will provide more details after I wrap up my current task.

Defer with a polite acknowledgment
My colleague just asked me about [TOPIC]. Please draft a short, friendly message acknowledging their question. Let them know I'm currently focused on [OTHER TOPIC], but I'll circle back by [TIME/DAY]. Encourage them to check [DOCUMENT/ TOOL/RESOURCE] in the meantime if that might help.

Quick clarification
My teammate needs clarification on the text below. Provide a concise explanation of the key points and tell them I'm happy to elaborate further once I've finished my current task. Keep it friendly and professional: [PASTE TEXT/DATA]

Encourage independent exploration
A coworker asked about [QUESTION/ PROBLEM]. I need to politely suggest they explore a solution before I jump in. Suggest a response that is understanding and suggests a few initial steps or resources they can look into, letting them know I'll be back with more help later.

Lightly teach while delaying
A colleague wants to know how to perform [TASK/PROCESS]. The information on how to do this is below. Provide brief, easy-to-follow instructions they can try now. Also mention that I'm in the middle of something and will check in after I finish to see if they need more help. [PASTE INSTRUCTIONS]

Redirect to a subject matter expert
A teammate asked me about [TOPIC]. I'm not the best person to answer. Write a friendly, professional message directing them to [COLLEAGUE] who is the correct person to address the question. Make it clear I'm not ignoring them, just ensuring they get the right help.

10:30 AM | Writing and Content Generation

We all write during our workdays, whether it's emails or eBooks. A blank page is intimidating, and meeting a deadline can create stress even for senior writers. However, with GenAI, you can create more valuable content faster while maintaining your voice and sharing your unique perspective.

With the prompt templates on the next page, you can adapt to various stages of your writing process. By customizing the context, you can use these prompts as a starting point for outlines, initial copy, and language refinement to ensure your writing is polished and impactful.

Sample prompts

Outlining & structuring

Outline a document
I need to create a structured outline for [CONTENT TYPE] on [TOPIC]. Please propose a detailed outline with the following sections: [CUSTOMIZE AS NEEDED].

Logical flow check
I have an initial outline for my [CONTENT TYPE]. Can you refine this outline to ensure a logical progression of ideas and suggest any sections I might be missing? [PASTE OUTLINE].

Drafting & generating copy

Transform an outline into a draft
Here is the outline for my [CONTENT TYPE]: [PASTE OUTLINE]. Please write the first draft. Ensure that it meets the following specifications: [INCLUDE DETAILS ABOUT TONE, FORMAT, LENGTH, ETC].

Incorporate notes into a draft
Here are my raw notes: [PASTE NOTES]. Can you transform these into a coherent [CONTENT TYPE] with a clear introduction, well-structured body, and a concise conclusion?

Add examples and analogies
I need to explain the following concept: [EXPLAIN CONCEPT]. Suggest analogies or examples to help clarify the concept for audiences that might be new to the topic.

Make a draft less technical
I have a draft originally written for a technical audience. Rewrite this content to be easily understandable by a non-technical audience. Simplify the language, avoid jargon, and use analogies or relatable examples where appropriate while still maintaining the core message and key information: [PASTE TEXT].

Change audience/persona
Here is some text originally written for [PERSONA]. Rewrite this content to target [OTHER PERSONA].

Proofreading & polishing

Grammar & clarity check
Please review the following text for grammar, spelling, punctuation, and clarity. Suggest improvements that will make it read more smoothly and professionally: [PASTE TEXT].

Reduce wordiness
Here's my draft. Can you make it more concise and direct without losing important meaning? [PASTE TEXT].

1:00 PM | Prepping for a presentation

You're down to the wire on the presentation you're delivering in a 2:00 PM meeting and need your presentation deck to look great with content that resonates with your audience. Fortunately, GenAI can help. Here are some prompts designed to help you go into your meeting with a presentation that meets these needs while captivating your audience.
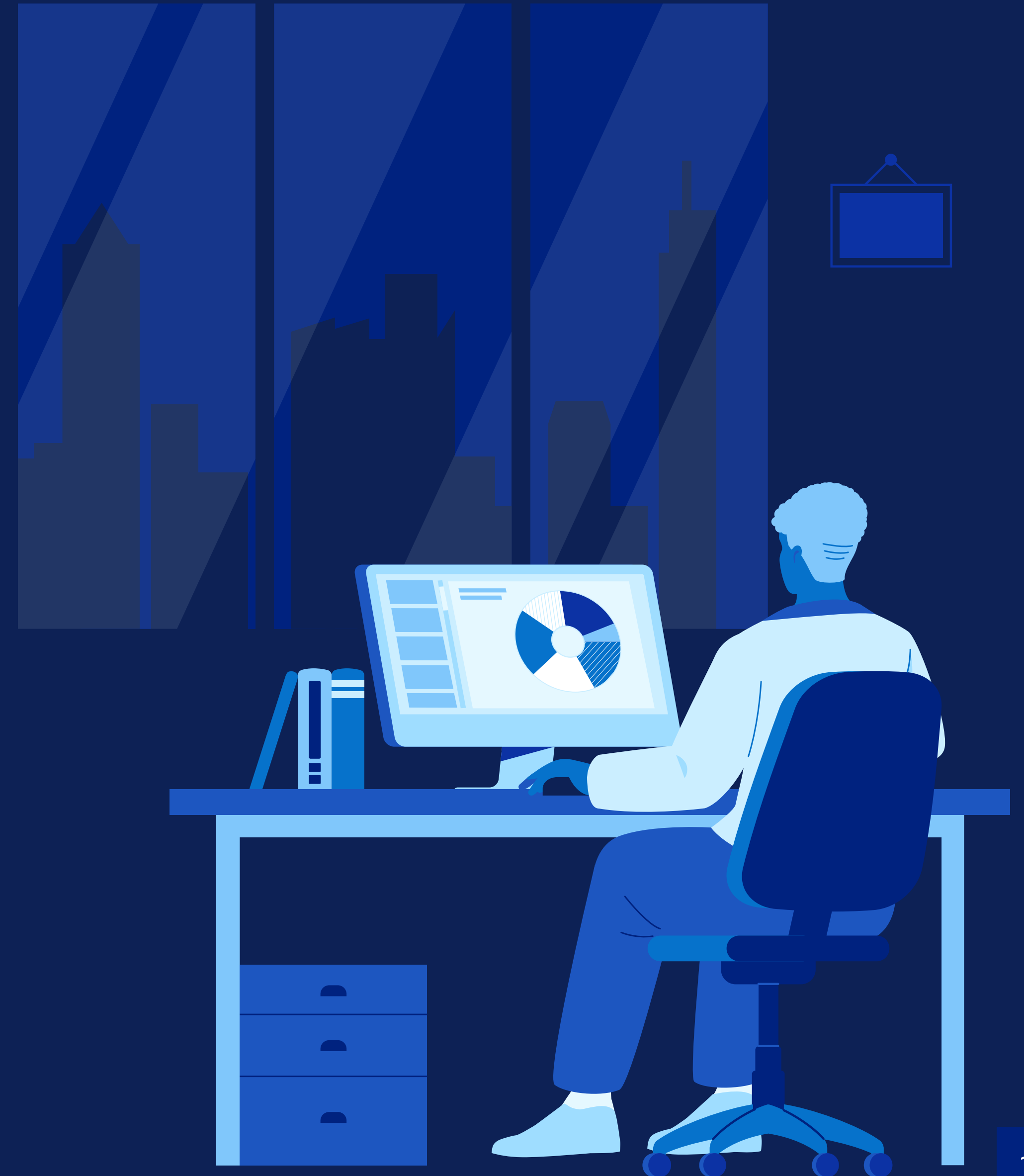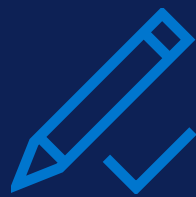
Sample prompts

Slide layout feedback
I have uploaded an image of my current slide. Please review the layout shown in the uploaded image and suggest 3 improvements to enhance clarity, visual appeal, and hierarchy of information.

Text editing and clarity
Review the slide image I've just uploaded. The headline and bullet points are too wordy. Please rewrite the text to be more concise, while maintaining the main message. Offer a revised headline and 3 bullet points.
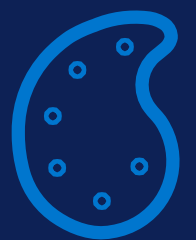
Visual consistency with brand:
Look at the uploaded slide image. Suggest changes to fonts, colors, and spacing that would better align this slide with a professional, forward-looking tech brand style. Include specific recommendations for each design element you see.
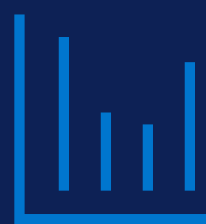
Data visualization recommendations
Analyze the uploaded slide image containing a data chart. Suggest a more compelling way to present this data. For example, should I switch from a bar chart to a line graph, reduce clutter, or change labeling? Recommend how I should modify the chart visually.

Speaker note suggestions
Check the slide in the uploaded image. Given the content on the slide, please propose speaker notes that provide a smooth verbal narrative. Include transitions, pacing suggestions, and one anecdote related to the data shown.

Clarity & simplicity pass with visual reference
Review the uploaded slide image. The message feels cluttered. Suggest how to simplify both the text and any visual elements so that the slide communicates its point more clearly in under 10 seconds of viewing.

Focus on key takeaways
Looking at the slide image I've uploaded, help me identify the single most important takeaway I should highlight. Then, rewrite the slide headline and bullets to emphasize that takeaway more effectively.

2:00 PM | Optimizing meetings

Your presentation has now been updated, but that's only one aspect of meetings, which are an inevitable part of professional life. Between prepping for them, attending them, and following up on actions, they can demand a lot of time and energy from us. We could all use help optimizing meetings to be more productive and efficient. The following prompts aim to reduce the complexity and workload associated with meetings, helping you manage your time more effectively and achieve better outcomes.

Sample prompts

Key questions
I'm going into a meeting about [TOPIC]. The main concerns are [LIST CONCERNS]. Based on these points, please suggest strategic questions I can ask during the meeting to clarify goals, timelines, and responsibilities.

Clarification
From the following recent segment of the meeting transcript [PASTE TRANSCRIPT SEGMENT], there's some confusion about [ISSUE]. Please explain the core issue and any suggested solutions mentioned. Help me understand the main points and possible next steps.

Meeting summary
Here is the transcript from today's meeting. Provide a summary and identify the main topics discussed, key decisions made, and any unresolved questions that need follow-up. The summary should be in bullet points and easily digestible for someone who didn't attend: [PASTE TRANSCRIPT/NOTES].

Action items extraction
From the following meeting transcript/notes: extract all action items, including who is responsible and their deadlines, if mentioned. List them clearly in a table with columns for 'Action Item,' 'Owner,' and 'Due Date.' If details are missing, flag them: [PASTE TRANSCRIPT/NOTES].

Follow-up email draft
Based on this meeting's notes/transcript, please draft a professional follow-up email to the attendees. The email should summarize the key outcomes, decisions, and action items, and include any additional resources or links. The tone should be clear, positive, and action-oriented: [PASTE TRANSCRIPT/NOTES].

3:00 PM | Brainstorming

It's the end of the day and you and your colleagues are getting together for an impromptu brainstorming session before heading out. GenAI is a great partner for bringing some creativity to the session. Go to the next page for several prompt templates you can adapt and customize depending on the specific brainstorming scenario you're facing.

Sample prompts

Open-ended creativity
I'm working on [PROJECT DESCRIPTION] and I need fresh ideas. Brainstorm a list of [NUMBER] or more unique, compelling concepts that [DESIRED OUTCOME].

Role-based brainstorming
Pretend you are a world-class [ROLE/PERSONA]. Generate at least [NUMBER] creative solutions for [PROBLEM/GOAL]. Prioritize ideas that are [DESIRED OUTCOME].

Group brainstorming
You are a member of our team brainstorming session. Our task is [DESCRIBE TASK]. I need help generating at least [NUMBER] additional ideas. Here's what we have so far: [PASTE IDEAS]. What are yours?
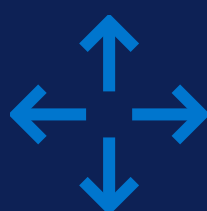
Thematic brainstorming
I need to brainstorm ideas on [THEME] for the following purpose: [DESCRIBE PURPOSE]. Propose ideas that offer unique angles or deep insights into this theme.
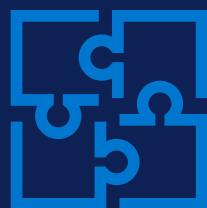
Problem-solving
A user is facing the following issue: [DESCRIBE ISSUE]. Propose multiple solutions, outlining benefits, potential drawbacks, and resources needed.

Further iteration
I have an initial idea: [DESCRIBE IDEA]. Suggest additional ways to refine, expand, or improve this idea to better meet my objectives [DESCRIBE OBJECTIVES].

Summary

These prompts are only the tip of the iceberg for how GenAI can fit seamlessly into the flow of your daily work schedule. With a short prompt and some guidance to adjust the outputs, you can instantly get a boost on the mundane work that you were dreading. Instead, jump into the work that excites you and drives the most value, applying your unique perspective, critical thinking, and experience.

The Dell AI Factory with NVIDIA brings together two trusted technology leaders to deliver a comprehensive and secure AI solution customizable for any business. With a portfolio of products, solutions, and services tailored for AI workloads—from desktop to data center to cloud—it paves the way for AI to work seamlessly for you.

To learn more about the value of GenAI for your organization, join a fee-waived Accelerator Workshop with Dell experts.

Get started with AI   **Explore the Accelerator Workshop for GenAI**

DELLTechnologies

AI Factory

WITH **NVIDIA**