
AI Assisted Note-Taking

Project Manager Prompt Sheet



**PROJECT
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The value of AI in note-taking lies in its ability to analyze and contextualize information. By employing machine learning algorithms, these platforms can identify patterns, trends, and recurring themes within the notes, providing project managers with actionable insights.

This level of data processing goes beyond traditional note-taking capabilities, transforming raw information into strategic knowledge that can inform decision-making and project planning.

These prompts cover a comprehensive range of note-taking tasks, organization, and analysis, utilizing AI to enhance various aspects of project management.

Here are FIFTEEN useful prompts that project managers can implement within an AI platform for enhanced note-taking:

① **Meeting Summarization:**

Prompt: *"Generate a concise summary of the key points discussed in the last project team meeting, emphasizing action items and decisions made."*

Focus: Condensing meeting content for quick reference and action prioritization.

② **Action Item Tracking:**

Prompt: *"Create a dynamic list of action items from the project meetings and categorize them based on priority and deadlines."*

Focus: Efficiently track and manage action items for project progress.

③ **Voice-to-Text Transcription:**

Prompt: *"Transcribe the recorded voice notes from the client briefing into written text for easy reference and documentation."*

Focus: Convert voice notes into written format for documentation and collaboration.

④ **Knowledge Capture:**

Prompt: *"Compile a comprehensive overview of the project's current status, including milestones achieved, challenges encountered, and upcoming tasks."*

Focus: Documenting a holistic view of the project's current state and progress.



⑤ **Cross-Project Insights:**

Prompt: *“Extract insights from notes across multiple projects to identify common challenges and successful strategies applicable to the current project.”*

Focus: Deriving insights from collective project experiences for informed decision-making.

⑥ **Note Organization:**

Prompt: *“Organize and categorize notes based on project phases, making it easier to retrieve information related to specific stages of the project lifecycle.”*

Focus: Structuring notes for systematic retrieval and reference.

⑦ **Follow-up Action Reminders:**

Prompt: *“Set reminders for follow-up actions and deadlines mentioned in the notes to ensure timely completion and project progress.”*

Focus: Timely execution of follow-up tasks for project continuity.

⑧ **Collaborative Note Review:**

Prompt: *“Facilitate a collaborative review of project notes, highlighting areas that require input or clarification from team members.”*

Focus: Encouraging teamwork in reviewing and refining project documentation.

⑨ **Trend Analysis:**

Prompt: *“Analyze notes over the past month to identify emerging trends, potential risks, and areas for process improvement within the project.”*

Focus: Identifying trends and insights for proactive project management.

⑩ **Automatic Reference Linking:**

Prompt: *“Automatically link relevant project documents and resources to specific notes for quick reference and contextual understanding.”*

Focus: Enhancing reference capabilities by linking related resources to project notes.



⑪ Action Item Identification:

Prompt: *"Identify and categorize action items within meeting notes, ensuring that follow-up tasks are easily discernible and actionable."*

Focus: Clearly identifying and categorizing action items for efficient task management.

⑫ Key Milestone Highlighting:

Prompt: *"Highlight key project milestones within the notes to provide a quick overview of the project's progress and achievements."*

Focus: Emphasizing and visually presenting significant project milestones.

⑬ Project Risk Assessment:

Prompt: *"Assess project notes for potential risks and uncertainties using AI, providing insights to proactively address challenges."*

Focus: Using AI to analyze notes for risk identification and proactive risk management.

⑭ Collaborative Note Tagging:

Prompt: *"Enable collaborative tagging of project notes, allowing team members to categorize and filter information based on relevant topics or themes."*

Focus: Collaborative categorization and filtering of project information for streamlined access.

⑮ Project Progress Visualization:

Prompt: *"Utilize AI to create visual representations of project progress based on note analysis, offering an intuitive overview for stakeholders and team members."*

Focus: Creating visual representations for an intuitive understanding of project progress among stakeholders.



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