

The First Draft Pack

10 prompts that turn a blank page into a rough draft you can fix in minutes.

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The hardest part of most work writing is not the writing. It is the starting. These are the 10 prompts we keep saved for the documents we dread opening. Paste in the brackets, run it, then edit. You are the thinker and the editor. Let AI be the rough first draft.

P

01 The Proposal Skeleton

WHAT IT DOES

Drafts a structured first version of a project or client proposal so you are editing, not inventing.

CONTEXT

Use for internal pitches and client work alike. Skip the polish pass until the structure is right.

TRY THIS WEEK

Write a rough first draft of a proposal for [project] aimed at [audience]. Include: the problem, the proposed approach, rough timeline, and what success looks like. Keep it under 400 words. Mark every assumption in [brackets].

S

02 The Status Update

WHAT IT DOES

Turns messy progress notes into a clear update your manager can read in 30 seconds.

CONTEXT

Great for weekly check-ins. The structure matters more than the prose.

TRY THIS WEEK

Here are my raw notes from this week: [paste]. Turn them into a short status update with three headings: Done, In progress, Blocked / needs a decision. Plain language, no filler.

O 03 The One-Paragraph Exec Summary

WHAT IT DOES

Compresses a long document into a single paragraph a busy leader will actually read.

CONTEXT

Use after a doc is written, not before. Always read the source yourself first.

TRY THIS WEEK

Summarise the document below into one paragraph (max 90 words) for a senior leader who has 30 seconds. Lead with the decision or ask. Document: [paste].

M 04 The Meeting Agenda

WHAT IT DOES

Builds a tight agenda from a vague meeting purpose so the time does not get wasted.

CONTEXT

Send it before the meeting. Cut anything that is not a decision or a discussion.

TRY THIS WEEK

I am running a [length] meeting about [purpose] with [who]. Draft an agenda with time boxes, the decision we need to reach, and what each person should prepare. Keep it to one screen.

P 05 The Post In Your Voice

WHAT IT DOES

Turns a rough idea into a postable LinkedIn draft that sounds like you, not a robot.

CONTEXT

Give it a sample of your past writing so it matches your tone. Always do a final human edit.

TRY THIS WEEK

Here is a rough idea: [idea]. Here are two things I have written before so you can match my voice: [paste]. Draft a LinkedIn post in my voice. No hashtags, no hype. End with a genuine question.

J

06 The Job Description

WHAT IT DOES

Drafts a clear, non-generic job description from a few bullet points.

CONTEXT

For hiring managers. Replace any inflated language; describe the real role.

TRY THIS WEEK

Draft a job description for a [role] on a [team]. Here are the real responsibilities: [bullets]. Avoid cliches like 'rockstar' and 'fast-paced'. Include a short, honest 'what your first 90 days look like' section.

P

07 The Project Brief

WHAT IT DOES

Drafts a brief for a piece of work you are handing to someone else, so they are not guessing.

CONTEXT

Use when delegating. The clearer the brief, the fewer the follow-up questions.

TRY THIS WEEK

Draft a one-page brief for [task] that I am handing to [person/role]. Include: the goal, what 'done' looks like, constraints, deadline, and who to ask if stuck. Flag anything vague in [brackets].

F

08 The FAQ Draft

WHAT IT DOES

Generates a first-draft FAQ from a product, policy, or process description.

CONTEXT

For support, onboarding, or launch docs. You will still need to verify every answer.

TRY THIS WEEK

Based on this description: [paste], draft 8 FAQ questions a real user would ask, with short answers. Order them most-common first. Mark any answer you are unsure about in [brackets].



09 The Presentation Outline

WHAT IT DOES

Turns a topic into a slide-by-slide outline so you stop fiddling with the title slide for an hour.

CONTEXT

Outline first, design later. One idea per slide.

TRY THIS WEEK

Outline a [number]-slide presentation on [topic] for [audience]. For each slide give a heading and one sentence of the point. End with a clear call to action. Do not write speaker notes yet.



10 The Self-Review

WHAT IT DOES

Drafts your performance-review self-assessment from a list of what you actually did.

CONTEXT

For review season. You provide the accomplishments; AI structures and phrases them.

TRY THIS WEEK

Here is what I accomplished this period: [bullets]. Draft a self-assessment with three sections: impact, growth, and goals for next period. Confident but not arrogant. Keep each section under 100 words.



11 The 'What Am I Missing' Pass

WHAT IT DOES

Pressure-tests a draft you already wrote by naming its three weakest points before you send it.

CONTEXT

Run on anything important before it goes out. It is the cheapest quality check there is.

TRY THIS WEEK

Here is my draft: [paste]. Before I send this, tell me the three weakest points, anything a sceptical reader would push back on, and one thing I should cut. Be direct.