

The Research Sidekick Pack

10 prompts that turn piles of documents, tabs, and threads into clear answers you can act on.

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The most underused AI skill for busy professionals is not writing, it is reading. These are the 10 prompts we use to turn a pile of sources into the one thing we actually need to know. Paste in the brackets, run it, then sanity-check the output against the source.

L

01 The Long-Doc Digest

WHAT IT DOES

Turns a long document into the few points that matter, framed around a decision.

CONTEXT

Always skim the source yourself first so you can catch anything the AI flattened.

TRY THIS WEEK

Summarise the document below for someone deciding [decision]. Lead with the recommendation, then the 3 facts that matter most, then anything that would change the answer. Document: [paste].

C

02 The Compare-Options Grid

WHAT IT DOES

Turns messy options into a clean comparison table you can actually read.

CONTEXT

Great for vendor choices, tool selection, or any 'which one' decision.

TRY THIS WEEK

Compare these options in a table: [paste options]. Columns: cost, effort to adopt, main benefit, main risk. Add a final row with your recommendation and one sentence why.

A 03 The Action-Item Extractor

WHAT IT DOES

Pulls tasks, owners, and deadlines out of messy notes or a meeting transcript.

CONTEXT

Run it right after a meeting while context is fresh.

TRY THIS WEEK

From these notes, extract every action item as a list of: task, owner, deadline. Flag anything where the owner or deadline is unclear. Notes: [paste].

B 04 The Briefing Builder

WHAT IT DOES

Turns raw sources into a one-page briefing for a colleague or your boss.

CONTEXT

You provide the sources; AI structures. Verify facts before sending up.

TRY THIS WEEK

Turn the sources below into a one-page briefing for [audience]: situation, key facts, options, recommended next step. Keep it under 300 words. Sources: [paste].

C 05 The Claim Checker

WHAT IT DOES

Flags the claims in a document that you should verify before relying on them.

CONTEXT

A thinking aid, not a fact-checker. It tells you what to check, not what is true.

TRY THIS WEEK

Read the text below and list the factual claims I should independently verify before relying on them, ranked by how risky it would be if they were wrong. Text: [paste].

C

06 The Counterargument Finder

WHAT IT DOES

Surfaces the strongest case against your current view so you are not blindsided.

CONTEXT

Use before you commit to a recommendation or send a strong opinion.

TRY THIS WEEK

Here is my position: [position]. Give me the three strongest counterarguments a smart sceptic would raise, and for each, the best response I could give.

T

07 The Three-Level Explainer

WHAT IT DOES

Explains a new topic at three depths so you learn it fast.

CONTEXT

Great for getting up to speed before a meeting on something unfamiliar.

TRY THIS WEEK

Explain [topic] three times: first to a total beginner, then to a smart colleague, then to an expert who wants the nuance. Keep each version short.

S

08 The Source Synthesizer

WHAT IT DOES

Combines several documents into one coherent summary instead of three separate ones.

CONTEXT

For when you have multiple overlapping sources saying similar things.

TRY THIS WEEK

I am pasting several sources. Synthesise them into one summary, note where they agree, and flag any place they contradict each other. Sources: [paste].



09 The Question Generator

WHAT IT DOES

Gives you the smart questions you should be asking about a topic or document.

CONTEXT

Use when you are new to something and do not yet know what you do not know.

TRY THIS WEEK

I am about to dig into [topic / document]. What are the 8 questions I should be asking to understand it properly, ordered from most to least important?



10 The Talking-Points Converter

WHAT IT DOES

Turns a report or briefing into the talking points you will actually say out loud.

CONTEXT

For the meeting after the reading. You bring the judgement; AI handles the structure.

TRY THIS WEEK

Turn the briefing below into 5 talking points I can speak from in a meeting, plain language, each one sentence, recommendation first. Briefing: [paste].