

10 Context Templates That Make Any AI Session Actually Work

Copy the template that fits your session. Fill in the brackets. Paste it first.

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Stop re-explaining yourself every time you open a new chat. These 10 templates give you a ready-made opener for every type of work session. Paste it first, fill in the brackets, then add your actual task. Better output from message one.

For consultants, freelancers, or account managers working on a specific client deliverable

WHAT IT DOES

Sets the AI up with your role, the client's context, and what good output looks like before you ask for anything. Cuts the generic first pass and the follow-up corrections.

CONTEXT

Use any time you're producing a deliverable for a specific client. Works for consultants, freelancers, and account managers. Skip it for quick internal tasks where client context doesn't apply.

TRY THIS WEEK

Context for this session:

I'm a [your role] working with a client in [industry].

Client: [client name, or 'a mid-size B2B SaaS company' – keep it as specific as useful]

Current project: [what you're building or solving for them]

Relevant background: [anything the AI needs to know: budget constraints, stakeholder dynamics, communication style, prior decisions]

Output needed today: [the specific deliverable you want help with]

Format preference: [e.g., 'concise bullets first, then prose if needed' or 'executive summary style']

Avoid: [hedging language / buzzwords / 'in conclusion' summaries / passive voice – your specific list]

For Monday mornings or any weekly reset

WHAT IT DOES

Turns your weekly priorities, floating tasks, and blockers into a realistic plan. Forces you to surface what you're actually worried about before the week starts.

CONTEXT

Run this Monday morning before you check email. Takes about 10 minutes. The 'blockers' field is where most of the value comes from — it gets things out of your head and into the AI's working context.

TRY THIS WEEK

Context for this session:

I'm doing my weekly work planning. Here's where things stand:

Role: [your job title and team context]

This week's priorities (already committed): [list 2-4 things that must happen]

Floating tasks (important but not locked): [list 2-4 things you want to get to]

Blockers or concerns: [anything you're worried about or stuck on]

Available time for deep work: [e.g., 'Tuesday and Thursday mornings, about 3 hours each']

Help me: [e.g., 'build a realistic weekly plan, flag anything that looks overloaded, and suggest which floating tasks to cut if I have to']

For clearing a full inbox strategically instead of reactively

WHAT IT DOES

Processes a backlog of email into priority levels and suggested actions. Paste emails in batches of 3 to 5 and work through a full inbox in under 30 minutes.

CONTEXT

Use when you're facing a backlog and can't think clearly about what actually needs action. Especially useful after a few days out of the office or a week of back-to-back meetings.

TRY THIS WEEK

Context for this session:

I need to triage a backlog of email. My context:

Role: [your role and decision-making level]

Working style: [e.g., 'I respond briefly and directly' or 'I prefer to think before committing']

Priority filter: [what matters most, e.g., 'anything involving clients, my manager, or a deadline in the next 48 hours']

What I want from you: I'll paste emails one at a time. For each, tell me: priority level (urgent / this week / whenever / could be deleted), what action is actually needed (reply / forward / decide / file / none), and a suggested one-line reply if one is needed.

For marketers, writers, or anyone producing content for a specific audience

WHAT IT DOES

Locks in your brand voice, audience, tone, and format at the start of any content session so the AI stays consistent across the whole piece.

CONTEXT

Use at the start of every content session, not just the first one for a project. The AI doesn't carry voice memory between chats. This template is the fix.

TRY THIS WEEK

Context for this session:

I'm creating content and need AI help throughout.

My role: [content lead / freelance writer / marketing manager / etc.]

Brand or publication: [where this content is going]

Target reader: [be specific: 'mid-career HR managers at companies with 50-200 employees' beats 'professionals']

Tone: [2-3 adjectives that describe the voice, e.g., 'direct, slightly irreverent, no fluff']

What to avoid: [jargon / passive voice / list-heavy structure / corporate speak – your specific list]

What I'm making today: [specific piece, e.g., 'a 600-word LinkedIn article on AI adoption in HR teams']

For working through a decision, pitch, or plan that has real stakes

WHAT IT DOES

Frames a decision so the AI thinks with you rather than just generating options. The 'what I'm NOT looking for' field prevents diplomatic non-answers.

CONTEXT

Use before making a significant call alone. Works best when you already have an instinct and want the AI to pressure-test it rather than just validate it.

TRY THIS WEEK

Context for this session:

I need help thinking through something, not just generating output.

The decision or challenge: [describe it plainly, what's actually at stake]

My current thinking: [where you are now, your instinct, your lean, what you're unsure about]

The constraints: [time, budget, people, political considerations, whatever limits the options]

What I'm NOT looking for: [e.g., 'don't just validate my current thinking' or 'don't give me a balanced on-one-hand / on-the-other-hand – push back if you think I'm wrong']

What would be most useful: [e.g., 'poke holes in my plan' or 'help me see what I'm missing']

For going deep on a topic with a specific output in mind

WHAT IT DOES

Gives the AI your existing knowledge, the specific question you're answering, and the format you need. You get a briefing document, not a Wikipedia summary.

CONTEXT

Use before any research-heavy meeting, proposal, or piece of work. The 'what I already know' field alone cuts about 30% of the response that would otherwise recap basics you're past.

TRY THIS WEEK

Context for this session:

I'm doing research and need help synthesising, not just searching.

Topic: [specific topic, the more precise, the better]

Why I'm researching it: [the actual question you're trying to answer, or the decision this research feeds into]

What I already know: [your existing understanding, saves time and prevents over-explaining basics]

What I'm looking for: [e.g., 'counterarguments to the mainstream view' or 'practical examples from mid-market companies' or 'the failure cases nobody writes about']

Output format: [e.g., 'a structured summary I can use as a briefing doc' or 'key points with sources I can verify']

For navigating a hard work conversation: giving feedback, escalating a conflict, declining a request

WHAT IT DOES

Prepares you for a hard work conversation by helping you map the situation, anticipate responses, and draft key points before you walk in the room.

CONTEXT

Use at least 30 minutes before the conversation, not right before. Use the output as a rehearsal framework, not a script.

TRY THIS WEEK

Context for this session:

I need help preparing for a difficult work conversation.

The situation: [describe it plainly: who, what's at stake, history if relevant]

My relationship with this person: [peer / direct report / manager / client, and what the dynamic is like]

What I want to happen: [the outcome you're actually going for, be honest]

What I'm worried about: [the way this could go wrong]

Help me: [e.g., 'draft the key points I want to land' or

'anticipate their likely responses and how I'd handle each' or

'write an opening line that isn't aggressive but isn't a pushover either']

For getting sharp before an important meeting: client pitch, quarterly review, exec briefing

WHAT IT DOES

Gets you ready for any high-stakes meeting by having the AI anticipate objections, stress-test your materials, and tighten your opening before you show up.

CONTEXT

Use 24 hours before an important meeting, not the morning of. Give the AI your actual slides or talking points to work with. Abstract prep produces generic output.

TRY THIS WEEK

Context for this session:

I'm preparing for a [type of meeting, e.g., client pitch / quarterly business review / board update].

Attendees: [who's in the room and what their priorities are]

My goal for this meeting: [what you specifically want to come out of it]

What they care about most: [the lens through which the attendees will judge this]

What I'm bringing in: [your materials, data, or position – paste or summarise here]

Help me: [e.g., 'anticipate the top 5 objections and sharp responses' or 'tighten my opening 2 minutes' or 'flag anything a skeptical CFO would push back on']

For reviewing someone else's work: a doc, a draft, a proposal, a presentation

WHAT IT DOES

Helps you give specific, useful feedback by forcing you to define what good looks like for this person and this work before you start marking things up.

CONTEXT

Use before writing feedback or going into a feedback conversation. Especially useful when your instinct is 'something's off' but you can't name it yet.

TRY THIS WEEK

Context for this session:

I'm reviewing work produced by someone else and want to give useful feedback, not just reactions.

My role relative to theirs: [manager / peer / client / mentor]

What the work is: [the type of doc and its purpose]

What good looks like for this person: [their level, their goals, what they're working to improve]

How I want to give feedback: [e.g., 'specific and actionable, not just good job' or 'identify the 2-3 highest-impact changes, not every small thing']

[Paste the work here]

For finding time sinks and workflow inefficiencies in your own work habits

WHAT IT DOES

Surfaces time sinks and inefficiencies in your own work patterns. Turns a vague sense of being overwhelmed into a specific list of things to change.

CONTEXT

Use quarterly, or any time your workload feels like it's managing you. The 'what feels broken' field is usually the most revealing thing you'll write.

TRY THIS WEEK

Context for this session:

I want to audit my own work patterns and find where I'm losing time or energy.

My role and typical week: [describe your job and roughly how you spend your time]

What feels broken right now: [the things that exhaust you, run long, or feel like a waste, be specific]

What's working well: [the parts of your workflow you'd keep exactly as-is]

What I'm hoping to change: [a specific outcome, e.g., 'get out of reactive mode on email' or 'find 5 hours a week for deep work' or 'stop leaving every week with my most important project still untouched']

Help me: [e.g., 'spot patterns in what I've described and suggest 2-3 concrete changes' or 'give me a weekly time-blocking template based on these priorities']