

AI Virtual Assistant Cheatsheet — tools, prompt templates, workflows, and power phrases

CHEATSHEET

AI Virtual Assistant Master Reference

Tools · Prompts · Workflows · Power Phrases — everything you need in one place

AI TOOL STACK BY CATEGORY

RESEARCH Claude / ChatGPT Deep research, analysis, drafting long-form answers Free + Pro	RESEARCH Perplexity AI Real-time web search with cited sources Free + Pro	WRITING Claude Sonnet Emails, reports, proposals, editing Free + Pro	WRITING Grammarly Grammar, tone, clarity suggestions inline Free + Pro
SCHEDULING Motion AI auto-schedules tasks around your calendar Paid	SCHEDULING Calendly Automated meeting booking links Free + Pro	TRANSCRIPTION Otter.ai Live transcription and meeting summaries Free + Pro	TRANSCRIPTION Fireflies.ai Records, transcribes & action-items from calls Free + Pro
AUTOMATION Zapier / Make Connect apps, automate repetitive workflows Free + Pro	PROJECT MGMT Notion AI Docs, wikis, databases with built-in AI Free + Pro	DESIGN Canva AI Visuals, decks, social media with AI tools Free + Pro	EMAIL Superhuman AI-assisted inbox with speed features Paid

POWER PROMPT TEMPLATES — CLICK TO COPY

Professional Email Draft

You are a professional business writer. Draft an email to [recipient/role] about [topic]. Tone: [formal/friendly/assertive]. Goal: [desired outcome]. Keep it under 150 words. End with a clear call to action.

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Meeting Summary

Summarize the following meeting transcript. Output: 1) Key decisions made, 2) Action items with owners and deadlines, 3) Open questions. Format as bullet points. Transcript: [paste here]

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Deep Research

Research [topic] thoroughly. Provide: 1) A concise overview (3–5 sentences), 2) 5 key facts or statistics, 3) Main pros and cons, 4) 3 credible sources to explore further. Present findings clearly for a non-expert audience.

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Task Prioritization

I have the following tasks: [list tasks]. Apply the Eisenhower Matrix (Urgent/Important quadrants) to prioritize them. Then suggest a realistic daily schedule for completing the top 3 priorities first.

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Content Repurposing

Take the following content and repurpose it into: 1) A LinkedIn post (150 words, professional tone), 2) A tweet thread (5 tweets, engaging), 3) A brief newsletter section (200 words). Content: [paste here]

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Client Onboarding Message

Write a warm, professional welcome message for a new client named [name] who signed up for [service]. Include: a genuine welcome, what they can expect in the first week, their main point of contact, and next steps. Tone: warm but professional.

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WORKFLOW RECIPES

INBOX ZERO ROUTINE

Scan inbox → AI drafts replies → Review & send → Archive / snooze

MEETING PREP

Pull agenda → Research attendees → Draft talking points → Send pre-read

CONTENT PIPELINE

Ideate with AI → Draft → AI edit/refine → Publish

POWER PHRASES FOR BETTER PROMPTS

- | | | | | | |
|----|--|----|--|----|---|
| 01 | "Act as a [role] with 10 years of experience in [field]" | 02 | "Be concise. Max [N] words or bullet points" | 03 | "Format the output as [table / JSON / numbered list]" |
| 04 | "Think step-by-step before giving your answer" | 05 | "If unsure, say so — don't guess" | 06 | "Tone: [formal / casual / empathetic / persuasive]" |

- | | | | | | |
|----|--|----|--|----|---|
| 07 | "Give me 3 options ranked by [criteria]" | 08 | "Review this and flag anything that could be improved" | 09 | "Audience: [who will read this]" |
| 10 | "End with a clear next step or call to action" | 11 | "Avoid jargon — explain it simply" | 12 | "Here's an example of what I want: [example]" |

VA BEST PRACTICES

Always give context

Include role, audience, tone, and goal in every prompt for accurate results.

Iterate, don't redo

Ask AI to "improve," "shorten," or "make more formal" rather than starting over.

Build a prompt library

Save your best prompts in Notion or a doc for instant reuse across tasks.

Always review output

AI is a drafting partner — proofread every output before sending to clients.