

# 10 **Perplexity** AI Prompts That **Will** Make **Work Feel** Like A **Breeze**



**Matic Pogladic**

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# Comprehensive Topic Research

I need to research [SPECIFIC TOPIC] for a [PROJECT TYPE]. Please provide:

- (1) A concise 3-paragraph overview of the key concepts,
- (2) The 5 most important recent developments in this field since [DATE],
- (3) A list of 3-5 authoritative sources I should examine further,
- (4) 3 potential applications of this topic in my industry [INDUSTRY NAME].

Format this as a structured report with clear headings and bullet points where appropriate.



# Professional Content Creation

Generate a 1,000-word [DOCUMENT TYPE] on the topic of [SPECIFIC TOPIC]. It should follow this structure: introduction explaining the importance of the topic, 3–4 main sections covering [KEY POINT 1], [KEY POINT 2], [KEY POINT 3], and a conclusion with actionable takeaways. Use a professional, authoritative tone appropriate for [TARGET AUDIENCE]. Include 5–7 bullet points highlighting the most critical information. Ensure the content is factual and cite your sources.



# Data Analysis Interpreter

I have collected the following data: [PASTE DATA OR DESCRIBE DATASET]. Please analyze this information and provide:

- (1) A summary of the key trends and patterns
  - (2) Three actionable insights this data reveals about [BUSINESS AREA]
  - (3) Potential limitations or gaps in this dataset
  - (4) Recommendations for further data collection.
- Include a brief explanation of any statistical concepts used in your analysis that would help a non-technical person understand the findings.



# Strategic Task Prioritization

I need to complete these tasks today: [LIST ALL TASKS WITH ESTIMATED TIME REQUIREMENTS]. My working hours are [START TIME] to [END TIME] with a [DURATION] lunch break. Please help me organize these into a structured schedule that:

- (1) Prioritizes tasks based on urgency and importance
  - (2) Groups similar tasks to minimize context switching
  - (3) Includes 15-minute breaks every 90 minutes for optimal productivity
  - (4) Recommends which tasks to delegate or postpone if there's insufficient time.
- Consider that my energy levels are highest in the [MORNING/AFTERNOON/EVENING].



# Decision-Making Framework

I'm facing a difficult decision about [SPECIFIC DECISION] at work. The options are: [OPTION A] or [OPTION B]. Key considerations include: [LIST CONSIDERATIONS]. Please help me evaluate this decision by:

- (1) Creating a comprehensive pros/cons analysis for each option
  - (2) Identifying potential risks and mitigation strategies
  - (3) Suggesting 3 additional factors I might not have considered
  - (4) Recommending a decision-making framework appropriate for this type of choice.
- Format this as a structured report I can use to make an informed decision.



# SMART Goal Development

Help me develop a SMART goal for [SPECIFIC PROFESSIONAL AREA] to achieve in the next [TIMEFRAME]. My current skill level is [BEGINNER/INTERMEDIATE/ADVANCED], and I want to improve to support my role as [JOB TITLE] at [COMPANY TYPE]. Please create:

- (1) A properly formatted SMART goal statement
- (2) 3–5 measurable milestones to track progress
- (3) A list of potential obstacles and strategies to overcome them
- (4) 3–5 resources (books, courses, tools) that would help me achieve this goal.

Format this as a goal achievement plan I can reference regularly.



# Workplace Problem-Solving

I'm experiencing the following challenge at work:  
[DETAILED PROBLEM DESCRIPTION]. The context is:  
[WORKPLACE CONTEXT]. I've already tried  
[PREVIOUS SOLUTION ATTEMPTS] without success.

Please provide:

- (1) A root cause analysis identifying potential underlying issues
- (2) 3–5 innovative solutions I haven't yet considered, with pros and cons for each
- (3) A recommended implementation plan for the best solution
- (4) Metrics to evaluate whether the solution is working.

Please structure this as a problem-solving report I can present to my team.



# Code Generation and Documentation

I need to create a [PROGRAMMING LANGUAGE] script that accomplishes [SPECIFIC TASK]. The environment includes [RELEVANT SYSTEMS/PLATFORMS/VERSIONS]. Required inputs include [INPUT PARAMETERS], and the expected output should [DESCRIBE EXPECTED OUTPUT].

Please provide

- (1) A working code solution with comments explaining each section
- (2) A brief explanation of the approach and any algorithms used
- (3) Potential edge cases or limitations to be aware of
- (4) Instructions for testing and implementing the solution.

Include error handling for common issues.



# Competitive Market Analysis

I need to analyze our market position compared to competitors in the [INDUSTRY/MARKET] sector. Our company offers [PRODUCT/SERVICE DESCRIPTION]. Our main competitors are [LIST COMPETITORS].

Please provide

- (1) A comparative analysis of our strengths and weaknesses versus key competitors
- (2) Identification of 3–5 market trends affecting our industry
- (3) Potential opportunities for differentiation or competitive advantage
- (4) Recommendations for strategic positioning.

Format this as a professional market analysis report with clear sections and actionable insights.



# Meeting Preparation and Agenda

I'm preparing for a [MEETING TYPE] meeting with [ATTENDEES/DEPARTMENTS]. The purpose is to discuss [MEETING TOPIC/OBJECTIVE]. The meeting will last [DURATION] minutes. Please help me create:

- (1) A structured agenda with appropriate time allocations
- (2) 3–5 key points to address for each agenda item
- (3) Potential questions or objections that might arise and how to address them
- (4) A follow-up action plan template to distribute after the meeting.

Format this as a complete meeting preparation document I can use to lead an efficient and productive discussion.