Email prompt reflections

## Prompt

[Copy your prompt and paste it here.]

You manage a sales team that just successfully completed a high-stakes project that brought in a major client. You want to send an email thanking your team for all their hard work and dedication to the project. With limited time on your schedule, you've decided to use a conversational AI tool to help you draft the message.

Write an email to thank the sales team for their hard work on a project.

## Output

[Copy the output and paste it here.]

**Subject: A Huge Thank You to Our Amazing Team!**

Hi Team,

I wanted to take a moment to express my sincere gratitude for all your hard work and dedication on the [Client Name] project. Your collective efforts were instrumental in securing this major client and bringing this project to a successful close.

Each and every one of you played a vital role in this achievement. From [mention specific contributions or team members], your contributions were invaluable.

To celebrate this success, I'd like to invite you all to [mention a celebratory activity, such as a team dinner or outing]. It's a small token of our appreciation for your hard work.

Thank you again for your exceptional performance. Your dedication and commitment to our team and our clients are truly inspiring.

Best regards, [Your Name] [Your Title]

## Notes

List at least three ways that the output meets your needs:

More short and more specific

* **Conciseness:** The email is brief and to the point, conveying the message of appreciation efficiently.
* **Specificity:** It directly mentions the successful deal and acknowledges the team's role in closing it.
* **Celebration:** The email suggests a celebratory activity, reinforcing the positive sentiment and fostering a sense of accomplishment.

List at least three ways that the output should be adjusted to better meet your needs:

* **Increase personalization:** The email could be more personalized by mentioning specific team members or highlighting individual contributions.
* **Adjust the tone:** While the tone is appropriate for a formal setting, a more relaxed and conversational tone might better reflect my personal style and create a stronger connection with the team.
* **Add a call to action:** The email could include a specific call to action, such as encouraging the team to continue their excellent work or suggesting ways to celebrate the success together.

## Follow Up Prompt

Please re-write your email taking the above into account.Please re-write your email taking the above into account.

## Follow Up Output

**Subject: Thanks for Crushing It!**

Hey Team,

Just wanted to give a huge shoutout to everyone for closing the [Client Name] deal. You guys absolutely crushed it! From [mention specific team members or contributions], every single one of you played a crucial role in making this happen.

Let's celebrate this win with [mention a celebratory activity]. It's a small token of our appreciation for all your hard work. Keep up the great work, team!

Best, [Your Name]

## Observations

[Write 3–5 sentences with observations about using a conversational AI tool to draft an email.]

I was impressed by how quickly and effectively the conversational AI tool generated a well-structured email draft. While it required some adjustments, it provided a valuable foundation. I often write status updates, product promotions, and requests, and this tool could streamline that. Additionally, it could help with meeting agendas and reports. Overall, I'm excited about the potential of conversational AI to improve my productivity and communication.