

Claude Prompt Cheat Sheet

For Emails, Agendas, Minutes & Reports

Rotary District 9660 | Sunday 17 May 2026 Webinar



1

Paste raw input

Your rough notes, emails, transcript, bullet points.
Don't tidy up.

2

Add the prompt

Plain English. Reference your template. Keep it short.

3

Review and refine

Read every word. Adjust. Sign off as the human.

► Email: thank-you to a sponsor

PROMPT

Draft a thank-you email to [name] at [organisation] from me, thanking them for [what they gave us]. Use the notes below. Tone: warm and professional, not gushing. Two short paragraphs plus a close. [paste notes]

► Email: declining a request warmly

PROMPT

Draft a reply to the email below. We can't [do what they asked] because [reason]. Be warm and respectful. Suggest alternatives they could try. Sign off as me. [paste their email]

► Agenda: from a messy topic list

PROMPT

Build the agenda for our [date] meeting using the attached template. Allocate sensible time for each item. Group items under the right section headings. List the presenter for each item. [paste source material]

► Minutes: from a transcript

PROMPT

Convert this transcript into formal meeting minutes using the attached template. Capture every motion with mover and seconder. Pull out every action with owner and due date. Keep tone factual, no editorial commentary. [paste transcript]

► Quarterly report: long + short

PROMPT

Turn these notes into a quarterly report for the board, plus a shorter summary for the district. Long: exec summary, metrics table, highlights, challenges, outlook. Short: one paragraph plus metrics table. [paste notes]

► When the first draft isn't right

- **Too long?** "Cut this to half the length."
- **Too formal?** "Rewrite this in a warmer, more conversational tone."
- **Too casual?** "Make this more professional."
- **Wrong audience?** "Rewrite for [parents / partners / new members]."
- **Missing structure?** "Break this into clear sections with headings."
- **Sounds like AI?** "Make this sound like a real person wrote it."
- **Needs a close?** "Add a clear call to action at the end."
- **Wrong tone on one bit?** "Rewrite just paragraph two to be [tone]."

► The four-question review

- **1. Facts:** names, dates, numbers, all correct?
- **2. Voice:** does it sound like the club?
- **3. Missing:** any topic, person, or motion left out?
- **4. Send as-is?** if no, what one change fixes it?

► Safe to paste — never paste

Safe

- ✓ Agendas & minutes
- ✓ Newsletter drafts
- ✓ Email drafts
- ✓ Project reports
- ✓ Grant drafts
- ✓ Public officer names

Never

- ✗ Member addresses
- ✗ Banking details
- ✗ Medical info
- ✗ HR matters
- ✗ Real minor details
- ✗ Anything confidential

► Make your Project work harder

- **Templates:** upload agenda & minutes templates
- **Instructions:** add club name, role, brand colours, tone
- **Style:** "Australian English, no em-dashes, warm tone"
- **Contacts:** list key people and their roles
- **Don't add:** sensitive member data, financials, anything you wouldn't email widely