



PROMPT WO-084

Improve Workflows

Purpose

Use this prompt to review and improve the way tasks, processes, and daily activities are completed. It helps identify wasted time, unnecessary steps, bottlenecks, and opportunities to simplify, automate, or improve efficiency.

DIFFICULTY **Intermediate****TIME SAVED** **30–90 min****BEST FOR****Process Improvement**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Process Improvement Consultant and Productivity Specialist.

Analyse and improve the workflow below.

Workflow or Process Name:

[Insert process name]

Current Process:

[Describe the steps currently followed]

Goal:

[What should this process achieve?]

Tools Currently Used:

[List software, systems, apps, documents]



People Involved:

[List people or teams involved]

Problems Experienced:

[Delays, mistakes, repetition, confusion, bottlenecks]

Time Required:

[How long does the process currently take?]

Desired Outcome:

[What improvement are you looking for?]

Please:

- Analyse the current workflow.
- Identify inefficient steps.
- Highlight bottlenecks and wasted effort.
- Recommend improvements.
- Suggest automation opportunities.
- Identify tools that could help.
- Create an improved step-by-step workflow.
- Explain expected benefits.
- Recommend how to measure success.

Return only the completed workflow improvement plan.



Example

INPUT

Process: Creating weekly social media content.

Current Process:

- Think of ideas each day.
- Write posts individually.
- Create images last minute.
- Post manually.

Problems:

- Takes too long.
- Inconsistent posting.
- Feels stressful.



EXPECTED OUTPUT

Workflow Improvement Plan

Current Workflow Analysis

The current process relies heavily on daily decision-making, which creates unnecessary pressure and reduces consistency.

Main issues identified:

- No content planning system.
- Repeated task switching.
- No batching process.
- Limited reuse of existing content.

1. CREATE A CONTENT PLANNING STAGE

Instead of creating posts daily: create ideas once per week.

Benefits:

- ✓ Reduces decision fatigue.
- ✓ Creates consistency.
- ✓ Saves preparation time.

2. BATCH SIMILAR TASKS TOGETHER

New workflow:

Step 1 — Research Ideas: Collect content ideas.

Step 2 — Write Captions: Create multiple captions in one session.

Step 3 — Create Visuals: Design all graphics together.

Step 4 — Schedule Content: Prepare posts ahead of time.

3. INTRODUCE AUTOMATION

Possible improvements:

- Use scheduling tools.
- Create reusable templates.
- Store ideas in one system.
- Create standard workflows.

IMPROVED WORKFLOW — WEEKLY CONTENT SYSTEM

Monday: Research and plan ideas.



Tuesday: Write content.
Wednesday: Create visuals.
Thursday: Schedule posts.
Friday: Review performance.

EXPECTED BENEFITS

- ✓ Less time spent planning.
- ✓ More consistent publishing.
- ✓ Reduced stress.
- ✓ Better quality content.
- ✓ Easier tracking of results.

SUCCESS MEASURES

Track:

- 📊 Time spent creating content
- 📊 Number of posts published
- 📊 Engagement levels
- 📊 Consistency over time

💡 **Builder's Tip:** *Most people try to work faster. A better question is: "How can I make this easier to repeat?" Great systems reduce effort, prevent mistakes, and create more time for important work.*

🔗 Related Prompts

- WO-081 – Create a Daily Productivity Plan
- WO-083 – Create a Weekly Schedule
- WO-085 – Create Better Habits
- WO-086 – Plan Projects

🏷️ Tags

WORKFLOWS

PRODUCTIVITY

SYSTEMS

AUTOMATION

PROCESS
IMPROV