

**PROMPT WO-091**

Create an AI Workflow

Purpose

Use this prompt to design a practical AI workflow that combines tools, processes, and automation to complete tasks faster and more efficiently. It helps identify where AI can support everyday work, business activities, and personal productivity.

DIFFICULTY **Intermediate****TIME SAVED** **30–120 min****BEST FOR****AI Workflows**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced AI Workflow Consultant and Automation Specialist.

Create a practical AI workflow using the information below.

Task or Process:

[Describe the task or process]

Current Method:

[Explain how this is currently completed]

Desired Outcome:

[What do you want to achieve?]

Tools Currently Used:

[List software, apps, systems]

Time Currently Required:



[How long does this task take?]

Challenges:

[Problems, delays, repetitive steps]

Skill Level:

[Beginner, intermediate, advanced]

Please:

- Analyse the current process.
- Identify where AI can add value.
- Recommend suitable AI tools.
- Create a step-by-step AI workflow.
- Explain what should be automated.
- Explain what should remain human-led.
- Suggest ways to improve accuracy and quality.
- Estimate potential time savings.
- Create a repeatable process.

Return only the completed AI workflow plan.



Example

INPUT

Task: Creating weekly social media content.

Current Method: Creating every post from scratch.

Problems:

- Takes too long.
- Ideas become repetitive.
- Difficult to stay consistent.

EXPECTED OUTPUT

AI Workflow Plan

Objective

Create a faster and more consistent social media creation process using AI support.

Current Challenge

The current process requires repeated manual effort for: finding ideas, writing captions, creating variations, planning schedules.



AI can reduce repetitive work while keeping human creativity involved.

STEP 1 — RESEARCH IDEAS

Tool: ChatGPT

Task: Generate content ideas based on audience questions, trends, and goals.

STEP 2 — CREATE DRAFT CONTENT

Tool: ChatGPT

Task: Create first drafts of captions, headlines, scripts, content outlines.

STEP 3 — IMPROVE & PERSONALISE (HUMAN INPUT REQUIRED)

Review: Brand voice, personal experience, accuracy, final message.

STEP 4 — CREATE VISUALS

Tools: Canva / AI design tools

Task: Create supporting graphics or images.

STEP 5 — SCHEDULE CONTENT

Tools: Social media scheduling platform.

Task: Prepare and publish content.

HUMAN VS AI RESPONSIBILITIES

AI Handles:

- ✓ Ideas
- ✓ Drafts
- ✓ Summaries
- ✓ Repetitive formatting

Human Handles:

- ✓ Creativity
- ✓ Personal stories



- ✓ Decisions
- ✓ Final approval

EXPECTED BENEFITS

Potential improvements:

- ✓ Less time spent on repetitive tasks.
- ✓ More consistent output.
- ✓ Easier content planning.
- ✓ More time for strategy.

 **Builder's Tip:** *AI works best as a partner, not a replacement. The biggest gains usually come from asking: "Which parts of this task require my judgement, and which parts can AI help accelerate?"*

Related Prompts

- WO-092 – Automate Repetitive Tasks
- WO-093 – Write Better AI Prompts
- WO-099 – Create an AI Productivity System
- WO-100 – Build a Personal AI Operating System

Tags

AI WORKFLOW

AUTOMATION

PRODUCTIVITY

ARTIFICIAL
INTEL

SYSTEMS