UPSKILL IN AI

Prompt pack for December 2026

Ten prompts for the end of the year. Copy one into ChatGPT, Gemini or Claude and fill in the parts in angle brackets.

LOOKING BACK

1 Your year in one page

> Here are my notes on what I worked on this year: **<paste notes, calendar headings or old status updates>**. Turn them into a one-page review: 5 results with a number where I gave one, 3 things I learned, and 2 things I would stop doing. Write "not stated" where a number is missing.

Use it before a year-end review. Take out client names first.

2 Find your wins

> Read my sent emails and updates below and list every piece of work someone thanked me for or relied on. Group them by theme.
> **<paste the text>**

Use it when you cannot remember what you did in March.

PLANNING NEXT YEAR

3 Three goals that fit

> I have about **<hours>** hours a week for new work next year. My role is **<role>**. Suggest 3 goals for the first quarter, each with one measure and a first step I can take in January. Say which goal you would drop if time runs short.

Use it on a quiet afternoon in December.

4 Plan the first week back

> These tasks are waiting for January: **<list>**. Put them in order for my first five working days, hardest first, and flag anything that needs someone else before I can start.

Use it before you leave, so the first Monday is easy.

WRITING AND EMAIL

5 Out-of-office that helps

> Write an out-of-office reply for **<dates>**. Say who to contact for **<topic>** and **<topic>**, and when I will reply. Keep it under 60 words and friendly.

Use it once and save it.

6 A thank-you that is specific

> Write a short thank-you note to **<name>** for **<what they did>**. Name one result their help made possible. No more than four sentences.

Use it for colleagues, suppliers and clients at year end.

7 Hand over your work

> Turn my notes below into a handover note for whoever covers me: what is in progress, what is due, who to ask, and where the files are.
> **<paste your notes>**

Use it before any leave. Check every date against the original.

NUMBERS

8 Read the year's numbers

> Below is a table with personal details removed. Say in three sentences how this year compares with last year, list the two biggest changes and possible reasons, and say what you are unsure about. Do not guess missing values.
> **<paste your table>**

Use it for a budget or sales sheet. Delete names and ID numbers first.

BUILD A SIMPLE ASSISTANT

9 Save your house style

> Here is how our team writes **<weekly updates, client emails or reports>**. Turn it into rules I can save and reuse: tone, length, headings and words we never use, one short line each.
> **<paste two or three good examples>**

Use it once, then save the rules in a custom GPT, a Gemini skill or a Project.

CHECKING AN ANSWER

10 Check before you send

> Review your last answer. List every factual claim, mark which ones you are sure of, and say what I should verify and where.

Use it before you send AI-written work to anyone.

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