



ASBO INTERNATIONAL

10 PROMPTS EVERY SBO CAN USE TODAY

Quick, practical prompts to improve communication, clarity, and efficiency with AI.

Essential Mindset

Clear prompts lead to clearer, more useful results. Start simple, then refine as needed.

Role + Audience + Tone + Task

1. Parent Communication	Act like a school business official. Draft an email to parents about [topic] using a clear and supportive tone. Keep it concise and easy to understand.
2. Board Summary	Act like a district CFO. Summarize this report for a school board audience. Highlight key points and use plain language.
3. Simply Financial Language	Act like a finance expert. Explain this financial information for a non-financial audience using simple, clear language.
4. Tone Refinement	Act like a communications professional. Rewrite this message to be more professional and clear while maintaining a respectful tone.
5. Condense Content	Act like an executive assistant. Summarize this content into 3 to 5 bullet points focusing on the most important takeaways.
6. Clarify a Message	Act like a communications specialist. Improve the clarity and flow of this email while keeping the original meaning.
7. Respond to a Concern	Act like a school administrator. Draft a response to a concerned parent that is calm, clear, and empathetic.
8. Internal Communication	Act like a district leader. Draft a message to staff about [topic]. Keep it direct, clear, and informative.
9. Check for Tone and Gaps	Act like a communications reviewer. Evaluate this message and suggest improvements for tone, flow, clarity, and completeness.
10. Create a First Draft	Act like a school business official. Draft a message about [topic] for [audience] using a [tone] tone. Keep it concise and well-structured.

Boost Your Results

- Include key details about the situation
- Paste or upload the content you want reviewed or summarized
- Add any specific constraints (length, tone, sensitivities)

For informational purposes only; not legal advice.

FOLLOW A SIMPLE PROMPTING FLOW

Start Simple → Add Detail → Refine → Review → Reuse

CLEAR PROMPTS PRODUCE MORE ACCURATE AND USEFUL RESULTS.