

ChatGPT Prompts for Freelancers

Use these prompts as starting points for everyday freelance work. Replace each square bracket with your own details, then review the result before you send or rely on it. Add your preferred tone, audience, and format where useful. ChatGPT can help you draft and organise ideas, but its output still needs your judgement.

Check before you use it

- Never put client, patient, staff or customer personal data into ChatGPT.
- Verify facts, figures and citations before using them.
- Check legal and financial commitments before sending.

1. Pitch emails

01 Write a tailored introduction

Draft a concise introductory email to [prospect or organisation] about my [service]. Their [project, need, or recent work] suggests they may need [relevant support]. Use a warm, professional tone, explain one specific way I could help, and end with a low-pressure invitation to talk. Do not invent facts about them or claim a relationship we do not have.

02 Follow up after no reply

Write a brief, polite follow-up to [person or team] about my email sent on [date] regarding [service or opportunity]. Keep the message friendly and easy to answer, add one useful reminder of the value I offered, and give them room to decline or respond later. Do not imply urgency or invent a deadline.

03 Reply to an enquiry

Help me reply to this project enquiry: [paste a version with personal details removed]. Acknowledge the main need, briefly describe how my [service] might fit, and ask for any key information I need before estimating the work. Keep the reply clear and approachable. Do not promise availability, outcomes, or delivery dates unless I provide them.

04 Reconnect with a past client

Draft a genuine check-in email to [client or organisation] after our work on [project, described without confidential details]. Mention [approved, non-sensitive detail] only if I provide it. Briefly say what I can help with now, avoid assuming they have a new project, and close with a courteous question.

05 Make a pitch more specific

Review this draft pitch: [paste draft]. Make it more specific to [prospect's stated need] while preserving my meaning and voice. Flag any claim that needs evidence instead of strengthening it, remove generic praise, and return a revised email plus a short list of details I should verify.

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Plan the work clearly

2. Proposals and scoping

06 Turn notes into a proposal outline

Use these project notes to create a proposal outline: [notes with confidential details removed]. Include the client's stated goal, proposed approach, deliverables, assumptions, exclusions, review points, and open questions. Keep unknown information marked [to confirm]. Do not add prices, dates, guarantees, or terms that I have not supplied.

07 Define deliverables

From this brief [brief, with sensitive details removed], draft a deliverables list for [project]. Separate included work from optional additions. For each item, state the format or quantity only when I have provided it, and mark unclear details [to confirm]. Add a short note on what is not included.

08 Identify scope gaps

Check this project brief for missing or ambiguous scope: [brief with personal and confidential details removed]. Organise your findings under goals, audience, deliverables, responsibilities, approvals, timing, and dependencies. Ask neutral clarification questions. Do not infer requirements or convert assumptions into agreed terms.

09 Prepare discovery questions

Create a prioritised set of questions for a first meeting about [project type]. Cover the desired outcome, audience, existing materials, decision-makers, approvals, constraints, and how success will be judged. Keep each question open and non-leading. Separate essential questions from useful follow-ups.

10 Summarise a meeting

Turn these anonymised meeting notes into a follow-up summary: [notes]. Group the result into decisions, actions, owners, due dates, and unresolved questions. Use only details present in the notes. Mark missing owners or dates [to confirm] and do not present a suggestion as an agreed decision.

3. Rates and money conversations

11 Explain a rate

Help me explain my rate of [rate and currency] for [defined service] to [client type]. Use a calm, matter-of-fact tone and connect the fee to the agreed work, expertise, and process described here: [details I can share]. Do not invent market comparisons, outcomes, or extra services.

12 Respond to a lower budget

Draft a respectful reply to a client whose budget is [their stated budget] while my quote is [my quote]. Keep my boundaries clear. Suggest discussing a smaller scope or phased approach only if appropriate, and ask which priorities matter most. Do not agree to a new fee, scope, or payment term on my behalf.

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Keep money and messaging clear

13 Describe a change in scope

Write a client message about this requested change: [describe the change without sensitive details]. Explain how it differs from the agreed scope [scope summary], ask whether they would like a revised estimate or timeline, and wait for approval before treating it as agreed. Do not invent fees or delivery impacts.

14 Request a deposit or milestone payment

Draft a clear message about the payment arrangement already agreed for [project]: [deposit or milestone amount, currency, and due date]. State the next step and where the client can find the invoice. If any term is missing, mark it [to confirm] instead of filling it in. Keep the wording professional and courteous.

15 Send an invoice reminder

Write a polite reminder for invoice [invoice reference] for [amount and currency], due on [due date]. Mention that I have not yet recorded payment, include [payment link or instructions], and invite the client to let me know if there is an issue. Do not threaten action or add late fees unless I provide agreed terms.

16 Confirm a payment or receipt

Draft a short confirmation that I received [payment amount and currency] for [project or invoice reference]. Thank the client, state any next step I have explicitly provided [next step], and avoid suggesting that the work is complete unless I confirm that.

17 Make a payment note easier to understand

Rewrite this payment or invoice note in plain English: [paste note with personal details removed]. Preserve every amount, date, condition, and uncertainty exactly. List any wording that could change the meaning or needs professional review. Do not interpret legal or tax obligations.

4. Portfolio descriptions

18 Write a project overview

Write a portfolio overview for [project], using only these approved details: [brief, my role, work completed, and outcome if verified]. Explain the challenge, my contribution, and the result in plain language. Do not disclose confidential information or imply I did work completed by others. Mark missing facts [to confirm].

19 Describe my role accurately

Turn these notes into a concise description of my role on [project]: [notes]. Use first person, distinguish my work from the wider team's, and include only skills or tools I actually used. Keep the tone [tone] and flag any statement that needs my confirmation.

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Make space for focused work

20 Create a weekly plan

Help me plan this week using these tasks, deadlines, and available work hours: [list]. Group tasks by project, flag clashes or missing information, and suggest a realistic order with breaks. Do not assume how long work takes; mark estimates [my estimate needed]. Keep the plan adjustable.

21 Choose the next priority

Compare these tasks for my next work session: [tasks, deadlines, dependencies, and available time]. Identify what is urgent, what is important, and what is blocked. Explain your reasoning, ask about any missing constraint, and suggest one starting task without treating your suggestion as a commitment.

22 Break a project into steps

Break [project] into practical work stages based on this brief: [brief]. For each stage, suggest an output and a question I should resolve before proceeding. Mark any timing as [estimate needed] and identify dependencies without inventing a schedule.

23 Draft a weekly client update

Turn these non-sensitive progress notes into a concise update for [client or team]: [completed work, next steps, and blockers]. Separate finished items from planned work, use dates only as provided, and phrase risks clearly without blame. End with the decisions or information I need from them.

24 Review workload and capacity

Review my workload for [time period]: [projects, deadlines, and hours I can work]. Point out possible conflicts, tasks without clear owners, and assumptions I should check. Do not estimate capacity beyond the hours I give. Suggest questions I can use to renegotiate priorities.

25 Turn a work log into a weekly review

Organise this work log into a weekly review: [log with private details removed]. Summarise completed work, open tasks, lessons, and priorities for next week. Use only evidence in the log, avoid judging productivity, and list any detail I need to verify.

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