



# Starter Workflows For Your Prompt Library

Smart Brand System™ Strategy Implementation

**SEEN. CHOSEN. CALIBRATED TO ACTUALLY PAY OFF.**



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# The @-Mention Engine

Eliminate "App Hopping" and Calibrate Your Workspace Efficiency

# 1. Instant Client Follow-Up

## Why Use It?

Instead of spending an hour drafting a pitch or project recap, let Gemini extract key deliverables from messy notes into a professional proposal instantly.

### PROMPT:

```
@Google Drive look at my document called 'Client X Discovery Notes'. Summarize the key deliverables they asked for, and draft a professional follow-up email outlining our next steps and pricing.
```

## 2. Feedback to Social Pipeline

### Why Use It?

Turn customer testimonials into high-impact marketing material without manual drafting. Keep your brand visible and trusted with automated social proof extraction.

#### PROMPT:

```
@Google Drive read 'Customer Reviews 2026'. Find the three most enthusiastic quotes about our service, anonymize the names, and turn them into three punchy, promotional LinkedIn/Instagram captions with hashtags.
```

# 3. The "Where is That Invoice?" Digest

## Why Use It?

Stop manual inbox searching when prepping for taxes or checking vendor terms. Piece together scattered email threads into a single, cohesive price and delivery summary.

### PROMPT:

```
@Gmail find the email threads from [Vendor Name] regarding our inventory order last month. Summarize the final agreed-upon price, delivery date, and let me know if they attached an invoice.
```

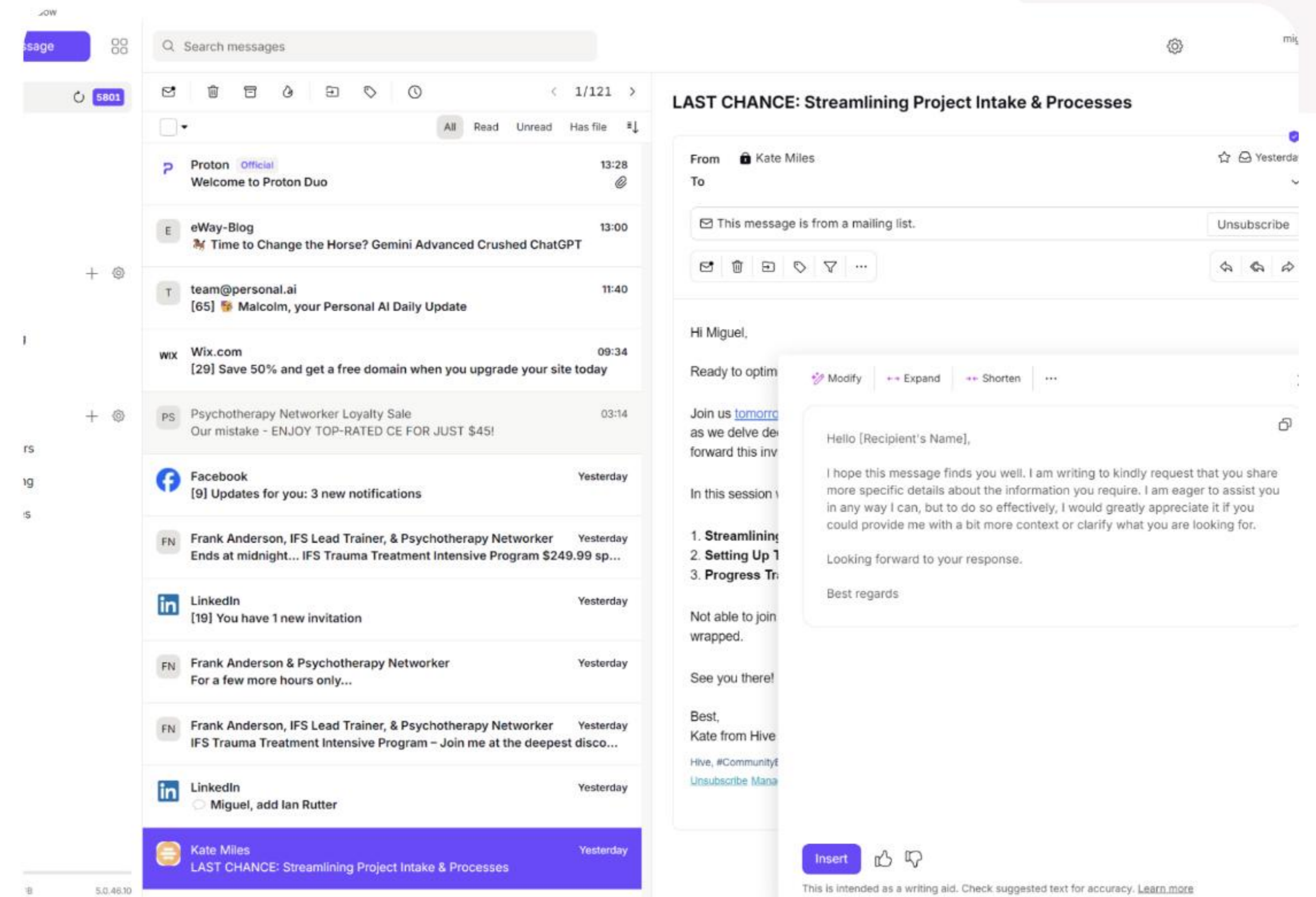
# Bonus: Workflow Strategy

## Why Use It?

Learn from existing expert conversations. Quickly distinguish between productive "good" workflows and "costly" ones that drain resources without calibration.

### PROMPT:

@Gmail Find the email thread where ai adopters were talking about how to establish good workflows and costly workflows. Summarize their advice.



# Calibration Pro-Tips



## Be Specific

Use exact file names like '**Q2 Marketing Strategy 2026**'.  
Generic names like "Notes" cause confusion.



## Living Document

Keep one "**Business Brain Dump**" Doc for raw thoughts to reference instead of managing complex folder structures.



## Fast Models

Utilize high-speed **Flash models** by keeping prompts direct and referencing focused datasets.

# | The 30-Second Setup

# 30

## Second Setup

### **Unlock the Engine**

Navigate to **Settings > Connected Apps** in Gemini to toggle Google Workspace **ON**. This grants permission to Drive and Gmail, eliminating app hopping forever.

# | Our Brand Philosophy

*"Visibility is the result. Calibration is what makes it happen."*

*— Smart Brand System™*

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# Questions?

How are you calibrating your workflows today?

**[team@smartbrandsystem.com](mailto:team@smartbrandsystem.com)**

[www.smartbrandsystem.com](http://www.smartbrandsystem.com)

# Image Sources



<https://i.ytimg.com/vi/wXkwZG6zMRM/maxresdefault.jpg>

Source: [www.youtube.com](http://www.youtube.com)



<https://images.ctfassets.net/lzny33ho1g45/7MxTeWFgHRm0ZRfQneFRm5/25eb50ac342985d3959214ac2dbc6eff/image3.png>

Source: [zapier.com](http://zapier.com)