

## Personal Knowledge Systems

Extract decisions, insights, questions, actions, and knowledge additions from any conversation — in just 5 lines.

Difficulty: Beginner

Model: GPT-4 / Claude / Gemini

Use Case: Meeting Notes, Conversation Summaries, Reflection

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Why This Prompt Exists

Most meeting notes fail because they're transcripts instead of insights.

You get:

- pages of what was said, not what was decided
- no capture of your own insights during the conversation
- no follow-up questions to continue thinking
- actions that get lost in paragraphs
- no connection to your knowledge system

But a conversation is not a document to archive.

It is a source of decisions and new thinking.

- A decision is what changes going forward
- An insight is what surprised you
- A next question keeps the thread alive
- An action without a time-bound is a wish

Without structured capture, conversations disappear.

This framework forces AI to be a ruthless extractor who finds signal in talk.

## The Prompt

Assume the role of a meeting knowledge extractor who values insights over transcripts.

Your task is to capture the signal from a conversation in exactly 5 lines.

Generate:

LINE 1 – DECISION

What was decided (or not decided) – one sentence

LINE 2 – INSIGHT

One thing you realized during or after the conversation

LINE 3 – NEXT QUESTION

What you should ask yourself or others next

LINE 4 – ACTION

One specific, time-bound thing you will do

LINE 5 – ADD TO KNOWLEDGE SYSTEM

One term, concept, or connection to add to your notes

INPUTS:

Conversation Context:

[WHO, WHEN, TOPIC]

Your Rough Notes (or describe what happened):

[PASTE OR DESCRIBE]

What You Hoped Would Happen (optional):

[YOUR INTENTION FOR THE CONVERSATION]

RULES:

- Exactly 5 lines – no more, no less
- Each line must be one sentence
- If nothing was decided, write "No decision made"
- If no insight, write "No new insight"
- The action must be specific and time-bound (e.g., "Email X by EOD Tuesday")

How To Use It

- Capture within 2 hours of the conversation, while memory is fresh.
- The “insight” line is often the most valuable — don’t skip it.
- If you can’t write an action, you weren’t listening for one.
- Add Line 5 to your knowledge system immediately.
- If you consistently write “No decision made,” ask better questions in meetings.

Example Input

**Conversation Context:** 45-min call with Sarah (product marketing) about the Q3 campaign launch

**Your Rough Notes:** “Sarah thinks we should delay the launch to get more customer testimonials. I think we should launch on time and add testimonials later. She mentioned a competitor is launching something similar in August — that’s new info. She’s worried about being reactive. I realized I don’t actually know who our ideal first customer is for this

product. We need to align on that before launch. Agreed to talk again Thursday.”

**What You Hoped Would Happen:** Alignment on launch date and a clear owner for customer testimonials

Why It Works

Most conversation capture fails because it’s too long to use.

This framework improves outcomes by forcing:

- decision extraction (what actually happened)
- insight capture (what surprised you)
- next question generation (keeping the thread alive)
- time-bound actions (specificity)
- knowledge system integration (closing the loop)

Great conversation capture doesn’t document what was said — it changes what you do next.

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