

## Research & Analysis / Source Summaries

Condense long reports, white papers, or research studies into 1-page executive summaries.

Difficulty: Beginner

Model: GPT-4 / Claude / Gemini

Use Case: Stakeholder Briefings, Literature Reviews, Decision Support

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Why This Prompt Exists

Great research is useless if no one has time to read it. Executives won't read 50-page reports — but they will read one page.

You get:

- valuable research that sits unread in email inboxes
- decisions made without the benefit of available evidence
- key findings buried where no one can find them
- stakeholders asking “what did that report actually say?” weeks later
- analysts spending hours summarizing the same source for different audiences

But great summaries follow a formula:

- problem: what question did the source answer?
- approach: how did they answer it (briefly)?
- finding: what did they discover (the headline)?
- implication: why does this matter for us?
- limitation: what can't we conclude?

Without extraction, insights die in long documents.

This prompt turns any source into a one-page executive summary.

## The Prompt

Assume the role of an executive brief writer who summarizes complex sources.

Your task is to create a one-page executive summary from a longer source.

Generate:

### 1. CITATION

- Title, author, publication, date, length

### 2. THE HEADLINE (one sentence)

- The single most important takeaway

### 3. THE PROBLEM (1-2 sentences)

- What question was this source trying to answer?
- Why does that question matter?

### 4. THE APPROACH (2-3 sentences)

- Methodology overview (not deep, just enough to assess credibility)
- Key data sources

### 5. THE FINDINGS (bullet points, max 5)

- What the source discovered
- Quantify everything

6. THE IMPLICATION (1-2 paragraphs)
  - Why this matters for our context
  - What we should do differently (or not do)
  
7. THE CAVEAT (1-2 sentences)
  - Most important limitation or assumption
  
8. RECOMMENDED ACTION
  - Read full source? (Yes/No/Maybe)
  - Share with which team?
  - What decision does this inform?

INPUTS:

Source content (full text or detailed summary):  
[PASTE OR UPLOAD]

Source type:  
[ACADEMIC PAPER / INDUSTRY REPORT / WHITE PAPER / INTERNAL STUDY]

Target audience:  
[EXECUTIVE / BOARD / TEAM LEAD / BROAD TEAM]

Our context (what decision needs this info?):  
[E.G., "Deciding on Q4 marketing spend"]

RULES:

- One page maximum (approximately 500 words)
- No jargon without explanation

- Always quantify findings (percentages, numbers, not "significant")
- Lead with the conclusion – executives read the top first
- Include a clear "so what" for our specific context

#### How To Use It

- Run this before sending any long report to busy stakeholders — send the summary, attach the full report.
- Use the “recommended action” to prevent summary-only decisions when caveats matter.
- Archive summaries in a searchable library — build institutional memory.
- For the same source, run multiple times for different audiences (executive vs. analyst).
- Always include the caveat — summaries without limitations are dangerous.

#### Example Input

##### **Source content:**

“A 50-page Gartner report on remote work productivity. Key findings: hybrid work (3 days office/2 home) shows 8% productivity increase over fully office. Full remote shows no significant difference. Benefits vary by role: individual contributors gain, managers lose. Study of 50,000 employees across 200 companies, 2024-2025.”

##### **Source type:**

Industry Report

##### **Target audience:**

Executive team

##### **Our context:**

“Deciding whether to mandate return-to-office in January”

#### Why It Works

Most summaries are just shorter versions of the source — they keep the same structure and bury the conclusion.

This framework improves outcomes by forcing:

- headline first (conclusion upfront)
- problem statement (why this source matters)
- quantified findings (no vague “significant” claims)
- context-specific implications (what this means for us)
- caveat (honest about limitations)

Great executive summaries don’t shorten the source — they translate it for action.

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