

THE CONVERSATION SUMMARY TOOLKIT

Instant Topic-Based Reports From Any AI Chat

Product Guide & Prompt

Turn any AI conversation — no matter how long, messy, or multi-topic — into a set of organized, professional summary reports. **Automatically.**

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1. What This Is

This is a plug-and-play prompt that turns any AI conversation into a set of organized, professional summary reports.

You paste the prompt at the end of any chat session. Your AI reads the entire conversation, identifies every topic discussed, and generates a clean report for each one — both as a polished PDF and a lightweight text file.

Every report follows the same 13-section structure so nothing gets missed and everything is easy to find later.

2. What Problem It Solves

- You had a long conversation where you solved 5 different problems, but now you can't find the one fix you need
- You built a great prompt or workflow during a chat, but it's buried in a 200-message thread
- You figured out a step-by-step solution to something complex, but never documented it
- You work across multiple topics in one session and important decisions get lost in the noise

This prompt fixes all of that in one paste. It extracts, organizes, and documents everything — automatically.

3. How It Works

Step 1: Have your normal AI conversation. Work on whatever you need.

Step 2: When done, paste the prompt at the end of the chat.

Step 3: Your AI scans the full conversation from top to bottom.

Step 4: It groups everything into distinct topics.

Step 5: For each topic, it generates a PDF and a TXT file with a structured 13-section report.

Step 6: If any prompts or templates were created, they are preserved word-for-word (or in a companion file if very long).

Step 7: You receive all files plus a quick summary of what was captured.

4. Compatible Platforms

This prompt works with any AI that can read a conversation thread and generate files. Tested on:

- Claude (claude.ai)
- ChatGPT (with file creation)
- OpenClaw
- AutoGPT / CrewAI
- Custom GPT and agent setups

5. The Prompt

Copy everything below and paste it at the end of any AI conversation.

Please analyze this entire conversation and generate a comprehensive summary report. Follow these instructions exactly:

STEP 1 — IDENTIFY TOPICS

Scan the full conversation from top to bottom. Group everything discussed into distinct topics. A "topic" is a self-contained subject, problem, task, or project. If we jumped between subjects, each is its own topic. List topics before generating.

STEP 2 — FOR EACH TOPIC, CREATE TWO FILES

- a) A PDF: "Topic_Summary_[Short_Topic_Name].pdf"
- b) A TXT: "Topic_Summary_[Short_Topic_Name].txt"

Both contain the same content. PDF for reading/archiving. TXT for quick reference, pasting, searching, or sharing.

STEP 3 — EACH FILE INCLUDES THESE SECTIONS:

1. **Topic Title** — Clear, descriptive name
2. **Date** — Today's date
3. **Overview** — 2-3 sentence summary
4. **How We Got Here** — What triggered this conversation? Starting point, context.
5. **The Problem / Challenge** — The issue, goal, or question. Include error messages and requirements.
6. **Discussion & Exploration** — Key back-and-forth. Options considered, things clarified.
7. **Recommended Solution** — The final answer or approach landed on.
8. **Reasoning** — Why this was best. What made it better than alternatives.
9. **Step-by-Step Solution** — Full steps if provided. "N/A" if none.
10. **Prompts Created** — See special rules below.
11. **Key Decisions Made** — Bullet list of decisions locked in.
12. **Open Items / Next Steps** — Anything unresolved or flagged for follow-up.
13. **Files Created** — Deliverables produced. "N/A" if none.

SPECIAL RULES — PROMPTS CREATED:

- Every prompt, template, script, or code snippet **MUST** be reproduced in full, exactly as written — word for word. Never summarized.
- If prompts fit within ~2 pages, include directly in both PDF and TXT under Section 10.
- If too long: include a short summary in both files, create a companion "Prompts_[Topic].docx" with the full prompts, and reference it.
- Companion file includes: topic header, labeled prompts, full exact text, and a note on each prompt's purpose.
- When in doubt, create the companion file. Clean reports beat cluttered ones.

FORMATTING — PDF: Professional layout, readable font, page numbers, no fluff.

FORMATTING — TXT: ALL CAPS headers, divider lines (---), no special characters, clean and scannable.

FORMATTING — Both: Empty sections show "N/A." Each topic gets its own file pair. Never combine topics.

OUTPUT: Generate all files. Present them with a summary listing: topics found, which files cover what, and which topics have companion prompt files.

6. Tips & Tricks

Getting the Best Results

- Always paste the prompt at the very END of your conversation, after all work is done.
- If your conversation is very long (50+ messages), your AI may process in batches. Just confirm when asked.
- The more context in your original conversation, the better the summaries.

Filtering by Topic

- Add: "Focus only on topics related to [YOUR SUBJECT]" to skip unrelated content.

Customizing Output

- Want only PDFs? Remove the TXT instruction from Step 2.
- Want markdown? Replace "plain text file" with "markdown file" and use .md extension.

Building a Knowledge Base

- Run this at the end of every AI session to build a searchable library over time.
- The "Open Items" section from old reports becomes your starting point for future sessions.

Prompt Preservation

- This toolkit guarantees prompts are captured word-for-word — never lost.
- The companion .docx system keeps reports clean while preserving long prompts separately.

Advanced: Chaining

- Pair with a filing system or note-taking app. Auto-save TXT files to Notion, Obsidian, or Google Drive.
- Use PDFs for client deliverables. Use TXTs for internal quick reference.
- Feed old summaries back into new AI sessions to continue exactly where you left off.

7. Customization Guide

Add a section: Add a new numbered item to Step 3. Example: "14. Cost Estimate — If costs were discussed, include them."

Remove a section: Delete the numbered item. The AI will skip it.

Change file formats: Replace "PDF" and "TXT" in Step 2 with .md, .html, .docx, or .csv.

Add branding: Add: "Include [COMPANY NAME] in the header of every PDF and first line of every TXT."

Change naming: Modify the file naming pattern. Example: "[DATE]_[PROJECT]_[Topic].pdf"

8. FAQ

Q: Only one topic?

A: Works perfectly. Generates one PDF and one TXT for that single topic.

Q: AI can't create PDFs?

A: Change Step 2 to only request TXT or markdown. Content is the same.

Q: Captures code?

A: Yes. Code appears in Section 9 (solutions) and Section 10 (reusable scripts). Preserved exactly.

Q: Custom GPT or agent?

A: Yes. Paste into system prompt or send as a message. Any AI with file creation handles it.

Q: Long conversations?

A: Depends on context window. Most modern AIs handle 100,000+ tokens. Very long sessions may batch.