

Prompting *Gemini*

The plain-English playbook for getting fast, on-brand work out of Google's Gemini — and the one AI tool that already lives inside your Gmail, Docs, and Sheets.

Why this guide exists

Google's Gemini is often the most overlooked of the three big AI assistants — but for a notary who already lives in Gmail, Google Docs, and Google Sheets, it has one real advantage the others don't: it's already inside the tools you use every day.

Where Gemini stands right now (mid-2026)

Google's current lineup centers on Gemini 3.5 Flash, the fast default model built into the Gemini app and Google Workspace, and Gemini 3.1 Pro, the deeper-reasoning option for more complex writing or analysis. You don't need to manage this closely day to day — Flash handles the vast majority of notary business writing, and Google will offer the more capable option automatically inside features like 'Help me write' when a task is more involved.

The Gemini advantage: it lives in your Google Workspace

- In Gmail: 'Help me write' can draft a reply using the actual thread it's replying to, so it already knows what the attorney's office or client said.
- In Docs: ask Gemini to draft or restructure a document you're already working on — an SOP, a blog draft, a client checklist — without copy-pasting between tools.
- In Sheets: ask Gemini to build a tracking template with formulas already in place, rather than typing a spreadsheet structure from scratch.

Use it where your work already happens

If you run your notary business out of Gmail, Docs, Sheets, and Calendar, the standalone Gemini app can also search the live web as part of an answer — useful for referencing something current in a social post, like a local senior expo — but always double-check anything it finds before you publish it.

Ten prompts you can copy today

01 1. Reply to an attorney's email thread

"From inside Gmail, click Help me write on your reply and type: 'Reply confirming I can do the bedside signing Thursday at 2pm, and ask if a witness will be provided or if I need to bring one.'"

02 2. Summarize a long email thread

"Summarize this email thread into three bullet points: what's been agreed, what I still need to bring or confirm, and the deadline."

03 3. Appointment-tracking Sheet

"Build me a Google Sheet template to track my mobile notary appointments: date, client, signing type, location, fee, paid status, and a formula that totals fees collected per month."

04 4. Calendar event description

"Write a short calendar event description for a hospice signing appointment, reminding me to bring my journal, seal, and ID verification checklist."

05 5. Local-relevance social post

"Write a Facebook post about the importance of having a Power of Attorney in place before a health crisis, and check if there are any upcoming local senior health or caregiver events in the Charlotte, NC area I could reference."

01 6. No-show follow-up sequence

"Write a 3-email follow-up sequence for a lead who inquired about a hospice signing but never booked — each slightly warmer than pushy."

02 7. Meeting notes to client summary

"Turn these rough notes from my call with the hospice care coordinator into a short, clear summary I can send her by email confirming what we discussed."

03 8. Google Business Profile Post

"Write a short Google Business Profile post (under 300 characters) announcing that I offer same-day hospital and hospice notary appointments in the Charlotte metro area."

04 9. SOP document in Google Docs

"Draft an SOP document with a table for what to check before every hospital or hospice signing: signer capacity, valid ID, witness requirement, facility check-in process."

05 10. Tone check before sending

"Read this email and tell me if it sounds too formal for a family dealing with a parent in hospice, and suggest a warmer rewrite."

Mistakes that quietly waste your time

- Not using Gemini inside Gmail/Docs/Sheets directly. Copy-pasting into a separate chat window gives up Gemini's main advantage over the other tools.
- Trusting web-grounded answers without checking them. Treat anything it finds about local events or facts as a starting point to verify, not a finished citation.
- Pasting sensitive client details into prompts. Keep Social Security numbers, loan numbers, and identifying information out — describe situations generally instead.
- Skipping the tone check. Gemini's default tone can read a little corporate for a hospice/estate audience — always ask for a warmer pass on client-facing writing.

Quick reference

TASK	PROMPT STARTER
Reply to an email thread	Use 'Help me write' inside Gmail, describe the reply you want
Spreadsheet template	"Build me a Sheet to track [task] with a formula for [total]."
Document/SOP drafting	"Draft a doc with a table for [checklist]."
Local-relevance content	"Write a post about [topic] and check for local [event] to reference."
Tone check	"Read this and tell me if it's too formal for [audience], suggest a warmer version."

Want a done-for-you prompt library built specifically for your notary business?
DM me