

Gemini for Google Drive

For an intelligence professional or a high-level executive, the utility of Gemini in Google Drive isn't just about finding files—it's about **synthesis, pattern recognition, and gap analysis**. Below are 100 prompts categorized by operational need.

I. Search & Retrieval (Finding the Needle)

1. "Find the latest version of the [Project Name] contract signed in 2025."
2. "List all PDFs in my Drive that mention 'biometric encryption'."
3. "Search for any spreadsheets containing 'Q4 budget' and identify the one with the most recent edit date."
4. "Show me all documents shared by [Name] in the last 14 days."
5. "Find the file that contains the login protocols for the [X] server."
6. "Locate all slide decks from 2024 that discuss 'market expansion' in Southeast Asia."
7. "Find any resumes in my 'Hiring' folder that mention 'Python' and 'OSINT'."
8. "Identify all images in my Drive that have 'receipt' in the filename or text."
9. "Search for a document that discusses the 'Project Omega' post-mortem."
10. "Find all files tagged or titled with 'Confidential' created after January 2026."

II. Summarization & Intelligence Synthesis

1. "Summarize the 'Annual Strategy 2026' doc into five executive bullet points."
2. "What are the three primary risks identified in the @Risk_Assessment_v4 file?"
3. "Review all files in the @Project_X folder and provide a 200-word status update."
4. "Summarize the feedback from the three 'Client Interview' docs in my Drive."
5. "Based on the @Meeting_Notes_April, what were the 5 assigned action items?"
6. "Read @Technical_Specs and explain the system architecture like I'm a non-technical stakeholder."
7. "Summarize the core arguments of the @Industry_Report_2026 PDF."
8. "Give me a high-level overview of the 'Terms of Service' document in my 'Legal' folder."
9. "Distill the @Market_Research_Asia doc into a SWOT analysis table."
10. "What is the consensus on [Topic] across all documents in the @Research folder?"

III. Data Analysis & Spreadsheet Extraction

1. "Analyze @Sales_Data_2025 and identify the top three performing regions."
2. "Look at @Budget_Sheet and tell me which department is most over-budget."
3. "Extract the total revenue and net profit from the last four quarterly reports in @Finance."
4. "Find the outlier in the 'Server Latency' column of @System_Logs."
5. "Compare the 'Projected Spend' vs 'Actual Spend' in @Q1_Budget and highlight discrepancies."
6. "Based on @Inventory_List, which items are below the 10% restock threshold?"
7. "Create a summary table of user growth from the data in @App_Metrics."
8. "Calculate the average conversion rate from the 'Marketing_Campaigns' spreadsheet."

9. "Analyze @Employee_Surveys and identify the most common complaint regarding 'Work-Life Balance'."
10. "In @Vendor_Price_List, which supplier offers the lowest price for [Item]?"

IV. Comparison & Version Control

1. "Compare @Contract_v1 and @Contract_v2. What are the specific changes to the 'Indemnity' clause?"
2. "Identify the differences in the 'Technical Requirements' section between the 2024 and 2025 roadmap docs."
3. "Check @Proposal_A and @Proposal_B. Which one offers a better ROI based on their financial projections?"
4. "Compare the 'Security Protocols' in @Old_Policy and @New_Policy. Did we remove any requirements?"
5. "Look at @Draft_Plan and @Final_Plan. Highlight any sections that were deleted."
6. "Review all versions of the 'Logo_Specs' and tell me which one specifies the hex code #2D5A27."
7. "Compare the revenue growth of 'Product X' vs 'Product Y' using files in @Sales_Reports."
8. "Contrast the risk profiles of the three investment opportunities in my 'Investments' folder."
9. "Find inconsistencies in the project timelines between @Master_Schedule and @Team_A_Schedule."
10. "Compare @Hiring_Policy_2025 with @Labor_Laws_Update. Is our policy still compliant?"

V. Document Drafting & Content Generation

1. "Using @Meeting_Notes, draft a follow-up email to the board members."
2. "Create a 10-slide presentation outline based on the data in @Market_Analysis."
3. "Write a project charter for 'Project Phoenix' using the goals outlined in @Strategic_Goals."
4. "Draft a press release for the product launch described in @Product_Specs."
5. "Generate a list of 10 FAQs based on the @Customer_Support_Manual."
6. "Write a job description for a 'Senior OSINT Analyst' based on our @Company_Hiring_Standards."
7. "Create a 3-month social media calendar using the themes found in @Marketing_Strategy_2026."
8. "Draft a formal letter of intent to the vendor mentioned in @Vendor_Proposal."
9. "Using @Tech_Whitepaper, write a LinkedIn post explaining the benefits of our new API."
10. "Generate a project timeline table for @Project_Y based on the 'Milestones' doc."

VI. Auditing & Compliance

1. "Check @Privacy_Policy against GDPR requirements listed in @Regulatory_Guide."
2. "Identify any documents in my 'Contracts' folder that don't have a signed signature line."
3. "Review @Audit_Log and flag any unauthorized access attempts to the 'Secure' folder."
4. "Scan @Employee_Handbook for any outdated references to 'Remote Work' policies."
5. "Analyze @Expense_Reports for any individual entries exceeding \$1,000."

6. "Do any of the files in @Project_Z mention 'Third-Party Data' without a corresponding DPA?"
7. "Cross-reference @Client_List with @Sanctions_Watchlist [uploaded file] to find matches."
8. "Find any instances of 'Hardcoded Passwords' in the @Code_Review docs."
9. "Audit @Shipping_Manifests for any missing delivery confirmations."
10. "Search for 'NDA' in my Drive and list all clients who haven't returned a signed copy."

VII. Problem Solving & Technical Analysis

1. "Based on @Error_Logs, what is the most frequent system exception occurring this week?"
2. "Analyze @User_Feedback_April. What are the top 3 features users are requesting?"
3. "Review @Infrastructure_Map and suggest three potential points of failure."
4. "Look at @Onboarding_Doc. Where are new hires getting stuck in the process?"
5. "Analyze @A_B_Test_Results. Which variant should we implement based on the p-value?"
6. "Using @Network_Traffic_Data, identify the peak usage hours for the Canadian server."
7. "Review @Bug_Reports and prioritize them based on the severity criteria in @QA_Policy."
8. "Based on @Competitor_Pricing, suggest a price point for our new 'Pro' tier."
9. "Analyze @Churn_Data. Is there a correlation between 'Support Tickets' and 'Account Cancellation'?"
10. "Look at @Waitlist_Data. Predict when we will hit 10,000 users based on current growth."

VIII. Administrative & Organization

1. "Create a table of all files in @Project_X including: Name, Last Modified, and Owner."
2. "List all folders in my Drive that have not been accessed in over 12 months."
3. "Group all my 'Receipts' into a table categorized by 'Travel', 'Software', and 'Hardware'."
4. "Find all files larger than 50MB and list their file paths."
5. "Identify all documents shared with 'External' email addresses."
6. "Organize the key contacts from @Client_Interaction_Logs into a CSV-style list."
7. "Find all 'Draft' documents in my 'Articles' folder that are more than 5 pages long."
8. "What are the naming conventions used in the @Archive_2024 folder?"
9. "List all spreadsheets in Drive that contain 'PII' or 'Personal Data' in their titles."
10. "Identify which documents in @Strategy_Folder are missing a 'Version Number' in the header."

IX. Creative & Brainstorming

1. "Based on the brand voice in @Style_Guide, suggest 5 slogans for our new campaign."
2. "Brainstorm 10 blog post ideas using the research notes in @Topic_Ideas."
3. "Using the characters described in @Story_Bible, write a 500-word teaser scene."
4. "Suggest 3 alternative titles for the whitepaper in @Draft_Reports."
5. "Based on @Event_Plan, what are 5 creative 'Icebreaker' ideas for the workshop?"
6. "Analyze @Competitor_Ads. What visual themes are they using that we are not?"
7. "Create a 'Mood Board' description based on the aesthetic notes in @Brand_Identity."

8. "Using @Product_Features, write a script for a 30-second video ad."
9. "Brainstorm 5 names for the new project based on the mission statement in @Project_Charter."
10. "What are 3 potential 'blue ocean' opportunities based on @Market_Analysis?"

X. Strategic Oversight (The Spymaster's Lens)

1. "Identify gaps in our @Intelligence_Report compared to the @Competitor_Threat_Profile."
2. "Analyze @Internal_Comms. Is there a detectable shift in 'Employee Sentiment' since the merger?"
3. "Cross-reference @Travel_Logs with @Expense_Reports. Are there any discrepancies?"
4. "Based on @Supply_Chain_Map, which geopolitical events in @News_Summary pose the highest risk?"
5. "Synthesize all 'Lessons Learned' docs from the last 3 years into a 'Master Failure Analysis'."
6. "Evaluate the 'Succession Plan' in @HR_Strategy against the 'Key Personnel' list."
7. "Scan @Legal_Correspondence for any mention of 'Litigation' or 'Arbitration'."
8. "Based on @R_and_D_Notes, what is the estimated 'Time to Market' for the 'Stealth' project?"
9. "Analyze @Financial_Forecasts. What is our 'Burn Rate' if revenue stalls in Q3?"
10. "Review @Security_Policy. Does it address the 'Deepfake' threats outlined in @Cyber_Trends_2026?"

AI Disclosure

Model: Gemini 3 Flash (Paid Tier) **Verification State:** Optimized for Google Workspace Extension protocols. Search queries executed to confirm current 2026 prompting best practices.
Keywords: Google Drive AI, Gemini Prompts, Document Analysis, Productivity Hacks, Workspace Automation, Data Extraction.