



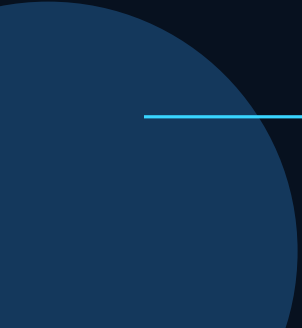
AUTONOMOUS FREE RESOURCE

200 Practical AI Prompts

Ten useful categories for real work, communication, creativity, learning, business, research, and everyday decisions.

200 editable prompts	10 practical categories	Free no account required
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Use the free Prompt Studio: glittering-fox-29a331.netlify.app



How to use this pack

Choose a prompt, replace every [BRACKETED PLACEHOLDER] with your own information, and adjust the requested format or tone. Copy it as-is when it already fits, or use it as a starting point in AutoNomouS Prompt Studio.

Verify important facts, calculations, citations, legal or medical information, and high-impact decisions. Fluent output is not the same as verified output.

What makes a good prompt?

Clear goal What should happen?	Useful context What does the AI need to know?
Specific instructions What exactly should it do?	Constraints What should it avoid or respect?
Desired output What should the result look like?	Verification When accuracy matters, what should be checked?

Before Write a follow-up email.
Better Write a short follow-up email to a founder after a demo. Goal: book a 15-minute call. Tone: professional. Do not use fake urgency.

Categories: Work - Email - Social Media - Writing - Images - Learning - Productivity - Business - Research - Everyday AI

Work

Plan, communicate, document, and make everyday work clearer.

1. Plan today's priorities

Help me plan today's work. My available time is [TIME], my tasks are [TASKS], and my most important outcome is [OUTCOME]. Rank the tasks, explain the order briefly, and create a realistic schedule with breaks.

2. Prepare for a meeting

Create a concise meeting-preparation brief for [MEETING TOPIC]. Include the objective, what I should review, five useful questions, likely decisions, and a short note-taking structure. Use only these known facts: [FACTS].

3. Turn notes into action items

Convert these meeting notes into an action list: [NOTES]. For each item, show the action, owner if stated, deadline if stated, dependency, and open question. Do not invent missing owners or dates; label them [UNASSIGNED] or [DATE NEEDED].

4. Write a status update

Write a clear status update about [PROJECT]. Audience: [AUDIENCE]. Cover progress, completed work, current risks, decisions needed, and next steps. Keep it under [LENGTH] and avoid jargon or exaggerated claims.

5. Explain a delay professionally

Draft a professional message explaining that [DELIVERABLE] will be delayed because [VERIFIED REASON]. State the revised timing [DATE/TIME], what is being done now, and any choice the recipient has. Be accountable without over-apologizing.

6. Create a handoff document

Create a practical handoff document for [PROJECT/RESPONSIBILITY]. Include purpose, current status, key contacts, recurring tasks, tools, file locations, known risks, deadlines, and the first three actions the next person should take. Mark missing information clearly.

7. Improve a work process

Analyze this work process: [STEPS]. Goal: [GOAL]. Identify bottlenecks, duplicated effort, unclear handoffs, and failure points. Recommend the three simplest improvements first, noting effort, expected benefit, and what should remain manual.

8. Create a decision memo

Write a one-page decision memo about [DECISION]. Options: [OPTIONS]. Criteria: [CRITERIA]. Summarize the evidence provided, compare trade-offs, identify uncertainties, and recommend an option only if the supplied information supports one.

9. Ask for clarification

Draft a respectful clarification request about [TASK/REQUEST]. Explain what I understand, list the specific missing details, and ask no more than five focused questions needed to proceed. Tone: [TONE].

10. Give constructive feedback

Help me give constructive feedback about [SITUATION]. Use this evidence: [OBSERVATIONS]. Structure it as observation, impact, question, and practical next step. Keep the tone direct, respectful, and free of assumptions about intent.

11. Prepare a performance conversation

Help me prepare for a conversation about [PERFORMANCE TOPIC]. Use these documented examples: [EXAMPLES]. Create an agenda, neutral opening, questions to understand context, clear expectations, support options, and follow-up notes. Avoid legal or HR conclusions.

12. Summarize a long document

Summarize the following document for [AUDIENCE]: [DOCUMENT]. Provide a five-sentence overview, key decisions, important numbers with their context, risks, action items, and questions that remain unanswered. Do not add facts not present in the source.

13. Create a weekly review

Guide me through a weekly work review using these notes and tasks: [INPUT]. Organize completed work, unfinished work, blockers, lessons, upcoming deadlines, and the top three priorities for next week.

14. Build a project checklist

Create a practical checklist for [PROJECT]. Context: [CONTEXT]. Divide it into preparation, execution, quality check, delivery, and follow-up. Include dependencies and approval points, and avoid adding steps that are unnecessary for this situation.

15. Write a standard procedure

Turn this process into a simple standard operating procedure: [PROCESS]. Include purpose, prerequisites, numbered steps, decision points, common errors, recovery steps, and completion criteria. Write for a new team member.

16. Organize competing requests

Help me triage these work requests: [REQUESTS]. Rank them using urgency, impact, effort, dependency, and risk. Explain any assumptions, identify what can wait, and draft a short response for stakeholders whose work is delayed.

17. Prepare interview questions

Create interview questions for a [ROLE] based on these responsibilities: [RESPONSIBILITIES]. Include behavioral, practical, and scenario questions plus what a strong answer may demonstrate. Avoid discriminatory or personal questions.

18. Create a training outline

Build a beginner-friendly training outline for [TOPIC] lasting [DURATION]. Audience: [AUDIENCE]. Include learning objectives, sections, one practical exercise per section, a knowledge check, and a take-home reference.

19. Estimate work carefully

Help me estimate the effort for [PROJECT] using these known requirements: [REQUIREMENTS]. Break it into tasks, list assumptions and dependencies, show a best-case/likely/worst-case range, and flag what must be clarified before committing.

20. Close out a project

Create a project closeout summary for [PROJECT] from these notes: [NOTES]. Include original goal, result, delivered items, open issues, lessons, ownership after handoff, and recommended follow-up date. Do not claim success where evidence is missing.

Email

Write concise, useful messages for common professional situations.

1. Professional follow-up

Write a short follow-up email to [PERSON/ROLE] after [CONTEXT]. Goal: [DESIRED NEXT STEP]. Mention [RELEVANT FACT], use a professional natural tone, and avoid fake urgency. Maximum [WORD COUNT] words.

2. Cold outreach with relevance

Draft a cold email to [ROLE] at [COMPANY]. Use only this verified business fact: [FACT]. Offer [SERVICE/IDEA] as a possible way to improve [OUTCOME]. Keep it respectful, under 110 words, and end with a low-pressure question.

3. Reply to a difficult message

Draft a calm reply to this email: [EMAIL]. My goal is [GOAL]. Acknowledge the valid point, correct any factual misunderstanding using [FACTS], set boundaries if needed, and propose one clear next step.

4. Request information

Write an email requesting [INFORMATION/DOCUMENTS] from [RECIPIENT]. Explain why it is needed, list exactly what to send, state the real deadline [DATE], and make it easy to reply. Tone: courteous and concise.

5. Reschedule a meeting

Write a brief email to reschedule [MEETING]. Original time: [TIME]. Reason to share: [REASON OR NONE]. Offer these alternatives: [OPTIONS]. Apologize once, keep it simple, and confirm that the original invitation will be updated.

6. Thank-you email

Write a genuine thank-you email to [PERSON] for [SPECIFIC ACTION]. Mention the practical impact [IMPACT] and close warmly without exaggerated praise. Length: [SHORT/MEDIUM].

7. Decline politely

Draft a polite decline to [REQUEST/OFFER]. Give a brief truthful reason if appropriate: [REASON]. Avoid over-explaining, leave the relationship intact, and offer [ALTERNATIVE] only if it is genuinely available.

8. Ask for payment status

Write a professional payment-status email about invoice [NUMBER], amount [AMOUNT], due date [DATE]. Ask whether anything is needed to complete payment, attach or reference the invoice, and avoid accusatory language.

9. Customer support response

Write a helpful support reply to: [CUSTOMER MESSAGE]. Acknowledge the issue, state what is known, provide numbered resolution steps, explain any limitation honestly, and give the next escalation path if the steps do not work.

10. Announce a change

Draft an announcement email about [CHANGE] for [AUDIENCE]. Explain what is changing, why, when it takes effect, what recipients need to do, and where to get help. Keep the most important action near the top.

11. Introduce two people

Write a concise double-opt-in introduction email connecting [PERSON A] and [PERSON B] because [REASON]. Mention relevant context for each, avoid oversharing, and make clear that there is no obligation to continue.

12. Send meeting recap

Turn these notes into a meeting recap email: [NOTES]. Include decisions, action items with owners and dates only when stated, open questions, and the next meeting or checkpoint. Ask recipients to correct anything inaccurate.

13. Request a testimonial ethically

Write an email asking [CUSTOMER/CLIENT] whether they would be comfortable sharing honest feedback about [PRODUCT/SERVICE]. Make participation optional, provide three simple questions, and do not pressure them for a positive statement.

14. Apologize and resolve

Draft an apology email for [ISSUE]. State what happened using verified facts, accept appropriate responsibility, explain the remedy [REMEDY], give the next update time [TIME], and avoid excuses or promises we cannot guarantee.

15. Ask for a referral

Write a respectful referral-request email to [PERSON] after [POSITIVE CONTEXT]. Describe the kind of person or business I can help: [FIT]. Make it easy to decline and avoid asking them to disclose private contact information without permission.

16. Confirm an agreement

Write an email confirming our understanding of [AGREEMENT]. Summarize scope, deliverables, responsibilities, timing, price if provided, and unresolved points. Ask the recipient to confirm or correct the summary. Do not present it as legal advice.

17. Welcome a new client

Draft a welcome email for a new [CLIENT/CUSTOMER]. Include what happens next, what I need from them, key dates, communication method, and where to get help. Tone: confident, warm, and organized.

18. Re-engage a quiet lead

Write a short re-engagement email to [LEAD] about [PREVIOUS TOPIC]. Add one useful new detail [DETAIL], ask whether the priority has changed, and offer an easy close-the-loop option. No guilt or artificial scarcity.

19. Internal escalation

Draft an internal escalation email about [ISSUE]. Include impact, evidence, actions already tried, current risk, decision needed, and deadline. Keep the tone factual and avoid blaming individuals.

20. Improve my draft email

Edit this email for clarity, tone, and brevity: [DRAFT]. Preserve all verified facts and my intended meaning. Then list the three most important changes you made. Desired tone: [TONE].

Social Media

Develop platform-aware content without losing accuracy or voice.

1. Turn one idea into a post

Create a [PLATFORM] post from this idea: [IDEA]. Audience: [AUDIENCE]. Goal: [GOAL]. Use a clear hook, one useful insight, a concrete example, and a natural question or CTA. Do not invent statistics.

2. Adapt content by platform

Adapt this source into separate posts for [PLATFORMS]: [SOURCE]. Preserve the core message, but change length, opening, formatting, CTA, and discovery keywords for each platform. Do not post identical copy everywhere.

3. Write a short-video script

Write a [DURATION]-second vertical-video script about [TOPIC]. Start with a specific hook, explain one idea in plain language, show or mention one example, and end with a useful takeaway. Include on-screen text and shot notes.

4. Create a carousel outline

Outline a [NUMBER]-slide carousel about [TOPIC] for [PLATFORM]. Slide 1 needs a clear benefit, each middle slide should teach one point, and the final slide should summarize and invite a relevant next action. Keep text readable on mobile.

5. Write a caption from a photo

Write a caption for a photo showing [DESCRIPTION]. Context: [CONTEXT]. Connect the image to [MESSAGE], keep the tone [TONE], and include one relevant question. Avoid claiming details not visible or provided.

6. Create a week of posts

Create a seven-day content plan for [BRAND/TOPIC] on [PLATFORM]. Audience: [AUDIENCE]. Mix education, demonstration, opinion, behind-the-scenes, community question, proof without fabrication, and a soft offer. Give one distinct idea per day.

7. Repurpose an article

Repurpose this article into one short post, one carousel, one 30-second video script, and three discussion questions: [ARTICLE]. Keep claims traceable to the source and label anything that needs verification.

8. Explain a complex topic simply

Create a social post explaining [COMPLEX TOPIC] to a beginner. Use one accurate analogy, define unavoidable terms, show one practical use, and mention one limitation. Maximum [LENGTH].

9. Create a community question

Write five thoughtful discussion prompts for people interested in [TOPIC]. Each should be easy to answer from experience, avoid bait or false choices, and lead to useful conversation rather than one-word replies.

10. Respond to comments

Draft three possible replies to this comment: [COMMENT]. Context: [POST CONTEXT]. Make one appreciative, one informative, and one conversational. Do not become defensive or state uncertain facts as certain.

11. Promote without overselling

Write a useful promotional post for [PRODUCT/SERVICE]. Audience: [AUDIENCE]. Focus on the specific problem, what the offer helps with, who it is and is not for, and one low-pressure CTA. Do not use fake urgency or guaranteed results.

12. Create accessible alt text

Write concise alt text for this image description: [DESCRIPTION]. Include information needed to understand the image in context of [POST TOPIC], but avoid decorative details and phrases like 'image of' unless necessary.

13. Build a hashtag set

Suggest a restrained hashtag and keyword set for a [PLATFORM] post about [TOPIC] targeting [AUDIENCE/LOCATION]. Separate broad, niche, and branded options. Exclude irrelevant or misleading trends and explain any platform-specific limit.

14. Create a myth-versus-fact post

Create a myth-versus-fact post about [TOPIC] using only these reliable sources or facts: [SOURCES/FACTS]. Clearly separate evidence from opinion, add necessary nuance, and avoid absolute claims.

15. Write a founder-style update

Write a first-person update about [MILESTONE/LESSON]. Include what happened, what changed my thinking, one practical lesson, and what comes next. Tone: honest, specific, and free of manufactured vulnerability.

16. Create a poll

Create three useful poll options about [TOPIC] for [PLATFORM]. Each poll should ask one clear question, use mutually exclusive answer choices where possible, and include a follow-up prompt that invites context.

17. Turn FAQs into content

Turn these customer questions into five educational social posts: [FAQS]. Answer directly, include one example per post, and add a relevant next step. Do not imply individual advice where professional guidance may be required.

18. Plan a launch sequence

Create a five-post launch sequence for [OFFER] across [PLATFORM]. Use: problem awareness, useful teaching, demonstration, objections/fit, and launch invitation. Keep claims evidence-based and make each post valuable on its own.

19. Improve a weak post

Critique and rewrite this social post: [DRAFT]. Improve clarity, usefulness, specificity, mobile formatting, and CTA while preserving my voice and every verified claim. Explain the key improvements briefly.

20. Create a content brief

Build a reusable content brief for [TOPIC/CAMPAIGN]. Include audience, objective, key message, proof available, tone, platform, format, required elements, prohibited claims, CTA, and review checklist.

Writing

Draft, revise, structure, and evaluate useful written material.

1. Create an outline

Create a clear outline for a [ARTICLE/GUIDE/REPORT] about [TOPIC] for [AUDIENCE]. Goal: [GOAL]. Use a logical progression, note what evidence each section needs, and remove sections that would only repeat the same point.

2. Write a strong introduction

Write three possible introductions for [PIECE] about [TOPIC]. One should start with a practical problem, one with a concise example, and one with a surprising but verified fact [FACT]. Avoid generic scene-setting.

3. Rewrite in plain language

Rewrite this text for a general audience: [TEXT]. Keep the meaning and important qualifications, shorten long sentences, define necessary terms, and aim for a [READING LEVEL] reading level without sounding childish.

4. Strengthen an argument

Analyze this argument: [DRAFT]. Identify the claim, supporting evidence, missing assumptions, counterarguments, and weak transitions. Suggest a stronger structure without inventing evidence.

5. Edit for concision

Reduce this text by about [PERCENT]% while preserving its meaning, facts, examples, and tone: [TEXT]. Remove repetition, filler, and unnecessary qualifiers, then note anything important that could not be shortened safely.

6. Match a voice sample

Rewrite [TEXT] to match the style of this short voice sample: [SAMPLE]. Preserve facts and intent. Describe the style traits you followed, but do not copy distinctive phrases from the sample.

7. Create a how-to guide

Write a beginner-friendly how-to guide for [TASK]. Include prerequisites, numbered steps, checkpoints, common mistakes, troubleshooting, and a completion test. State any safety or professional limitations clearly.

8. Turn research into a draft

Draft a [FORMAT] using only these research notes: [NOTES]. Cite or label the source for each important claim, separate fact from interpretation, and insert [SOURCE NEEDED] wherever support is missing.

9. Write a case study

Create a case-study draft from these verified details: [DETAILS]. Structure it as context, challenge, approach, implementation, measured result, limitations, and lessons. Do not manufacture metrics, quotes, or client praise.

10. Create an FAQ

Create an FAQ for [PRODUCT/TOPIC] using these known questions and facts: [INPUT]. Prioritize real user concerns, answer directly, and flag any answer requiring policy, legal, medical, or technical confirmation.

11. Write a conclusion

Write a conclusion for this piece: [DRAFT]. Synthesize the main lesson instead of repeating every section, mention one realistic next step, and avoid introducing unsupported new claims.

12. Add useful examples

Review this explanation and add three realistic examples for [AUDIENCE]: [TEXT]. Make each example demonstrate a different use case and clearly label any invented names or sample data as fictional.

13. Improve transitions

Improve transitions and flow in this draft: [DRAFT]. Keep all original claims, show how each section connects to the next, and remove headings or paragraphs that interrupt the logic.

14. Create a comparison

Write a balanced comparison of [OPTION A] and [OPTION B] for [USE CASE]. Compare them on [CRITERIA], distinguish verified facts from judgment, and conclude with a conditional recommendation rather than a universal winner.

15. Write a product description

Write a product description for [PRODUCT] using only these facts: [FACTS]. Lead with the user problem, explain key features as benefits, state what is included, identify who it is for, and avoid unsupported superlatives.

16. Create a bio

Write three versions of a bio for [PERSON/BRAND] using these facts: [FACTS]. Create 50-, 100-, and 160-character versions. Tone: [TONE]. Do not add credentials, achievements, or claims not supplied.

17. Draft a story structure

Create a story structure for [IDEA]. Include protagonist, goal, obstacle, stakes, turning points, climax, and resolution. Ask up to five questions where essential information is missing instead of filling gaps automatically.

18. Check tone and inclusivity

Review this text for tone, clarity, accessibility, and unintended exclusion: [TEXT]. Identify specific phrases that may confuse or alienate readers, explain why, and suggest precise replacements while preserving the message.

19. Fact-check preparation

Extract every factual claim from this draft: [DRAFT]. Group claims as verifiable fact, interpretation, estimate, or opinion. For each fact, state what kind of reliable source would be needed to verify it.

20. Final editorial pass

Perform a final editorial pass on [DRAFT]. Check structure, repetition, sentence clarity, consistency, headings, factual overreach, and CTA. Return the revised version followed by a short checklist of unresolved questions.

Images

Create clearer briefs and prompts for image-generation tools.

1. Create a product hero image

Create a polished hero image for [PRODUCT] in [SETTING]. Composition: [COMPOSITION]. Lighting: [LIGHTING]. Brand colors: [COLORS]. Leave clean negative space for a headline. Do not add logos, labels, or text unless supplied exactly.

2. Write a photorealistic brief

Create a photorealistic image of [SUBJECT] doing [ACTION] in [LOCATION]. Specify camera angle, focal length feel, natural lighting, materials, realistic imperfections, and depth of field. Avoid artificial plastic skin and impossible anatomy.

3. Create an editorial illustration

Create an editorial illustration about [CONCEPT] for [AUDIENCE]. Use a clear visual metaphor [METAPHOR OR ASK FOR OPTIONS], a restrained palette [COLORS], strong focal point, and enough negative space for publication layout. No decorative text.

4. Design a social graphic

Design a [PLATFORM] graphic at [ASPECT RATIO] about [TOPIC]. Primary message: [EXACT SHORT TEXT]. Use high contrast, mobile-readable typography, one focal visual, and [BRAND COLORS]. Spell the supplied text exactly and omit all other text.

5. Create a book cover concept

Create a cover concept for [TITLE] by [AUTHOR]. Genre/topic: [GENRE]. Mood: [MOOD]. Use a distinctive central concept, clear hierarchy, and strong thumbnail readability. Reserve clean areas for exact title and author text; do not invent endorsements.

6. Generate a clean icon set

Create a consistent set of [NUMBER] simple icons representing [ITEMS]. Style: [LINE/FILLED]. Use consistent stroke weight, corner radius, perspective, padding, and [COLOR PALETTE]. Transparent background; no text.

7. Create a presentation background

Create a subtle presentation background for [TOPIC] at 16:9. Use [COLORS], gentle depth, and a clear area for readable text. Keep details minimal and avoid recognizable logos or busy patterns.

8. Create an infographic concept

Plan a precise infographic for [DATA/PROCESS]. Identify the hierarchy, chart or diagram type, labels, color coding, and accessibility notes. Do not invent data. If exact values matter, return a layout specification rather than a rendered data graphic.

9. Create a before-and-after visual

Design a side-by-side before-and-after concept for [TRANSFORMATION]. Keep camera angle, crop, scale, lighting, and background consistent so the comparison is honest. Clearly distinguish the two states without exaggerated effects.

10. Create a website section visual

Create a wide website visual for [SECTION PURPOSE] showing [SUBJECT]. Match this brand direction: [BRAND DETAILS]. Keep the composition simple, avoid stock-photo clichés, and reserve space on the [LEFT/RIGHT] for interface copy.

11. Create a transparent cutout

Create a clean isolated image of [OBJECT/SUBJECT] viewed from [ANGLE]. Accurate shape and materials, studio lighting, crisp edges, no shadow unless requested, transparent background, and no added text or branding.

12. Create a seamless texture

Create a seamless repeating texture of [MATERIAL/PATTERN] in [COLORS]. Scale: [FINE/MEDIUM/LARGE]. Ensure tile edges match perfectly, lighting is even, and there are no obvious repeated focal elements.

13. Create a friendly character

Design an original character representing [TRAITS/ROLE]. Audience: [AUDIENCE]. Style: [STYLE]. Provide a clear silhouette, restrained details, accessible color contrast, and three expressions. Avoid resemblance to existing copyrighted characters.

14. Create a scene with people

Create an inclusive, realistic scene of [PEOPLE] in [SETTING] doing [ACTION]. Show natural posture, varied but context-appropriate appearance, accurate hands and objects, and authentic environmental details without stereotypes.

15. Create food photography

Create appetizing but realistic food photography of [DISH]. Setting: [SETTING]. Use natural texture, believable portions, [LIGHTING], and [ANGLE]. Avoid impossible garnishes, excessive gloss, or misleading ingredients.

16. Create an architecture concept

Create an architectural concept image of [SPACE] designed for [USE]. Style: [STYLE]. Include realistic circulation, lighting, scale cues, materials, and accessibility considerations. Label the result as conceptual, not construction documentation.

17. Improve an image prompt

Rewrite this image prompt for clearer composition, subject, environment, lighting, camera, style, constraints, and aspect ratio: [DRAFT]. Keep my concept and remove conflicting or redundant instructions.

18. Create variations intentionally

Create four distinct visual directions for [BRIEF]. Keep [REQUIRED ELEMENTS] consistent, but vary composition, mood, palette, and visual metaphor. Explain in one sentence what each direction is best suited for.

19. Create accessible visual directions

Review this visual brief for accessibility: [BRIEF]. Recommend contrast, text-size, color-blind-safe distinctions, information hierarchy, alt-text needs, and a version that still works without color alone.

20. Prepare an image-edit brief

Create a precise non-destructive edit brief for [IMAGE DESCRIPTION]. Requested changes: [CHANGES]. Preserve [ELEMENTS]. Specify crop, color, lighting, cleanup, realism, output size, and what must not be altered.

Learning

Explain, practice, compare, question, and retain new ideas.

1. Learn a topic from scratch

Teach me [TOPIC] from the beginning. My current level is [LEVEL] and my goal is [GOAL]. Start with a simple mental model, define key terms, give one example, then check my understanding before moving deeper.

2. Create a study plan

Create a [DURATION] study plan for [SUBJECT]. I can study [TIME] per [DAY/WEEK], my current level is [LEVEL], and my deadline is [DATE]. Include weekly goals, practice, review, and realistic catch-up time.

3. Explain with an analogy

Explain [CONCEPT] using an accurate everyday analogy for [AUDIENCE]. Then explain where the analogy breaks down so I do not learn a misleading simplification.

4. Quiz me adaptively

Quiz me on [TOPIC] one question at a time. Start at [LEVEL], wait for my answer, explain mistakes without giving away the next answer, and adjust difficulty based on my performance. Track the concepts I should review.

5. Turn notes into flashcards

Convert these notes into [NUMBER] flashcards: [NOTES]. Use one clear idea per card, mix definition and application questions, avoid trivia, and flag any card whose answer is not supported by the notes.

6. Compare two concepts

Compare [CONCEPT A] and [CONCEPT B]. Explain what each is, what problem it solves, similarities, differences, common confusion, and one example showing when each applies.

7. Find my knowledge gaps

Assess my understanding of [TOPIC]. Ask up to ten diagnostic questions, one at a time, then summarize strengths, gaps, misconceptions, and the next three concepts I should study.

8. Create practice problems

Create five practice problems about [TOPIC] at [LEVEL]. Include varied scenarios and increasing difficulty. Do not show solutions until I attempt them; then provide step-by-step feedback.

9. Explain a mistake

Help me understand why this answer or approach is wrong: [MY WORK]. Identify the first incorrect step, explain the underlying concept, show a corrected method, and give one similar practice question.

10. Summarize a lesson

Turn this lesson into a study summary: [LESSON]. Include key ideas, terms, relationships, one example, one common mistake, and five self-test questions. Keep only material supported by the lesson.

11. Create a reading guide

Create a reading guide for [BOOK/ARTICLE/CHAPTER]. My goal is [GOAL]. Give pre-reading questions, concepts to watch, a note-taking template, reflection questions, and a short post-reading exercise.

12. Teach through Socratic questions

Help me reason through [PROBLEM/TOPIC] using Socratic questions. Ask one focused question at a time, do not reveal the full answer immediately, and correct factual misunderstandings when necessary.

13. Learn vocabulary in context

Teach me these terms in the context of [SUBJECT]: [TERMS]. For each, give a plain definition, a realistic example, a non-example, and one quick recall question.

14. Prepare for an exam

Build an exam-preparation plan for [EXAM] using this syllabus and date: [SYLLABUS], [DATE]. Prioritize by importance and weakness, include timed practice and spaced review, and avoid predicting unreleased questions.

15. Create a mini lesson

Create a 15-minute mini lesson on [TOPIC] for [AUDIENCE]. Include one learning objective, a short explanation, a worked example, a two-minute activity, and an exit question.

16. Explain a paper carefully

Explain this research paper or abstract: [TEXT]. Separate the research question, method, sample, findings, limitations, and what the paper does not establish. Translate technical language without overstating conclusions.

17. Build a concept map

Create a text-based concept map for [TOPIC]. Show the main concepts, their relationships, prerequisites, examples, and common misconceptions. Use a hierarchy that I can later convert into a visual map.

18. Practice teaching back

Ask me to teach back [TOPIC] in my own words. Evaluate my explanation for accuracy, missing pieces, and clarity, then suggest a stronger version without replacing my voice.

19. Learn by project

Design a small hands-on project to learn [SKILL]. It should fit [TIME/BUDGET/TOOLS], produce a concrete result, include milestones, and end with reflection questions and a way to assess success.

20. Verify educational claims

Review this learning material: [TEXT]. Identify factual claims that may be outdated, uncertain, or oversimplified. Explain what should be verified and suggest authoritative source types. Do not silently rewrite contested claims as facts.

Productivity

Prioritize, plan, review, and reduce avoidable friction.

1. Plan a realistic day

Create a realistic plan for my day from [START] to [END]. Fixed commitments: [COMMITMENTS]. Tasks: [TASKS]. Energy pattern: [PATTERN]. Include transition time, breaks, and one buffer block.

2. Break down an overwhelming task

Break [TASK] into steps small enough to start. My constraint is [CONSTRAINT]. Show the first five-minute action, the minimum acceptable result, likely blockers, and a simple way to resume after interruption.

3. Prioritize a long list

Prioritize this list: [ITEMS]. Use impact, urgency, effort, dependency, and consequences of delay. Return do now, schedule, delegate, and remove categories, with a short reason for each.

4. Create a weekly routine

Design a flexible weekly routine for [GOALS]. Available times: [TIMES]. Non-negotiables: [CONSTRAINTS]. Include focused work, administration, recovery, and a weekly review. Avoid filling every hour.

5. Plan around low energy

Help me plan these tasks for a low-energy day: [TASKS]. Separate essential, helpful, and optional work. Suggest easier versions of demanding tasks and a stopping point that still counts as progress.

6. Create a habit experiment

Design a two-week experiment to build [HABIT]. Make the trigger, minimum action, environment, tracking, and recovery-after-a-missed-day simple. Do not rely on motivation or an all-or-nothing streak.

7. Reduce distractions

Analyze my common distractions: [DISTRACTIONS]. Context: [WORK/ENVIRONMENT]. Suggest environmental changes, boundaries, and a short focus ritual. Prioritize changes that do not require buying new tools.

8. Prepare tomorrow tonight

Create a ten-minute evening reset routine based on [MY NEEDS]. Include closing open loops, selecting tomorrow's priority, preparing materials, checking real commitments, and ending work deliberately.

9. Plan a focused work block

Create a [DURATION]-minute focus plan for [TASK]. Define the finish line, preparation, work intervals, likely distractions, a note-capture method, and a short review at the end.

10. Organize digital files

Design a simple folder and naming system for [TYPE OF FILES]. Current problem: [PROBLEM]. Keep the hierarchy shallow, include dates/versions where useful, define an inbox and archive rule, and give migration steps.

11. Create a capture system

Create a simple system for capturing tasks, ideas, and reference information using [TOOLS I HAVE]. Define one inbox, when to process it, what becomes a task, what becomes reference, and what should be deleted.

12. Review recurring commitments

Help me audit these recurring commitments: [LIST]. For each, assess purpose, time cost, current value, consequences of stopping, and whether to keep, reduce, delegate, automate, or remove.

13. Batch similar work

Group these tasks into efficient batches: [TASKS]. Consider tool, location, energy, preparation, and deadlines. Create a schedule that reduces context switching without delaying urgent work.

14. Make a decision quickly

Help me make a low-stakes decision about [DECISION] within [TIME]. Identify the minimum criteria, eliminate options that clearly fail, compare the remaining choices briefly, and set a point when further research stops.

15. Plan a personal project

Create a milestone plan for [PROJECT] to finish by [DATE]. Available time: [TIME]. Define scope, minimum viable outcome, weekly milestones, dependencies, risks, and what can be cut if time runs short.

16. Recover after falling behind

Help me recover from falling behind on [WORK/GOAL]. Current status: [STATUS]. Recalculate priorities, identify what can be dropped or renegotiated, create a three-day restart plan, and draft any needed communication.

17. Design a shutdown checklist

Create a short end-of-work shutdown checklist for [TYPE OF WORK]. Include saving and documenting progress, capturing next actions, checking urgent messages once, preparing the first task for tomorrow, and a clear stop signal.

18. Improve calendar use

Review this calendar pattern: [DESCRIPTION]. Identify overcrowding, missing buffers, fragmented focus time, and unrealistic transitions. Recommend a more sustainable weekly calendar structure.

19. Create a no-pressure reset

Create a gentle one-hour reset plan for a messy [DESK/INBOX/TASK LIST]. Focus on visible progress, simple sorting rules, and a clear stopping point. Do not turn it into a full-day project.

20. Choose what not to do

Given these goals and constraints, identify what I should deliberately not do this [DAY/WEEK/MONTH]: [INPUT]. Explain the trade-offs and provide a short not-now list I can revisit later.

Business

Think through customers, operations, decisions, and offers.

1. Clarify a customer problem

Help me define the customer problem behind [IDEA/OFFER]. Target customer: [CUSTOMER]. Separate symptoms, root problem, current alternatives, urgency, and evidence I have versus assumptions I still need to test.

2. Create a simple offer

Structure a clear offer for [AUDIENCE] who need [OUTCOME]. Include scope, deliverables, process, boundaries, timing, prerequisites, price placeholder [PRICE], and a realistic CTA. Do not promise guaranteed results.

3. Build an ideal-customer profile

Create a practical ideal-customer profile using only this evidence: [CUSTOMER DATA/OBSERVATIONS]. Include jobs to be done, pain points, buying triggers, constraints, objections, and disqualifiers. Label assumptions that need validation.

4. Interview potential customers

Create ten neutral customer-interview questions about [PROBLEM]. Focus on past behavior, current process, cost of the problem, alternatives, and decision criteria. Avoid leading questions that pitch my solution.

5. Analyze competitors fairly

Create a competitor-analysis framework for [MARKET]. Compare verified positioning, audience, offer, pricing if public, strengths, limitations, and gaps. Do not invent private performance data or treat marketing claims as proven facts.

6. Draft a value proposition

Write five value-proposition options for [OFFER]. Audience: [AUDIENCE]. Problem: [PROBLEM]. Differentiator: [VERIFIED DIFFERENTIATOR]. Keep each specific, understandable, and free of hype.

7. Create a discovery-call agenda

Create a 30-minute discovery-call agenda for [SERVICE]. Include context, goals, current process, constraints, impact, decision process, fit, and next steps. Avoid turning every question into a sales pitch.

8. Qualify a lead

Build a lead-qualification checklist for [OFFER]. Include fit, need, authority, timing, budget range, technical constraints, risk, and disqualifiers. Distinguish information to verify from information a prospect may choose not to share.

9. Map a customer journey

Map the customer journey for [PRODUCT/SERVICE] from first awareness through purchase, onboarding, use, support, renewal, and referral. For each stage, list customer goal, friction, needed information, and one measurable signal.

10. Design an onboarding flow

Create a low-friction onboarding flow for [PRODUCT/SERVICE]. Include welcome, information required, setup steps, success milestone, support path, and follow-up. Collect only information needed for delivery.

11. Create a pricing discussion

Help me prepare pricing options for [OFFER]. List cost drivers, scope variables, minimum viable package, optional additions, and questions to validate willingness to pay. Do not claim market pricing without current evidence.

12. Write a proposal outline

Create a proposal outline for [CLIENT/PROJECT] based on [DISCOVERY NOTES]. Include objectives, current situation, scope, deliverables, timeline, responsibilities, assumptions, exclusions, pricing placeholder, success measures, and next step.

13. Plan a small launch

Create a lean launch plan for [OFFER] with [TIME/BUDGET]. Include audience, message, minimum assets, channels already available, timeline, feedback collection, risk controls, and three measures that indicate what to improve.

14. Audit a sales pipeline

Analyze this sales pipeline: [STAGES AND DATA]. Identify unclear stage definitions, stalled leads, missing follow-up, duplicate work, weak qualification, and measurement gaps. Recommend the simplest corrections first.

15. Create operating metrics

Suggest a small set of operating metrics for [BUSINESS/PROCESS]. For each, define what it measures, formula, data source, review frequency, and how it could be misread. Exclude vanity metrics unless they support a decision.

16. Run a pre-mortem

Run a pre-mortem for [PLAN]. Assume it failed six months from now. Identify plausible causes across demand, delivery, cash, people, technology, compliance, and execution. Rank risks by likelihood and impact, then suggest prevention and early-warning signals.

17. Improve customer support

Review this customer-support process: [PROCESS]. Identify response gaps, repeated questions, escalation needs, privacy risks, and opportunities for templates or automation while preserving human review for sensitive cases.

18. Create a partnership brief

Draft a partnership brief for [POTENTIAL PARTNER]. Explain mutual audience fit, proposed value exchange, responsibilities, measurement, timeline, and an easy pilot. Do not claim access, results, or commitments not already agreed.

19. Plan an automation safely

Map an automation opportunity for [BUSINESS PROCESS]. Define trigger, inputs, validation, actions, approval gates, duplicate prevention, error handling, logging, fallback, security concerns, and what must remain human-controlled.

20. Write a quarterly review

Create a quarterly business review from these results: [DATA/NOTES]. Summarize outcomes versus goals, key drivers, misses, lessons, customer signals, risks, and the three priorities for next quarter. Separate measured facts from interpretation.

Research

Structure careful research while keeping evidence and uncertainty visible.

1. Create a research plan

Create a research plan for [QUESTION]. Define scope, key subquestions, terms, preferred primary sources, date limits, inclusion/exclusion criteria, and a table for recording claims, evidence, uncertainty, and links.

2. Improve a search query

Turn this research question into precise search queries: [QUESTION]. Provide broad, narrow, exact-phrase, site-specific, and file-type variations. Explain what each query is designed to find.

3. Evaluate a source

Evaluate this source: [SOURCE/TEXT]. Assess author or institution, publication date, evidence, methodology, conflicts, citations, directness, limitations, and whether it supports the specific claim [CLAIM].

4. Compare sources

Compare these sources about [TOPIC]: [SOURCES]. Identify where they agree, conflict, use different definitions, or rely on different evidence. Give greater weight to primary and methodologically stronger sources, and explain why.

5. Extract claims and evidence

From this text, extract the main claims and the evidence offered for each: [TEXT]. Label evidence as data, expert opinion, anecdote, citation, or unsupported assertion. Note what would be needed to verify each claim.

6. Summarize research cautiously

Synthesize these sources for [AUDIENCE]: [SOURCES]. Lead with the strongest supported findings, note disagreement and uncertainty, distinguish correlation from causation, and avoid conclusions broader than the evidence.

7. Check recency

Review this information for possible time sensitivity: [TEXT]. Identify claims likely to change, state what current source should verify each one, and do not assume older facts remain current.

8. Build an evidence table

Create an evidence table for [QUESTION] from [NOTES/SOURCES]. Columns: claim, source, date, source type, method/sample, supporting evidence, limitations, confidence, and follow-up needed.

9. Research a market

Create a market-research framework for [MARKET/LOCATION]. Include customers, demand signals, alternatives, competitors, pricing evidence, regulation, distribution, trends, and unanswered questions. Avoid estimating market size without defensible data.

10. Research a company ethically

Create a lawful public-source research checklist for [COMPANY]. Cover official records, website, leadership, products, public reviews, news, litigation/regulatory sources, and inconsistencies to verify. Exclude private, deceptive, or intrusive collection.

11. Verify a quote

Help verify this quote: [QUOTE]. Identify the earliest reliable source, original context, speaker, date, and whether wording has changed. If the original cannot be confirmed, label it unverified.

12. Analyze a statistic

Evaluate this statistic: [STATISTIC AND SOURCE]. Check definition, denominator, sample, time period, geography, methodology, uncertainty, and whether the source supports the way the number is being used.

13. Find counterevidence

Challenge this claim: [CLAIM]. List plausible counterarguments, alternative explanations, disconfirming evidence to look for, and conditions under which the claim may or may not hold. Do not invent sources.

14. Separate fact from opinion

Classify each statement in this text as verified fact, reported claim, interpretation, prediction, recommendation, or opinion: [TEXT]. Explain ambiguous cases and list facts that need sources.

15. Review a survey

Critique this survey or survey report: [MATERIAL]. Check sampling, wording, order effects, missing options, response rate, weighting, sponsor, analysis, and whether conclusions match the questions asked.

16. Plan user research

Design a small user-research study for [PRODUCT/QUESTION]. Define participants, recruitment, consent, method, neutral questions, data handling, analysis, limitations, and decisions the research should inform.

17. Create an annotated bibliography

Create an annotated bibliography from these sources: [SOURCES]. For each, provide citation details, research question, method, key finding, limitation, relevance, and how it relates to the other sources.

18. Identify missing perspectives

Review this research summary for missing perspectives: [SUMMARY]. Identify affected groups, geographic or cultural limits, alternative disciplines, contrary evidence, and voices that should be included before making a decision.

19. Prepare expert questions

Create ten informed questions for an expert in [FIELD] about [TOPIC]. Use this background: [BACKGROUND]. Focus on mechanisms, evidence quality, uncertainty, practical implications, and what non-experts commonly misunderstand.

20. Create a research conclusion

Write a careful conclusion from this evidence: [EVIDENCE]. State what is well supported, tentatively supported, unresolved, and outside scope. Recommend next research steps and avoid false certainty.

Everyday AI

Use AI thoughtfully for planning, decisions, communication, and daily life.

1. Plan simple meals

Create a [NUMBER]-day meal plan for [NUMBER] people using [INGREDIENTS/PREFERENCES]. Constraints: [ALLERGIES/BUDGET/TIME]. Reuse ingredients to reduce waste, include a shopping list, and flag any nutrition claim that needs professional guidance.

2. Use what is already at home

Suggest meals I can make from [INGREDIENTS]. I also have [BASIC STAPLES]. Give the simplest options first, list missing ingredients separately, and include safe storage or cooking reminders where relevant.

3. Compare purchases

Help me compare [PRODUCT OPTIONS] for [USE CASE]. My budget is [BUDGET] and priorities are [PRIORITIES]. Build a weighted comparison, identify missing specifications to verify, and recommend only if one option clearly fits better.

4. Create a household checklist

Create a practical checklist for [HOUSEHOLD TASK]. Home/context: [DETAILS]. Organize preparation, supplies, steps, safety checks, cleanup, and recurring maintenance. Keep it realistic for [TIME AVAILABLE].

5. Plan errands efficiently

Organize these errands into an efficient plan: [ERRANDS]. Starting location: [GENERAL AREA]. Time window: [TIME]. Consider opening hours I provide, dependencies, cold items, and priority. Do not assume live traffic or store hours.

6. Prepare for travel

Create a travel-preparation checklist for [DESTINATION/TRIP TYPE] from [DATE] to [DATE]. Include documents, weather items to verify, packing, home preparation, transport, accessibility or medication reminders, and last-day checks.

7. Build a packing list

Create a minimal packing list for [TRIP] lasting [DAYS]. Activities: [ACTIVITIES]. Laundry access: [YES/NO]. Weather range: [RANGE]. Separate essentials, clothing, work/tech, health, and optional comfort items.

8. Understand a bill

Explain this bill or statement in plain language: [TEXT]. Identify charges, dates, fees, totals, and questions I should ask the provider. Do not infer private account details or provide legal/financial conclusions.

9. Prepare for an appointment

Help me prepare for an appointment about [TOPIC]. Using these notes: [NOTES], organize a timeline, symptoms/issues or goals, current questions, documents to bring, and what I should write down afterward. Do not diagnose.

10. Create a polite neighbor message

Write a respectful message to a neighbor about [ISSUE]. State the observable situation, its impact, and a reasonable request. Avoid threats, assumptions, or legal claims. Tone: calm and cooperative.

11. Plan a small event

Create a simple plan for [EVENT] with [NUMBER] guests and budget [BUDGET]. Include timeline, invitations, food, supplies, setup, accessibility, cleanup, and a backup plan. Keep the plan proportional to the event.

12. Choose a gift thoughtfully

Suggest gift ideas for [PERSON] based on [INTERESTS], occasion [OCCASION], budget [BUDGET], and constraints [CONSTRAINTS]. Prioritize thoughtful, practical options and include experience or homemade alternatives.

13. Create a cleaning plan

Create a [DURATION] cleaning plan for [SPACE]. Current condition: [DESCRIPTION]. Prioritize hygiene and visible impact, group supplies, include breaks, and stop before it becomes an unrealistic deep-clean.

14. Organize a move

Create a moving checklist from [CURRENT PLACE] to [NEW PLACE] by [DATE]. Include sorting, packing order, utilities, address changes, important documents, moving-day essentials, and first-night needs. Mark tasks that depend on local rules.

15. Plan a personal budget discussion

Help me prepare for a household budget conversation using these numbers: [NUMBERS]. Organize fixed costs, variable costs, goals, concerns, and choices to discuss. Keep the tone collaborative and do not provide regulated financial advice.

16. Write a personal announcement

Write a clear personal announcement about [NEWS] for [AUDIENCE]. Include what is happening, when, what I am comfortable sharing, and any request or boundary. Tone: [TONE].

17. Make instructions easier

Rewrite these instructions so they are easier to follow: [INSTRUCTIONS]. Use numbered steps, plain language, required materials, warnings before risky steps, and a clear completion check.

18. Create questions before calling support

Prepare me to contact customer support about [ISSUE]. Organize account-safe facts, timeline, error messages, actions already tried, desired resolution, and five questions. Remind me not to share passwords or one-time codes.

19. Plan a digital cleanup

Create a safe digital-cleanup plan for [DEVICE/ACCOUNT TYPE]. Cover backup, duplicates, large files, unused apps, permissions, security updates, and recovery checks. Avoid deleting anything before confirming it is backed up and unnecessary.

20. Think through a personal decision

Help me think through [DECISION]. My priorities are [PRIORITIES], constraints are [CONSTRAINTS], and options are [OPTIONS]. Compare trade-offs, identify missing information, and suggest a reversible next step rather than deciding for me.

Keep building

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Usage note

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