
wpsanjeet
500
Powerful
AI Prompts
for Everyday Life and Work
The Ultimate Collection of Ready-to-Use AI Prompts to Save Time, Boost Productivity, Improve Creativity and Make Everyday Tasks Easier.
500 Ready-to-Use Prompts
20 Practical Categories
Real-World Use Cases
Boost Productivity
Save Time & Effort
For Students, Professionals, Creators & Everyone
AI
Productivity
Business & Marketing
Writing & Content
Learning & Education
Work & Career
Plan
Create
Write
Analyze
Solve
Grow
With Bonus Resources
https://wpsanjeet.com

FREE PREVIEW

What's Inside the Full Book

You are reading a free sample. These pages are taken straight from the full book so you can see exactly what you will get.

500	20	20	151
ready-to-use prompts	practical categories	worked examples	pages in the full PDF

The 20 categories

01 Everyday Productivity & Planning Prompts 001–025	**11** Technology, Digital Skills & AI Prompts 251–275
02 Writing, Editing & Communication Prompts 026–050	**12** Creative Thinking & Content Creation Prompts 276–300
03 Learning, Studying & Understanding Prompts 051–075	**13** Teaching, Training & Presentations Prompts 301–325
04 Career, Job Search & Interviews Prompts 076–100	**14** Customer Service & Client Relationships Prompts 326–350
05 Business Ideas & Entrepreneurship Prompts 101–125	**15** Meetings, Teams & Workplace Prompts 351–375
06 Marketing, Branding & Social Media Prompts 126–150	**16** Relationships, Communication & Personal Growth Prompts 376–400
07 Money Management & Personal Finance Prompts 151–175	**17** Research, Decisions & Problem Solving Prompts 401–425
08 Health, Fitness & Wellbeing Prompts 176–200	**18** E-commerce, Selling & Product Listings Prompts 426–450
09 Home, Family & Everyday Life Prompts 201–225	**19** Freelancing & Professional Services Prompts 451–475
10 Travel, Events & Experiences Prompts 226–250	**20** Goal Setting, Habits & Personal Organization Prompts 476–500

ALSO INCLUDED

Quick-Find Index by keyword and a clickable contents page.
Bonus: 10 ways to improve any AI answer, a reusable Master Prompt, a 7-day prompt challenge, a printable prompt tracker, and a responsible-use checklist.
Companion files: all 500 prompts as CSV and TXT for easy copying.

IN THIS PREVIEW

How to use the book · a full chapter opener · 10 prompts from Category 01 · 5 prompts from Category 04 · two worked examples · bonus follow-up prompts · the Master Prompt

START HERE

How to Use This Book

Every prompt is ready to copy. Replace the purple [BRACKETS] with your own details and the AI does the rest.

1 **Pick a prompt**
Browse the 20 categories or use the Quick-Find Index to jump to what you need.

2 **Fill in the purple brackets**
Each prompt has its own fields. Add real details: the more specific, the better the answer.

3 **Paste it into your AI assistant**
Use ChatGPT, Gemini, Copilot, Claude, or any chat assistant. The companion CSV and TXT files make copying easy.

4 **Refine and check**
Use the follow-up prompts in the bonus section, and verify important facts yourself.

The anatomy of a prompt

Every prompt in this book follows the same helpful pattern. Here is Prompt 001 taken apart:

ROLE	You are a practical planning coach.	Tells the AI how to behave.
TASK	Build a realistic daily schedule around my fixed commitments.	The one thing you want done.
MY DETAILS	**[FIXED COMMITMENTS AND TIMES]**; **[WAKE AND SLEEP TIMES]**; **[TOP 3 TASKS TODAY]**	You fill these in. Specific details give specific answers.
OUTPUT	Give me a step-by-step plan with timings where useful.	The shape of the answer you want.
RULES	Keep the plan realistic, include buffer time, and put the most important item first.	Guardrails that protect quality and honesty.

THREE HABITS THAT MAKE EVERY PROMPT BETTER

1. Give context. Say who the answer is for and what you already know.
2. Ask for a format. Checklists, tables, and drafts are easier to use than long text.
3. Review the result. You are the editor: check facts, adjust the tone, and make it yours.

KEEP IT PRIVATE

Never paste passwords, ID numbers, bank details, medical records, or other confidential information into an AI tool. Use fictional or rounded details when you only need an example.

CATEGORY 01 · PROMPTS 001–025

Everyday Productivity & Planning

Turn a busy day into a clear, realistic plan. These prompts help you prioritize, organize, and follow through without overloading your schedule.

BEFORE YOU BEGIN

Useful context to have ready: daily routine, priorities, available time, energy level, and deadlines.

In this chapter

001	Build a realistic daily schedule around my fixed commitments	p. 7
002	Turn my brain dump into a prioritized task list	p. 7
003	Break a large goal into small actions for the next seven days	p. 7
004	Create a weekly planning routine that takes 30 minutes	p. 7
005	Help me decide what to do first when everything feels urgent	p. 7
006	Design a morning routine for a person who dislikes early starts	p. 8
007	Create an evening shutdown routine so I can stop thinking about work	p. 8
008	Estimate how long my tasks may take and add sensible buffers	p. 8
009	Find tasks I can batch together to reduce context switching	p. 8
010	Create a simple habit tracker for the habits I name	p. 8
011	Plan a low-energy day when I still have important responsibilities	p. 9
012	Help me prepare for a busy week with deadlines and appointments	p. 9
013	Turn my recurring responsibilities into a repeatable checklist	p. 9
014	Create a two-hour focused work block for one important task	p. 9
015	Suggest ways to reduce distractions in my current environment	p. 9
016	Help me choose three meaningful priorities for this month	p. 10
017	Create a personal review of what worked and what did not this week	p. 10
018	Design a simple system for capturing tasks before I forget them	p. 10
019	Help me plan a day that balances work, rest, and personal tasks	p. 10
020	Create a realistic catch-up plan after I have fallen behind	p. 10
021	Identify which tasks can be deleted, delegated, automated, or delayed	p. 11
022	Prepare a checklist for starting and finishing a project	p. 11
023	Create a flexible schedule for a day with unpredictable interruptions	p. 11
024	Help me set boundaries around notifications and availability	p. 11
025	Turn my goals into a one-page action plan with milestones	p. 11

Page numbers refer to the full book.

CATEGORY 01 · PAGE 1 OF 5

Everyday Productivity & Planning

001

Build a realistic daily schedule around my fixed commitments

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Build a realistic daily schedule around my fixed commitments. My details: **[FIXED COMMITMENTS AND TIMES]**; **[WAKE AND SLEEP TIMES]**; **[TOP 3 TASKS TODAY]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

002

Turn my brain dump into a prioritized task list

OUTPUT TYPE · ANSWER

You are a practical planning coach. Task: Turn my brain dump into a prioritized task list. My details: **[BRAIN DUMP, ONE ITEM PER LINE]**; **[DEADLINES]**; **[HOURS AVAILABLE TODAY]**. Give me a clear, structured answer. Keep the plan realistic, include buffer time, and put the most important item first.

003

Break a large goal into small actions for the next seven days

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Break a large goal into small actions for the next seven days. My details: **[LARGE GOAL]**; **[DEADLINE]**; **[HOURS I CAN SPARE PER DAY]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

004

Create a weekly planning routine that takes 30 minutes

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Create a weekly planning routine that takes 30 minutes. My details: **[RECURRING COMMITMENTS]**; **[BEST TIME FOR PLANNING]**; **[TOOLS I USE]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

005

Help me decide what to do first when everything feels urgent

OUTPUT TYPE · ANSWER

You are a practical planning coach. Task: Help me decide what to do first when everything feels urgent. My details: **[LIST OF URGENT ITEMS]**; **[WHO IS WAITING ON EACH]**; **[WHAT HAPPENS IF DELAYED]**. Give me a clear, structured answer. Keep the plan realistic, include buffer time, and put the most important item first.

PRO TIP

Paste real times and deadlines. The more honest the schedule inputs, the more usable the plan.

CATEGORY 01 · PAGE 2 OF 5

Everyday Productivity & Planning

006

Design a morning routine for a person who dislikes early starts

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Design a morning routine for a person who dislikes early starts. My details: **[IDEAL WAKE TIME]**; **[FIRST COMMITMENT OF THE DAY]**; **[ENERGY PATTERN]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

007

Create an evening shutdown routine so I can stop thinking about work

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Create an evening shutdown routine so I can stop thinking about work. My details: **[WORK END TIME]**; **[OPEN LOOPS ON MY MIND]**; **[BEDTIME]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

008

Estimate how long my tasks may take and add sensible buffers

OUTPUT TYPE · TABLE

You are a practical planning coach. Task: Estimate how long my tasks may take and add sensible buffers. My details: **[TASK LIST]**; **[HOW LONG SIMILAR TASKS TOOK BEFORE]**; **[HOURS AVAILABLE]**. Give me a clear table with a short recommendation underneath. Keep the plan realistic, include buffer time, and put the most important item first.

009

Find tasks I can batch together to reduce context switching

OUTPUT TYPE · IDEAS

You are a practical planning coach. Task: Find tasks I can batch together to reduce context switching. My details: **[TASK LIST]**; **[TOOLS OR PLACES EACH TASK NEEDS]**; **[BEST FOCUS HOURS]**. Give me a numbered list with one line explaining each item. Keep the plan realistic, include buffer time, and put the most important item first.

010

Create a simple habit tracker for the habits I name

OUTPUT TYPE · PLAN

You are a practical planning coach. Task: Create a simple habit tracker for the habits I name. My details: **[HABITS TO TRACK]**; **[PAPER / SPREADSHEET / APP]**; **[DAY I REVIEW PROGRESS]**. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

PRO TIP

Ask for a plan with buffer time. Back-to-back schedules fail on the first interruption.

WORKED EXAMPLE · PROMPT 003

Everyday Productivity & Planning

Break a large goal into small actions for the next seven days

1. THE FILLED-IN PROMPT

You are a practical planning coach. Task: Break a large goal into small actions for the next seven days. My details: LARGE GOAL: finish module 2 of my online course; DEADLINE: Sunday; HOURS PER DAY: 1 hour. Give me a step-by-step plan with timings where useful. Keep the plan realistic, include buffer time, and put the most important item first.

2. WHAT THE AI MIGHT RETURN (ILLUSTRATIVE SAMPLE)

Mon: skim module 2 and list the 6 lessons (30 min). Start lesson 1.
Tue: lessons 2 and 3. Write 3 key notes after each.
Wed: lesson 4 plus one practice exercise.
Thu: lesson 5. Check your notes against the exercise.
Fri: lesson 6 and begin the module quiz.
Sat: finish the quiz, fix weak spots, spare time as buffer.
Sun: final review (30 min) and submit.

Illustrative only. Real AI answers vary, so check facts and adapt them to your situation.

3. NOW TRY YOUR OWN

Copy Prompt 003 from the full book, replace the brackets with your real details, and run it. Then use a follow-up from the bonus section to improve the answer.

MY NOTES

CATEGORY 04 · PAGE 1 OF 5

Career, Job Search & Interviews

076

Analyze this job description and list its most important requirements

OUTPUT TYPE · REVIEW

You are an honest career coach. Task: Analyze this job description and list its most important requirements. My details: **[JOB DESCRIPTION]**; **[MY EXPERIENCE]**; **[ROLE LEVEL]**. Give me a findings list with a suggested fix for each item. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

077

Tailor my resume summary to this role using only my real experience

OUTPUT TYPE · ANSWER

You are an honest career coach. Task: Tailor my resume summary to this role using only my real experience. My details: **[MY CURRENT SUMMARY]**; **[JOB DESCRIPTION]**; **[MY REAL EXPERIENCE]**. Give me a clear, structured answer. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

078

Turn my responsibilities into achievement-focused resume bullet points

OUTPUT TYPE · ANSWER

You are an honest career coach. Task: Turn my responsibilities into achievement-focused resume bullet points. My details: **[MY RESPONSIBILITIES]**; **[ANY NUMBERS OR RESULTS]**; **[ROLE I WANT]**. Give me a clear, structured answer. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

079

Identify missing evidence in my resume for the role I want

OUTPUT TYPE · REVIEW

You are an honest career coach. Task: Identify missing evidence in my resume for the role I want. My details: **[MY RESUME]**; **[TARGET ROLE]**; **[JOB DESCRIPTION]**. Give me a findings list with a suggested fix for each item. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

080

Draft a concise cover letter based on my actual background

OUTPUT TYPE · DRAFT

You are an honest career coach. Task: Draft a concise cover letter based on my actual background. My details: **[MY BACKGROUND]**; **[JOB DESCRIPTION]**; **[COMPANY NAME]**. Give me a ready-to-use draft, plus one shorter alternative. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

PRO TIP

Paste the real job description. Tailoring works best against the actual text.

WORKED EXAMPLE · PROMPT 083

Career, Job Search & Interviews

Help me structure an answer using the STAR method

1. THE FILLED-IN PROMPT

You are an honest career coach. Task: Help me structure an answer using the STAR method. My details: THE QUESTION: Tell me about a time you handled a deadline; MY REAL EXAMPLE: a delayed report; RESULT: delivered one day late with no errors. Give me a clear, structured answer. Use only the experience I have actually provided. Do not invent achievements, numbers, or qualifications.

2. WHAT THE AI MIGHT RETURN (ILLUSTRATIVE SAMPLE)

Situation: A key report was delayed because the data arrived late.
Task: I was responsible for delivering it to my manager before a review meeting.
Action: I reprioritized my day, agreed a revised deadline, and checked the numbers in two passes.
Result: The report went out one day late, accurate, and I set up an earlier data request for next time.

Illustrative only. Real AI answers vary, so check facts and adapt them to your situation.

3. NOW TRY YOUR OWN

Copy Prompt 083 from the full book, replace the brackets with your real details, and run it. Then use a follow-up from the bonus section to improve the answer.

MY NOTES

BONUS GUIDE · QUICK IMPROVEMENTS

10 Ways to Improve Any AI Answer

Use these follow-up instructions to turn a basic response into a clearer, more useful result.

1

Make it more specific

"Your answer is too general. Tailor it to **[MY SITUATION]**, include concrete steps, and explain what I should do first."

2

Show an example

"Give me one realistic example using fictional details. Label assumptions clearly and explain how I can adapt it."

3

Make it easier to understand

"Rewrite this for a beginner. Use plain language, define specialist terms, and keep the important details."

4

Check for gaps

"Review your answer. Identify missing information, weak assumptions, risks, and anything that needs independent verification."

5

Compare options

"Compare the best three options using cost, time, difficulty, likely benefits, and risks. Explain who each option suits."

BONUS TOOL · COPY & CUSTOMIZE

Your Reusable Master Prompt

Save this prompt and customize the bracketed fields whenever you start a new task.

THE PRACTICAL THINKING PARTNER

You are my practical thinking partner. Help me with **[TASK]**. My situation is **[CONTEXT]**. The result I need is **[OUTCOME]**. My constraints are **[CONSTRAINTS]**. The audience is **[AUDIENCE]**. Use a **[TONE]** tone and present the result as **[FORMAT]**. Ask concise clarifying questions only when needed. Separate facts from assumptions, do not fabricate information, and flag anything I should verify. End with the three most useful next steps.

TASK	What do you want the AI to do?
CONTEXT	What background information will help it understand your situation?
OUTCOME	What should a successful result look like?
CONSTRAINTS	What limits should it respect: time, budget, tools, or scope?
AUDIENCE + TONE	Who will use the result, and how should it sound?
FORMAT	Would a checklist, table, email, plan, or explanation help most?

LIKE WHAT YOU SEE?

Get the Full Collection

Everything in this preview, plus 484 more prompts, 18 more worked examples, and all the bonus tools.

500 ready-to-use prompts
Each with its own fill-in fields, output type, and rules, so you can use them in minutes.

20 categories for real life and work
Productivity, writing, learning, career, business, marketing, money, health, home, travel, and more.

20 worked examples
See a filled-in prompt and a sample AI answer in every category.

Quick-Find Index and clickable contents
Jump to any prompt in seconds.

5 bonus tools
Answer-improvement prompts, a Master Prompt, a 7-day challenge, a prompt tracker, and a checklist.

Copy-friendly CSV and TXT files
Paste any prompt into your AI assistant without fighting PDF line breaks.

Get the full book at wpsanjeet.com

AI answers vary and should always be checked. The prompts are general-purpose and are not professional advice.