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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 includes daily routine, priorities, available time, energy level, and deadlines.

001

Build a realistic daily schedule around my fixed commitments

READY-TO-USE PROMPT

Help me build a realistic daily schedule around my fixed commitments. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

002

Turn my brain dump into a prioritized task list

READY-TO-USE PROMPT

Help me turn my brain dump into a prioritized task list. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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003

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

READY-TO-USE PROMPT

Help me break a large goal into small actions for the next seven days. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

004

Create a weekly planning routine that takes 30 minutes

READY-TO-USE PROMPT

Help me create a weekly planning routine that takes 30 minutes. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

005

Help me decide what to do first when everything feels urgent

READY-TO-USE PROMPT

Help me decide what to do first when everything feels urgent. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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Everyday Productivity & Planning

More prompts from Everyday Productivity & Planning. Choose one, add your context, and refine the result.

006

Design a morning routine for a person who dislikes early starts

READY-TO-USE PROMPT

Help me design a morning routine for a person who dislikes early starts. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

007

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

READY-TO-USE PROMPT

Help me create an evening shutdown routine so i can stop thinking about work. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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008

Estimate how long my tasks may take and add sensible buffers

READY-TO-USE PROMPT

Help me estimate how long my tasks may take and add sensible buffers. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

009

Find tasks I can batch together to reduce context switching

READY-TO-USE PROMPT

Help me find tasks i can batch together to reduce context switching. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

010

Create a simple habit tracker for the habits I name

READY-TO-USE PROMPT

Help me create a simple habit tracker for the habits i name. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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Writing, Editing & Communication

Use AI as a writing partner: clarify your message, adjust tone, and make communication easier while keeping your own meaning and voice.

BEFORE YOU BEGIN

Useful context includes audience, purpose, key points, desired tone, length, and any facts that must remain unchanged.

026 **Draft a clear professional email requesting information**

READY-TO-USE PROMPT

Help me draft a clear professional email requesting information. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

027 **Rewrite my message to sound warm, confident, and concise**

READY-TO-USE PROMPT

Help me rewrite my message to sound warm, confident, and concise. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

SAMPLE PREVIEW

028 **Make this paragraph easier for a general audience to understand**

READY-TO-USE PROMPT

Help me make this paragraph easier for a general audience to understand. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

029 **Turn these rough notes into a polished one-page update**

READY-TO-USE PROMPT

Help me turn these rough notes into a polished one-page update. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

030 **Write a polite follow-up when someone has not replied**

READY-TO-USE PROMPT

Help me write a polite follow-up when someone has not replied. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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Learning, Studying & Understanding

Make difficult subjects more approachable. Ask AI to teach, quiz, explain, and help you practice rather than simply giving you answers.

BEFORE YOU BEGIN

Useful context includes subject, current level, learning goal, preferred explanation style, and study time.

051

Explain a difficult concept as if I am completely new to it

READY-TO-USE PROMPT

Help me explain a difficult concept as if i am completely new to it. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

052

Teach me this topic in five short lessons with a recap after each

READY-TO-USE PROMPT

Help me teach me this topic in five short lessons with a recap after each. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

SAMPLE PREVIEW

053

Create a study timetable for my exam date and available hours

READY-TO-USE PROMPT

Help me create a study timetable for my exam date and available hours. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

054

Turn my notes into flashcards with questions and answers

READY-TO-USE PROMPT

Help me turn my notes into flashcards with questions and answers. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

055

Quiz me one question at a time and wait for my answer

READY-TO-USE PROMPT

Help me quiz me one question at a time and wait for my answer. My details: [ADD YOUR CONTEXT]. Keep the answer relevant to [AUDIENCE / LOCATION / SKILL LEVEL]. Respect these limits: [TIME / BUDGET / OTHER CONSTRAINTS]. Present the result as [CHECKLIST / TABLE / PLAN / DRAFT / EXPLANATION]. Ask a focused question if essential information is missing, and flag facts I should verify.

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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.”

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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.”

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Your Reusable Master Prompt

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

COPY • CUSTOMIZE • REUSE

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.

SAMPLE PREVIEW

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?

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Your Personal Prompt Checklist

Before you use an AI response, check that your prompt and the result are useful, safe, and accurate.

- [ ] Did I explain the outcome I want?
- [ ] Did I provide enough context?
- [ ] Did I specify the audience and tone?
- [ ] Did I include limits such as time, budget, location, or skill level?
- [ ] Did I request a useful format?
- [ ] Did I check important facts and calculations?
- [ ] Did I remove private information?
- [ ] Did I adapt the output using my own judgment?

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A FINAL WORD FROM WPSANJEET

AI is most useful when it helps you think clearly, practice a skill, organize information, or move from an idea to a first draft. It is not a replacement for your judgment, experience, relationships, or professional advice. Start with one prompt, give it useful context, review the result, and improve it.

Explore more practical guides at wpsanjeet.com