AI SKILLS MADE SIMPLE

AI Productivity Power Pack

A Practical System for Doing Better Work, Faster, With AI

Product #2 • Suggested Retail Price: $47

150 Advanced Prompts • 10 Ready-Made Workflows • 30-Day Challenge • Planners • Email Templates • Quality Checklists

Start Here

Welcome to the Power Pack

The AI Productivity Power Pack is designed for people who already understand the basics of using AI and now want a repeatable system for everyday work. Instead of opening an AI assistant and wondering what to type, you will use ready-made prompts, planning templates, research frameworks, communication tools, and complete workflows.

How to Use This Pack

Do not try to use everything at once. Start with one task you already do every week. Choose the matching section, customize the bracketed details, run the prompt, review the result, and save the version that works best for you. Your goal is not to let AI make every decision. Your goal is to remove avoidable busywork while keeping human judgment in control.

The POWER Method

Use this five-step method whenever you work with AI: P — Pinpoint the outcome. O — Offer useful context. W — Write clear constraints. E — Evaluate the response. R — Refine and reuse. This simple habit turns vague prompting into a repeatable productivity system.

Quick-Start Worksheet

The result I want:

_____

_____

The task I repeat most often:

_____

_____

What currently wastes my time:

_____

_____

What must remain under human review:

_____

_____

The first workflow I will test:

_____

_____

Part 1 - 150 Advanced AI Prompts

Customize anything in [brackets]. Never paste passwords, private keys, payment-card data, confidential customer information, or other sensitive material into an AI tool unless your organization has explicitly approved that use.

Planning & Prioritization

1. Turn my task list into a realistic plan for today. Tasks: [paste tasks]. Available time: [hours]. Identify the top 3 outcomes, group similar tasks, estimate time, and flag anything I should postpone.

2. Act as a weekly planning assistant. My goals this week are [goals]. My fixed commitments are [commitments]. Build a Monday-Friday plan with focused work blocks, admin blocks, and buffer time.

3. Use the Eisenhower Matrix to classify these tasks: [tasks]. Explain what I should do, schedule, delegate, or remove.

4. I have [number] hours before [deadline]. Help me create a minimum viable completion plan for [project], ordered by impact and dependency.

5. Break this goal into milestones: [goal]. Give me a 30-day plan with weekly outcomes and the next three actions I can take today.

6. Review this schedule for overload: [schedule]. Find conflicts, unrealistic transitions, and tasks that can be batched.

7. Create a shutdown routine for the end of my workday based on these responsibilities: [responsibilities]. Keep it under 20 minutes.

8. Help me plan tomorrow tonight. Ask me five short questions, then create a prioritized schedule from my answers.

9. Turn these scattered notes into a clean action list with columns for task, owner, deadline, priority, and next step: [notes].

10. Create a 'not now' list from these ideas: [ideas]. Separate urgent opportunities from distractions and explain the reasoning.

Email & Communication

11. Rewrite this email so it is warm, concise, professional, and easy to act on. Preserve all important facts: [email].

12. Draft a polite follow-up for someone who has not replied to this message after [number] days: [original message]. Avoid sounding impatient.

13. Turn these notes into a professional email with a clear subject line and one specific call to action: [notes].

14. Make this message shorter without losing meaning. Target 120 words or fewer: [message].

15. Write three versions of this message: friendly, formal, and confident. Message purpose: [purpose]. Key facts: [facts].

16. Help me say no professionally to [request]. My reason is [reason]. Offer an alternative only if appropriate.

17. Draft a customer-service response to this complaint: [complaint]. Acknowledge the issue, explain the next step, and avoid promises I cannot guarantee.

18. Convert this long update into an executive summary email with: what changed, why it matters, decisions needed, and next steps: [update].

19. Prepare a meeting-confirmation email for [meeting]. Include date/time, purpose, what to prepare, and a simple rescheduling line.

20. Improve the clarity and tone of this WhatsApp/business message while keeping it natural: [message].

Research & Learning

21. Create a research plan for [topic]. Give me the key questions, types of reliable sources to consult, search terms, and a checklist for verifying claims.

22. Explain [topic] at three levels: beginner, intermediate, and practical application. Clearly separate facts from assumptions.

23. Compare [option A] and [option B] for [goal]. Use criteria: cost, learning curve, time required, risks, and long-term value. State what additional information would change the recommendation.

24. Turn this source material into study notes with definitions, key ideas, examples, and five self-test questions: [material].

25. Identify the claims in this text that should be fact-checked before publication: [text]. For each, explain what evidence would verify it.

26. Create a learning roadmap for [skill] over [time period]. Assume I can spend [time] per day. Include practice, review, and a small project.

27. Summarize these notes into: key findings, disagreements, unanswered questions, and next research steps: [notes].

28. Teach me [concept] using an analogy, then give me a real-world example and a short exercise.

29. Generate 15 high-quality questions I should ask before making a decision about [decision]. Group them by money, time, risk, and opportunity.

30. Create a source-evaluation checklist I can use when researching [topic], including authority, recency, evidence, bias, and corroboration.

Writing & Editing

31. Create a clear outline for [document/article] aimed at [audience]. Goal: [goal]. Include a strong opening, logical sections, and a useful conclusion.

32. Edit this draft for clarity, flow, repetition, and grammar without changing my intended meaning or voice: [draft].

33. Rewrite this paragraph in plain English for a beginner audience. Keep necessary technical terms and define them: [paragraph].

34. Find weak or vague sentences in this draft and suggest stronger replacements: [draft].

35. Turn these bullet points into a cohesive section with natural paragraph spacing: [bullets].

36. Create five headline options for [topic]. Make them specific and useful rather than clickbait.

37. Review this article for missing steps a beginner would need to follow successfully: [article].

38. Reduce this draft by 25% while preserving its strongest information and examples: [draft].

39. Create an FAQ from this content. Prioritize questions a first-time reader or buyer is likely to ask: [content].

40. Act as a final proofreader. List only genuine errors or confusing passages; do not rewrite stylistically unless needed: [text].

Content Creation

41. Turn this core idea into a 7-day content plan for [platform]. Audience: [audience]. Goal: [goal]. Give each post a hook, main point, and CTA.

42. Repurpose this article into: 3 short social posts, 1 email, 5 quote-style insights, and 1 short-video script: [article].

43. Generate 20 content ideas around [topic] divided into beginner questions, mistakes, comparisons, how-to content, and case-study ideas.

44. Write a 30-second faceless video script about [topic] with a strong first-line hook, 3 concise points, and a natural CTA.

45. Create a carousel outline with 7 slides for [topic]. Slide 1 is the hook; slide 7 is the CTA. Keep each slide concise.

46. Turn this customer question into an educational post that answers the question without overselling: [question].

47. Create a content brief for an article targeting the search intent behind [keyword]. Include audience, intent, outline, FAQs, and examples to cover.

48. Give me 10 non-clickbait hooks for [topic] that create curiosity by being specific, surprising, or immediately useful.

49. Create a monthly content calendar with 4 themes and 3 posts per week for [brand/topic]. Avoid repeating angles.

50. Audit these content ideas for repetition and audience value. Keep, combine, improve, or remove each one: [ideas].

Business & Decision Support

51. Analyze this business idea: [idea]. Evaluate customer problem, target buyer, value proposition, revenue model, major risks, and cheapest way to validate demand.

52. Create a simple offer for [audience] who struggles with [problem]. Include outcome, deliverables, price-positioning logic, objections, and guarantee considerations.

53. Compare these business priorities: [priorities]. Rank them by likely impact, effort, cost, and time to feedback.

54. Create a one-page decision memo for [decision]. Include situation, options, trade-offs, recommendation, risks, and next action.

55. Help me define the ideal customer for [product]. Focus on observable problems, goals, buying triggers, objections, and where they seek information.

56. Turn these customer comments into themes and product-improvement opportunities: [comments]. Do not invent conclusions unsupported by the comments.

57. Create a simple validation plan for [product] that I can run in 7 days with minimal spending.

58. Build a basic SWOT analysis for [business/project], then turn the analysis into five practical actions.

59. Review this offer description for clarity. Tell me what the buyer gets, who it is for, what outcome is promised, and what remains unclear: [description].

60. Create 10 ethical upsell or cross-sell ideas for customers who bought [product]. Each suggestion must genuinely complement the original purchase.

Meetings & Notes

61. Turn these meeting notes into minutes with: decisions, action items, owners, deadlines, open questions, and follow-ups: [notes].

62. Create a 30-minute meeting agenda for [purpose]. Include desired outcome, topics, time boxes, and preparation required.

63. Summarize this transcript into a one-page brief. Separate confirmed decisions from suggestions and unresolved issues: [transcript].

64. Extract every action item from this text and present them as task, owner, deadline, and dependency: [text].

65. Create five questions I should ask in a meeting about [topic] to uncover risks and next steps.

66. Draft a concise post-meeting follow-up email from these notes: [notes].

67. Review this agenda and remove anything that could be handled asynchronously: [agenda].

68. Turn this brainstorming session into grouped themes, promising ideas, questions, and next experiments: [notes].

69. Create a recurring weekly team-check-in template that can be completed in 10 minutes.

70. Help me prepare for a difficult meeting about [issue]. Give me objectives, facts to bring, questions to ask, and phrases that keep the discussion constructive.

Problem Solving & Decisions

71. Help me solve this problem using: facts, assumptions, root causes, options, risks, and next experiment. Problem: [problem].

72. Use the 5 Whys method on this issue: [issue]. Ask for missing information instead of pretending to know the cause.

73. Create a decision matrix for [decision]. Options: [options]. Criteria: [criteria]. Suggest weights, but let me approve them before scoring.

74. Play devil's advocate against this plan: [plan]. Identify realistic failure modes and how I could reduce each risk.

75. Separate what I can control, influence, and only monitor in this situation: [situation]. Then suggest actions for the first two categories.

76. Create three solutions to [problem]: conservative, balanced, and ambitious. Explain cost, effort, upside, and downside.

77. Identify bottlenecks in this process: [process]. Rank them by likely impact and suggest one low-cost test for each.

78. Turn this recurring problem into a standard operating procedure that prevents or catches it earlier: [problem].

79. Help me decide whether to continue, change, or stop [project]. Ask me for evidence on results, cost, learning, and opportunity cost.

80. Create a pre-mortem for [plan]: imagine it failed six months from now, list the most plausible reasons, and suggest preventive actions.

Time & Focus

81. Design a 90-minute focus session for [task]. Break it into setup, deep work, review, and shutdown. Remove unnecessary context switching.

82. Help me batch these tasks efficiently: [tasks]. Group by tool, energy level, location, and type of thinking.

83. Create a realistic time budget for these weekly responsibilities: [responsibilities]. Flag where the total exceeds my available hours.

84. Turn this large task into 25-minute focus blocks with a concrete finish line for each block: [task].

85. Create a distraction plan for my work session. Common distractions: [distractions]. Give me prevention and recovery steps.

86. Help me choose the highest-value task for the next hour from this list: [tasks]. Ask only the minimum questions needed.

87. Create a morning startup routine under 15 minutes for someone responsible for [responsibilities].

88. Audit this workflow for unnecessary steps and repeated manual work: [workflow]. Suggest what to eliminate, standardize, delegate, or automate.

89. Create a weekly review checklist covering wins, unfinished work, upcoming deadlines, lessons, and priorities.

90. Help me create boundaries for [work situation] so urgent requests do not constantly destroy planned focus time.

Career & Professional Growth

91. Turn these responsibilities into achievement-focused CV bullets. Do not invent metrics; mark places where a real metric would strengthen the bullet: [responsibilities].

92. Create a 30-day improvement plan for [professional skill] with practice tasks and evidence of progress.

93. Prepare me for an interview for [role]. Give me 10 likely questions, what a strong answer should demonstrate, and a practice framework.

94. Rewrite this professional bio for [platform/audience]. Keep it credible, specific, and under [word count] words: [bio].

95. Identify transferable skills from my experience in [experience] that apply to [target role]. Explain each connection.

96. Create a portfolio project idea that demonstrates [skill] without requiring confidential employer data.

97. Help me prepare a professional request for feedback on [work]. Ask specific questions that make the feedback actionable.

98. Create a networking message to [type of person] that is respectful, personalized, and does not immediately ask for a favor.

99. Turn this job description into a preparation checklist: required skills, likely interview themes, evidence I should prepare, and gaps to address: [job description].

100. Create a quarterly professional-development plan based on this goal: [goal]. Include learning, practice, networking, and measurable evidence.

Customer & Service Work

101. Create a response template for a customer asking [common question]. Keep it clear, helpful, and easy to personalize.

102. Classify these customer messages by urgency, topic, and next action: [messages].

103. Turn this policy into a customer-friendly explanation without changing the actual rule: [policy].

104. Create a troubleshooting script for [common issue]. Start with the safest and easiest checks before advanced steps.

105. Analyze these support tickets for repeated problems and suggest FAQ or process improvements: [tickets].

106. Draft a service-recovery message for [problem]. Acknowledge impact, state what is known, explain next steps, and avoid unsupported promises.

107. Create a handoff note for another support agent from this conversation: [conversation]. Include issue, steps tried, result, and next action.

108. Build a small FAQ for customers buying [product], covering access, delivery, use, refunds/policies, and support.

109. Rewrite this technical explanation so a non-technical customer can understand it: [explanation].

110. Create a quality checklist for responding to customer messages: accuracy, empathy, clarity, next step, and policy compliance.

Data & Information Organization

111. Turn this unstructured information into a table with sensible columns: [information].

112. Create a naming convention for files related to [project] so they sort logically and are easy to search.

113. Organize these notes into categories and subcategories without deleting unique information: [notes].

114. Create a simple knowledge-base structure for [business/topic] with top-level sections and suggested articles.

115. Identify duplicates, contradictions, and missing fields in this information: [data]. Do not guess missing values.

116. Convert this list into a reusable checklist with clear pass/fail criteria: [list].

117. Create a template for tracking [process] with only the fields necessary to make decisions.

118. Summarize this dataset description into what is known, unknown, and what analysis would be useful: [description].

119. Create tags for organizing these resources: [resources]. Keep the tag system small and consistent.

120. Turn this recurring reporting requirement into a standard weekly report template: [requirements].

Personal Administration

121. Create a simple checklist for completing [administrative task]. Include documents/information needed, steps, and a final verification.

122. Help me plan a household/admin day from these tasks: [tasks]. Batch errands and online tasks efficiently.

123. Turn these expenses into categories and identify questions I should investigate. Do not provide financial advice or assume missing amounts: [expenses].

124. Create a comparison checklist for choosing between [service/options]. Focus on cost, contract terms, reliability, support, and cancellation.

125. Draft a polite message requesting clarification about this bill/account issue: [issue].

126. Create a renewal tracker template for subscriptions, domains, insurance, licenses, or memberships.

127. Turn these travel/admin notes into a preparation checklist with deadlines: [notes].

128. Create a document checklist for [application/process]. Clearly mark items that depend on local rules and need official verification.

129. Help me organize a backlog of personal admin tasks into urgent, scheduled, delegated, and optional.

130. Create a monthly digital-cleanup routine for email, downloads, files, passwords reminders, and subscriptions. Do not include storing passwords in insecure documents.

AI Quality & Safety

131. Review this AI-generated answer for unsupported claims, missing context, ambiguity, and places that need verification: [answer].

132. Create a fact-check checklist for this draft: [draft]. Separate claims that can be checked from opinions or recommendations.

133. Rewrite this prompt to reduce hallucination risk. Require the AI to state uncertainty, ask for missing information, and avoid inventing sources: [prompt].

134. Identify any sensitive or confidential information in this text that I should remove before pasting it into an AI service: [text].

135. Create a human-review checklist for AI-generated [content type] before I publish or send it.

136. Compare these two AI answers and tell me where they agree, conflict, or rely on unsupported assumptions: [answer A] [answer B].

137. Turn this high-stakes question into a safer research plan that prioritizes qualified professionals and official sources: [question].

138. Review this automated workflow for places where a human approval step should remain: [workflow].

139. Create instructions for an AI assistant that prohibit fabricated facts, citations, customer promises, and confidential-data disclosure.

140. Audit this prompt library for vague instructions, missing context, and prompts that could produce unreliable outputs: [prompts].

Reusable Meta-Prompts

141. Before answering my request, ask up to three questions only if the missing information would materially change the result. Request: [request].

142. Give me a first draft, then a short self-critique against these criteria: [criteria], then provide an improved final version.

143. Act as a structured thinking partner. Do not make the decision for me. Help me identify options, evidence, trade-offs, and next steps for [decision].

144. Convert my rough request into a high-quality prompt with sections for role, goal, context, constraints, output format, and quality checks: [rough request].

145. Create a reusable template from this successful prompt. Replace situation-specific details with clearly labeled placeholders: [prompt].

146. Ask me for an example of what 'good' looks like, then use it as a style and quality reference without copying unique wording.

147. Give me the result in two layers: a 5-line quick answer followed by detailed steps. Topic: [topic].

148. Challenge your first answer. List three ways it could be wrong or incomplete, then revise it using only supported reasoning.

149. Create three versions of the output optimized for speed, quality, and simplicity. Request: [request].

150. At the end of your answer, give me a reusable checklist so I can perform this task without AI next time. Task: [task].

Part 2 - 10 Ready-Made AI Workflows

1. Inbox to Action Plan

1. Paste only non-sensitive email summaries or messages.
2. Ask AI to classify: reply, task, reference, or delete/archive.
3. Draft replies for the reply group.
4. Extract tasks with deadlines.
5. Review every reply before sending.

2. Weekly Planning System

1. List commitments and unfinished work.
2. Use the weekly-planning prompt.
3. Choose three weekly outcomes.
4. Time-block focused work and admin.
5. Run a Friday review and carry forward only intentional tasks.

3. Meeting to Follow-Up

1. Capture notes or a permitted transcript.
2. Summarize decisions and open questions.
3. Extract owners and deadlines.
4. Draft the follow-up email.
5. Confirm accuracy before distribution.

4. Research to Decision

1. Define the decision and criteria.
2. Create a research plan.
3. Gather reliable sources yourself.
4. Ask AI to compare evidence and identify gaps.
5. Make the final decision using verified information.

5. Idea to Published Content

1. Choose one audience problem.
2. Generate angles and select one.
3. Create an outline.
4. Draft and edit in stages.
5. Fact-check before publishing, then repurpose.

6. Customer Question to Knowledge Base

1. Collect repeated questions.

2. Group them by theme.

3. Draft concise answers based on actual policy.

4. Have a human verify accuracy.

5. Publish approved answers and update as policies change.

7. Large Project to Daily Actions

1. State the desired outcome and deadline.

2. Break it into milestones.

3. Identify dependencies.

4. Create this week's actions.

5. Each day, select the next highest-value action.

8. Messy Notes to Organized System

1. Paste non-sensitive notes.

2. Ask AI to categorize without deleting unique information.

3. Extract tasks, references, and decisions.

4. Move each category into your chosen system.

5. Archive the raw notes after checking nothing was lost.

9. Draft to Professional Final

1. Write or dictate the rough draft.

2. Run clarity and structure edit.

3. Run a separate fact/claim check.

4. Proofread for genuine errors.

5. Do a final human read in the destination format.

10. Recurring Task to SOP

1. Describe how you currently perform the task.

2. Ask AI to identify steps and decision points.

3. Turn them into a checklist.

4. Test the checklist on the next real task.

5. Update the SOP when reality differs from the draft.

Part 3 - 30-Day AI Productivity Challenge

Complete one small exercise each day. The purpose is to build repeatable habits, not to chase novelty.

Day 1: Choose one recurring task you want AI to make easier.

Day 2: Use the POWER Method on one simple prompt.

Day 3: Turn today's task list into a prioritized plan.

Day 4: Rewrite one real email for clarity.

Day 5: Create a reusable follow-up email template.

Day 6: Summarize a set of notes into actions.

Day 7: Run your first weekly review.

Day 8: Create a research plan before searching.

Day 9: Use AI to explain a difficult concept at three levels.

Day 10: Fact-check one AI-generated answer manually.

Day 11: Create an outline for a document you need.

Day 12: Edit a rough draft without changing your voice.

Day 13: Repurpose one piece of content into three formats.

Day 14: Build a 7-day content plan.

Day 15: Create a customer FAQ from real questions.

Day 16: Analyze one business decision with trade-offs.

Day 17: Create a decision matrix for a current choice.

Day 18: Run a pre-mortem on an important plan.

Day 19: Batch similar tasks for the next week.

Day 20: Design one 90-minute focus session.

Day 21: Turn a repeated process into an SOP.

Day 22: Create a file-naming or organization convention.

Day 23: Build a reusable checklist for one admin task.

Day 24: Identify one workflow step that can be eliminated.

Day 25: Identify one workflow step that should NOT be automated.

Day 26: Create a prompt that asks the AI to state uncertainty.

Day 27: Remove sensitive information from a sample before AI use.

Day 28: Save your five best prompts in a personal library.

Day 29: Combine two prompts into a complete mini-workflow.

Day 30: Review what saved you the most time and choose one system to keep using.

Part 4 - Daily & Weekly Productivity Planners

Daily AI Productivity Planner

Today's 3 outcomes

Tasks AI can help with

Tasks requiring my judgment

Focus block

Messages/follow-ups

End-of-day review: What worked? What will I reuse?

Weekly AI Productivity Review

Biggest wins

Work that remains unfinished

Repeated work I can standardize

Prompts worth saving

AI output that required correction

Next week's 3 outcomes

Part 5 - Email & Communication Toolkit

Clear Request

Subject: Quick request: [specific outcome]

Hi [Name],

Could you please [specific action] by [date/time]? The context is [one-sentence context].

If anything is unclear, please let me know.

Thank you,
[Name]

Friendly Follow-Up

Subject: Following up: [topic]

Hi [Name],

I’m following up on my message about [topic]. When you have a moment, could you let me know [specific question/action]?

Thank you,
[Name]

Meeting Follow-Up

Subject: Follow-up and next steps — [meeting/topic]

Hi [Name],

Thanks for the discussion. My understanding is:
• Decisions: [decisions]
• Next actions: [actions]
• Owners/deadlines: [owners/deadlines]

Please correct anything I missed.

Best,
[Name]

Customer Help

Subject: Re: [issue]

Hi [Name],

Thank you for letting us know about [issue]. I understand you need help with [need].

The next step is [verified next step]. [Any required information].

If that does not resolve it, reply here with [details needed].

Best,
[Name]

Professional No

Subject: Re: [request]

Hi [Name],

Thank you for thinking of me. I’m not able to [request] because [brief reason, if appropriate].

[Optional alternative].

I appreciate your understanding.

Best,
[Name]

Communication Quality Checklist

■ Is the purpose obvious in the first few lines?

■ Are names, dates, amounts, links, and commitments accurate?

■ Is there one clear next action?

■ Is the tone appropriate for the relationship?

■ Did I remove unsupported promises or invented facts?

■ Would I be comfortable if this message were forwarded?

Part 6 - Research & Decision Toolkit

Research Brief

Question to answer

_____

Decision this research supports

_____

What I already know

_____

What I need to verify

_____

Best source types

_____

Deadline

_____

What evidence would change my mind

_____

Decision Scorecard

Criterion	Weight	Option A	Option B	Notes

AI Output Verification Checklist

■ Separate facts from opinions.

■ Verify important factual claims with reliable sources.

■ Check dates, prices, policies, and product features for freshness.

■ Do not trust citations until you open and verify them.

■ Check calculations independently when they matter.

■ Keep a human approval step for financial, legal, medical, safety, employment, or other high-stakes decisions.

Part 7 - Build Your Personal Prompt Library

When a prompt works well, save the prompt, the situation it solves, and one note about how to customize it. A small tested library is more valuable than hundreds of prompts you never use.

Prompt name: _____

Problem it solves: _____

Prompt: _____

Best customization: _____

Prompt name: _____

Problem it solves: _____

Prompt: _____

Best customization: _____

Prompt name: _____

Problem it solves: _____

Prompt: _____

Best customization: _____

Prompt name: _____

Problem it solves: _____

Prompt: _____

Best customization: _____

Prompt name: _____

Problem it solves: _____

Prompt: _____

Best customization: _____

Final 7-Day Implementation Plan

Day 1 — Pick one recurring task and use the POWER Method.

Day 2 — Save three prompts that produced useful results.

Day 3 — Use the Inbox to Action Plan or Meeting to Follow-Up workflow.

Day 4 — Build one reusable email template.

Day 5 — Turn one repeated task into an SOP.

Day 6 — Run the AI Output Verification Checklist on something important.

Day 7 — Review the week and choose one workflow to make permanent.

AI SKILLS MADE SIMPLE

Use AI to reduce busywork - not your judgment.