100 AI Prompts for Everyday Productivity

Copy-paste prompts that work in ChatGPT, Claude, and Gemini — no special tools required

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How to use this pack

Copy any prompt into your AI chat, replace the [bracketed parts] with your details, and send. Every prompt is written to give the AI a role, your situation, and a clear output format — the three things that separate a useful answer from a generic one. If a result misses, reply with "shorter," "more formal," or "give me three options" — iterating beats rewriting.

What's inside — 100 prompts in 7 categories

Category	Prompts	Count
1. Planning & Priorities	1–16	16
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3. Meetings	32–45	14
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7. Learning	88–100	13
Total		**100**

Category 1: Planning & Priorities (Prompts 1–16)

1. The Morning Sort

> Here is everything on my plate today: [paste your list]. Sort it into: (1) must happen today, (2) should happen this week, (3) can wait or be dropped. For the "must happen today" group, put them in the order you'd do them and give a rough time estimate for each. Use it when: your to-do list is a wall of text and you don't know where to start.

2. The One-Thing Focus

> I have [number] hours of free focus time today and these competing tasks: [list]. Which single task gives me the most progress if it's the only thing I finish, and why? What should I deliberately ignore today? Use it when: everything feels urgent and you need permission to pick one thing.

3. Weekly Plan Builder

> Here are my fixed commitments this week: [meetings, deadlines, appointments]. Here are the projects I want to move forward: [list]. Build me a realistic day-by-day plan that puts the hardest work in the mornings and leaves buffer time. Flag anything that doesn't fit instead of cramming it in. Use it when: planning your week on a Sunday or Monday morning.

4. Deadline Back-Planner

> I need to deliver [project/result] by [date]. Today is [date]. Break the work into stages, work backwards from the deadline, and give me a milestone date for each stage. Build in two buffer days and tell me the latest date I can start and still finish. Use it when: a deadline is fixed and you need the plan to run in reverse.

5. The Eisenhower Pass

> Take this list of tasks: [list]. Put each one into urgent/important, important/not urgent, urgent/not important, or neither. For "urgent/not important," suggest how I could delegate it, batch it, or shrink it. Use it when: you're busy all day but nothing important moves.

6. Decision Shortlist

> I'm choosing between these options: [options]. My priorities are [e.g., cost, time, low stress]. Make a simple comparison table, score each option against my priorities, and give me a recommendation with the main trade-off stated plainly. Use it when: you're stuck between two or three reasonable choices.

7. The 80/20 Audit

> Here are the tasks I spent time on last week: [list]. Which 20% likely produced 80% of my results? Which tasks should I do less of, automate, or stop entirely? Use it when: you feel busy but not effective at week's end.

8. Goal-to-Steps Converter

> My goal is: [goal]. Turn it into: one measurable finish line, five milestones in order, and the very first physical action I can take in under 15 minutes. Keep every step concrete — no step should contain the word "plan" or "research" without a specific output. Use it when: a goal is real but too big to start.

9. Say-No Scripts

> Someone asked me to [request] and I need to decline without burning the relationship. Give me three short, polite ways to say no: one firm, one that offers an alternative, and one that buys me time to decide. Context: [relationship and any constraints]. Use it when: your calendar is full because your "no" is broken.

10. The Energy Map

> I tend to have the most energy at [times] and crash at [times]. Here are my recurring tasks: [list]. Assign each task type to the part of the day that suits it, and show me a template day built around my energy instead of the clock alone. Use it when: you keep scheduling hard work for your worst hours.

11. Project Kickoff Checklist

> I'm starting [project]. Generate a kickoff checklist covering: definition of done, people involved, materials I need, risks to watch, and the first three actions. Keep it to one page. Use it when: starting anything bigger than a single task.

12. The Overcommitment Check

> Here is everything I've committed to this month: [list]. Estimate the hours each one realistically takes, total them, and compare against [number] hours I actually have. Tell me honestly what doesn't fit and what to renegotiate first. Use it when: you suspect you've said yes to more than a month can hold.

13. Priority Translator for Bosses

> My manager gave me these priorities: [paste]. They're vague. Rewrite them as concrete deliverables with likely measures of success, and list the clarifying questions I should ask before starting. Use it when: instructions arrive as slogans instead of specifics.

14. Waiting-On Tracker

> I'm waiting on other people for these things: [list items with who and when I asked]. Turn this into a follow-up schedule: what to chase today, what to chase later this week, and a one-line nudge message for each overdue item. Use it when: your progress is stuck in other people's inboxes.

15. The Friday Reset

> Here's what got done this week: [list]. Here's what's still open: [list]. Write my Friday reset: three wins worth noting, the open items sorted into next week's must/should/drop, and one lesson from this week I should remember. Use it when: closing the week so Monday doesn't start in chaos.

16. Month-at-a-Glance

> My goals for this month are: [list]. My fixed commitments are: [list]. Spread the goal work across four weeks — one focus per week — and tell me what a good, realistic month looks like if nothing goes perfectly. Use it when: the first of the month, or whenever the month gets away from you.

Category 2: Email & Messages (Prompts 17–31)

17. The Polite Decline

> Write a short email declining [request/invitation] from [person]. Tone: warm but final. Give a brief reason without over-explaining, thank them, and leave the door open for the future. Under 80 words. Use it when: you need to say no by email without a follow-up negotiation.

18. The Follow-Up Nudge

> I sent [person] a message about [topic] on [date] and haven't heard back. Write a follow-up that is friendly, restates what I need in one line, gives a clear deadline of [date], and doesn't sound annoyed. Give me a shorter, firmer second version in case this one also gets no reply. Use it when: you're chasing a response and don't want to sound desperate or rude.

19. The Meeting Request

> Write an email to [people] proposing a meeting about [topic]. Include: why we need it, the decision or outcome I want from it, three time options ([dates/times]), and a line saying what to review beforehand ([materials]). Use it when: booking a meeting that actually has a point.

20. The Difficult Email

> I need to tell [person] that [bad news / delay / problem]. Context: [details]. Write an email that states the problem plainly in the first two sentences, explains the cause briefly without excuses, says what I'm doing about it, and gives a new date or next step. Tone: accountable, not groveling. Use it when: delivering bad news you'd rather avoid writing.

21. Inbox Triage Summary

> I'm pasting several email threads below. For each one, tell me: what they want, whether it needs action from me, the deadline if any, and a suggested one-line reply. Flag anything that looks time-sensitive. Threads: [paste]. Use it when: returning from time off to a flooded inbox.

22. Tone Softener

> Here is a draft I wrote while frustrated: [paste draft]. Rewrite it to be calm and professional while keeping every fact and every boundary. Remove anything that sounds like blame, but don't make me sound like I'm apologizing for things that aren't my fault. Use it when: you wrote the email you shouldn't send.

23. Tone Firmer

> Here is a draft that's too soft: [paste draft]. Rewrite it so the request and deadline are unmistakable, while staying polite. Keep it under 100 words and

> end with a clear yes/no question or a specific date. Use it when: being nice has stopped working.

24. The Introduction Email

> Write an email introducing [person A, one line about them] to [person B, one line about them]. Explain why they'd benefit from knowing each other ([reason]), suggest a concrete next step, and keep it under 120 words. Use it when: connecting two people in your network.

25. Reply to the Vague Email

> Someone sent me this unclear email: [paste]. First, list what it might mean, most likely first. Then draft a reply that politely asks the two or three questions that would clear it up. Use it when: an email could mean three different things.

26. The Apology That Works

> I need to apologize to [person] for [what happened]. It affected them by [impact]. Write a short, sincere apology: own it without excuses, state the impact, say what changes so it doesn't repeat. No over-explaining. Use it when: you messed up and a real apology is owed.

27. Shorten This Email

> Here is my draft: [paste]. Cut it to half the length without losing any fact, request, or deadline. Then give me a three-line version for if I need to send it as a chat message instead. Use it when: your "quick email" turned into an essay.

28. The Status Update

> Write a status update to [audience] about [project]. Facts: [done items], [in-progress items], [blocked items and why], [next milestone and date]. Format: headline sentence first, then short bullet groups. Professional, no hype words. Use it when: reporting progress to a boss, client, or team.

29. The Ask for Help

> I need help from [person] with [specific task] by [date]. Background: [one or two lines]. Write a message that makes the ask specific, explains why I'm asking them, estimates the time it will take them, and makes it easy to say yes or no. Use it when: asking for a favor without being a burden.

30. Cold Outreach Opener

> I'm reaching out to [type of person] about [offer/topic]. Their likely problem is [problem]. Write a short first message (under 90 words) that leads with their problem, not my pitch, mentions one relevant credential of mine ([credential]), and ends with a low-pressure question. Use it when: messaging someone who doesn't know you yet.

31. The Boundary Message

> I need to set a boundary with [person] about [topic — e.g., after-hours messages, scope creep, last-minute requests]. Write a message that is friendly, states the new boundary clearly, explains the practical reason in one line, and says what I'll do instead. Use it when: a pattern needs to change and hints haven't worked.

Category 3: Meetings (Prompts 32–45)

32. Agenda in Five Minutes

> I have a meeting about [topic] with [attendees] for [duration]. The outcome I need is [decision/information/alignment]. Write an agenda: topics in order, time for each, the question each topic must answer, and what people should bring. End with a parking-lot section for off-topic items. Use it when: you called the meeting and want it to end with something decided.

33. Notes to Actions

> Here are my raw meeting notes: [paste]. Turn them into: a three-line summary, decisions made, and an action list with owner and deadline for each item (write "unassigned" where the notes don't say). List anything that was discussed but left unresolved. Use it when: your notes are a mess and people need the follow-up today.

34. The Pre-Read

> Write a one-page pre-read for a meeting about [topic]. Include: background in three sentences, the decision needed, the options on the table with one pro and one con each, and the questions I want answered in the room. Audience: [who]. Use it when: you want the meeting to start at the decision, not the background.

35. Tough Questions Prep

> I have a meeting with [person/group] about [topic]. Predict the five hardest questions they could ask me, including the one I least want to hear. For each, give me a strong honest answer in two or three sentences. My facts: [details]. Use it when: walking into a meeting that might get uncomfortable.

36. Meeting or Not?

> I think I need a meeting about [topic] with [people]. First, challenge me: can this be an email, a shared doc, or a 10-minute call instead? If a meeting

> survives the challenge, tell me the shortest format that works and who truly needs to be there. Use it when: your calendar is full of meetings that produce nothing.

37. One-on-One Builder

> I have a one-on-one with [my manager / my direct report]. Since last time: [updates]. Issues on my mind: [list]. Build an agenda: my updates in priority order, the asks I need to make, and good questions to understand their priorities. Keep it to fit [duration]. Use it when: preparing for your recurring check-in instead of winging it.

38. Brainstorm Facilitator

> Facilitate a brainstorm on [problem]. Give me: a sharp problem statement, ten raw ideas across different angles (safe, bold, cheap, unconventional), and three criteria to judge them. Then rank the top three ideas by those criteria. Use it when: a team is stuck generating the same two ideas.

39. The Decision Memo

> Turn these discussion points into a decision memo: [paste points]. Structure: decision needed, background in three lines, options with costs and risks, my recommendation and why, and what happens if we decide nothing. One page. Use it when: a decision needs to be made in writing, not just in a room.

40. Presentation Outline from Notes

> Turn these notes into a presentation outline: [paste notes]. I have [duration] minutes and the audience is [who]. Give me: an opening hook, three main points with supporting detail, the one slide that matters most, and a closing with a clear ask. Use it when: you have the content in your head but not in order.

41. Q&A Anticipator

> I'm presenting [topic] to [audience]. List the ten questions they're most likely to ask, grouped by theme, with a crisp answer for each. Mark the two questions I should prepare for most carefully and why. Use it when: the presentation is ready but you're not.

42. The Meeting Recap Email

> Using these notes: [paste], write the recap email: decisions in the first three lines, actions with owners and dates, open questions, and the date of the next meeting if any. Keep it skimmable in under a minute. Use it when: sending the follow-up while the meeting is still fresh.

43. Conflict Defuser

> Two people on my team disagree about [issue]. Person A wants [position], person B wants [position]. Help me prepare for a conversation with both: what's likely underneath each position, questions that surface the real concern, and a way to frame a decision neither side loves but both can accept. Use it when: you're the one who has to mediate.

44. Interview Questions

> I'm interviewing candidates for [role]. The skills that matter most are [list]. Write ten interview questions: five that test skill with follow-up probes, three scenario questions, and two that reveal how they handle failure. Note what a strong answer sounds like for each. Use it when: hiring, and tired of generic interview answers.

45. The 15-Minute Standup

> Format my update for a standup meeting. Yesterday: [paste]. Today: [paste]. Blockers: [paste]. Compress it into a spoken update under 45 seconds,

> blockers first if any affect other people, no background stories. Use it when: your standup updates keep running long.

Category 4: Writing (Prompts 46–60)

46. First Draft from Bullets

> Turn these bullet points into a clear first draft of a [document type]: [paste bullets]. Audience: [who]. Tone: [professional/friendly/direct]. Aim for [length]. Preserve all my facts exactly; improve only the flow and clarity. Use it when: staring at an empty page with the ideas already in bullets.

47. The Ruthless Editor

> Edit this text for clarity: [paste]. Rules: cut 30% of the words, fix grammar, break up long sentences, keep my voice and all facts. After the edit, list the three biggest changes you made and why. Use it when: your draft is correct but heavy to read.

48. Headline Generator

> I'm writing about [topic] for [audience]. Give me fifteen headline options: five straightforward, five that lead with a number or specific result, five that ask a question. No clickbait, no exaggeration. Then pick your top three and say why. Use it when: the piece is done and the title is not.

49. Plain-English Translator

> Rewrite this technical text so a smart non-specialist understands it on first reading: [paste]. Keep every important fact, replace jargon with plain words, and add one everyday comparison where it helps. Flag anything you had to

simplify so much it might have lost meaning. Use it when: writing for people outside your specialty.

50. Tone Match

Here is a sample of writing in the voice I want: [paste sample]. Now write [what you need] in that same voice — same sentence length, same level of formality, same attitude. Topic details: [details]. Use it when: you need more content that sounds like you at your best.

51. The Summary Pyramid

Summarize this document at three levels: one sentence, one short paragraph, and five bullets with the key details: [paste document]. The one-sentence version must stand alone if someone reads nothing else. Use it when: sharing something long with busy people.

52. Report Skeleton

I need to write a report on [topic] for [audience]. Build the skeleton: section headings, the purpose of each section in one line, the data or evidence each section needs, and the three questions the whole report must answer. Use it when: the report is due and still shapeless.

53. Proposal Drafter

Draft a short proposal: I want [outcome]. The problem it solves: [problem]. My approach: [approach]. Cost/time involved: [details]. Audience deciding: [who]. Write it with the decision-maker's likely objections answered inside the text, calmly, without sounding defensive. Use it when: asking for budget, time, or approval.

54. Cover Letter Bones

> Write the structure of a cover letter for [role] at [company]. My relevant experience: [paste]. Their requirements: [paste]. Give me: an opening that isn't "I am writing to apply," three body paragraphs matched to their top requirements, and a closing with a confident next step. I'll personalize it after. Use it when: applying for a job and every letter sounds the same.

55. Bio in Three Lengths

> Write my professional bio in three lengths — one sentence, 50 words, 150 words. Facts: [your role, experience, specialties, one personal detail]. Tone: confident and human, no buzzwords like "guru" or "passionate visionary" unless they're literally true. Use it when: you need a bio for a profile, event, or proposal.

56. The Explanation Ladder

> Explain [concept] at three levels: to a 10-year-old, to a smart colleague outside the field, and to an expert who wants the nuance. Each level builds on the previous one. Keep each under 120 words. Use it when: you understand something but can't explain it simply yet.

57. Counterargument Check

> Here is an argument or plan I'm about to put in writing: [paste]. Play skeptic: list the strongest objections a smart critic would raise, point out any claim I haven't supported, and tell me which parts to strengthen before this goes out. Use it when: something important is about to be sent or published.

58. Social Post from a Long Piece

> Here is a long piece I wrote: [paste]. Create three short social posts from it, each from a different angle: one teaching the main lesson, one telling the story behind it, one asking my audience a question. Each under 280

> characters, no hype, no emojis unless I ask. Use it when: turning one piece of work into a week of posts.

59. The Rewrite for a Different Audience

> Rewrite this text for a completely different audience. Original audience: [who]. New audience: [who]. Text: [paste]. Adjust vocabulary, examples, and length. Tell me what you changed and why. Use it when: the same message has to land with two different groups.

60. Thank-You Note That Isn't Generic

> Write a thank-you note to [person] for [specific thing they did]. It mattered because [impact]. Keep it short and specific — mention the actual thing, not just "your help." Tone: [warm/professional]. Use it when: gratitude is owed and "thanks for everything" won't do.

Category 5: Focus & Habits (Prompts 61–74)

61. The Distraction Autopsy

> Yesterday I planned to [plan] but ended up [what actually happened]. Interview me like a coach: ask me up to five questions, one at a time, to find what actually pulled me off track. Then summarize the pattern and suggest one small environmental fix, not a willpower lecture. Use it when: a day got away from you and you don't know why.

62. Two-Minute Rule Sort

> Here's my task list: [paste]. Pull out everything that takes under two minutes and list it separately as a single batch I can clear in one sitting. For the rest,

> group what's left by the kind of focus it needs: deep, medium, or mindless. Use it when: small tasks are cluttering a list of real work.

63. Habit Designer

> I want to build the habit of [habit]. My current routine: [describe your mornings/evenings]. Design the smallest version of this habit that still counts, tell me exactly when and where to attach it to something I already do, and give me a plan for the days I miss — no streaks, no guilt. Use it when: starting a habit that has failed before.

64. The Temptation Reframe

> I keep doing [distraction] when I should be [task]. Give me five honest reframes for the moment of temptation — what's actually happening, what the distraction is really offering, and what it costs. Short enough to read in ten seconds each. Use it when: willpower needs a script, not a slogan.

65. Shutdown Ritual Builder

> My workdays bleed into my evenings. My job: [job]. My home situation: [details]. Design a 10-minute end-of-work shutdown ritual: what to capture, what to close, what to write down for tomorrow, and a final step that clearly marks work as over. Use it when: you can't stop thinking about work at home.

66. Phone Reset Plan

> I pick up my phone about [number] times a day, mostly for [apps/reasons]. I need it for [legit uses]. Give me a practical reset plan: settings to change, apps to move or remove, and replacement actions for my top three trigger moments. No advice that requires buying anything. Use it when: your phone is eating the margins of your day.

67. The Weekly Habit Review

> My habit goal this week was [habit]. Here's how it went: [what happened each day]. Review it like a kind coach: what worked, where it broke down, and one adjustment that makes next week easier. Do not suggest doing more — suggest doing it smarter. Use it when: a habit is wobbling and you want to fix it, not abandon it.

68. Deep Work Session Plan

> I have [duration] of uninterrupted time and this task: [task]. Plan the session: a 3-minute setup, work blocks with break points, the exact sub-goal for each block, and what to do when I get stuck mid-block so I don't reach for my phone. Use it when: you finally have focus time and don't want to waste it warming up.

69. Procrastination Decoder

> I've been avoiding [task] for [time period]. Help me figure out why: ask me questions about whether it's unclear, too big, boring, or scary — then, based on my answers, give me the matching fix and a first step that takes under 10 minutes. Use it when: one task keeps sliding from day to day.

70. Screen-Free Evening Menu

> Give me a menu of 20 screen-free evening activities that cost little or nothing, grouped by energy level: active, relaxed, social, and solo-quiet. My interests: [list]. My constraints: [e.g., small apartment, kids in bed by 8]. Use it when: evenings default to scrolling because nothing else is planned.

71. The Commitment Device

> I want to stick to [goal] but my follow-through is weak when [situation]. Suggest five commitment devices — ways to make the desired action the easy action: changes to my environment, calendar, money, or social

> accountability. Rank them from least to most drastic. Use it when: motivation keeps losing to convenience.

72. Morning Routine on a Budget of Time

> I have [number] minutes between waking and leaving. I must: [non-negotiables]. I'd like to include: [wishes]. Build a minute-by-minute morning routine that fits, and mark what gets cut on the rushed days so the routine bends instead of breaking. Use it when: mornings are chaos and every routine online assumes two free hours.

73. Attention Budget

> Treat my attention like money. I have these recurring demands: [list work, family, side projects, rest]. Help me build a weekly attention budget: how many deep-focus hours each area gets, what gets the leftovers, and what is currently overdrawn. End with one cut you'd recommend. Use it when: everything you care about is competing for the same mind.

74. The Reset Day

> I have one free day and I'm mentally fried. Interests: [list]. Energy: low. Design a reset day: a slow morning, one outing, one small satisfying task, and an early, calm evening plan. Nothing productive disguised as rest. Use it when: you need recovery, not another optimized schedule.

Category 6: Home & Admin (Prompts 75–87)

75. Meal Plan for Real Life

> Build a 5-day dinner plan. Constraints: [number] people, [budget], max [minutes] cooking per night, these ingredients already in my kitchen: [list],

> avoid: [dislikes/allergies]. Include a consolidated shopping list and reuse ingredients across days so nothing is wasted. Use it when: it's 5 p.m. and "what's for dinner" has no answer again.

76. The Paper Pile Attack

> I have a pile of household paperwork: [describe what kinds]. Give me a sorting system: what to keep and for how long, what to scan, what to shred, and a simple folder structure (physical or digital) that a normal person will actually maintain. Use it when: paperwork is winning.

77. Bill and Subscription Audit

> Here are my recurring charges: [paste list with amounts]. Flag: anything that looks duplicated, subscriptions in the same category competing with each other, and charges that crept up. Total my monthly recurring spend and suggest what to question first. Don't tell me what to cancel — give me the picture and I'll decide. Use it when: small charges are quietly draining your account.

78. Home Maintenance Calendar

> I live in a [house/apartment] in [climate/region]. Build a month-by-month home maintenance calendar: filters, gutters, detectors, seasonal prep — only what applies to my situation. Keep each month to a handful of tasks with rough time estimates. Use it when: you only think about maintenance when something breaks.

79. Small Trip Planner

> I'm planning a trip to [destination] for [number] days with [who]. Budget: [amount]. Interests: [list]. Build a day-by-day outline: one main activity per day, food ideas by neighborhood, realistic travel times between spots, and a

> packing list. Flag anything that needs booking in advance. Use it when: planning a trip without opening forty tabs.

80. The Moving Checklist

> I'm moving from [current place] to [new place] on [date]. Build a countdown checklist: 4 weeks out, 2 weeks, 1 week, moving day, first week after. Include the address-change and utility tasks people forget, sized for [household details]. Use it when: a move is coming and the list lives in your head.

81. Gift Brainstorm

> I need a gift for [person] — age [age], interests: [list], budget: [amount]. Occasion: [occasion]. Give me ten ideas across different types: experience, practical, personal, and one wildcard. Note which ones need lead time to order or book. Use it when: the occasion is close and your mind is blank.

82. The Car Decision

> My car needs [repair] quoted at [amount]. Car details: [year, model, mileage]. Help me think through repair vs. replace: the questions to ask, the numbers to compare over the next two years, and what other information I should gather before deciding. Don't decide for me — structure the decision. Use it when: a repair bill makes you question the whole car.

83. Insurance Letter Decoder

> I'm pasting a letter from my insurance company: [paste]. Translate it into plain English: what they're telling me, whether money is owed or action is needed, any deadlines, and exactly what I should do next, step by step. Use it when: official mail reads like it was written to confuse you.

84. Kid Schedule Coordinator

> Here are my kids' activities and times: [list]. My work hours: [hours]. Build a weekly family schedule grid, flag every conflict or impossible turnaround, and suggest the simplest fix for each. Include who needs to be where, by when, for pickup handoffs. Use it when: the family calendar has become a logic puzzle.

85. The Declutter Sprint

> I have [duration] and one problem area: [room/closet/garage]. Give me a timed declutter sprint plan: the order to attack it, decision rules for keep/donate/trash that I can apply in seconds, and where the "undecided" items go so they don't stall me. Use it when: one space has crossed from messy to avoided.

86. Budget Reality Check

> My monthly take-home is [amount]. My spending by category last month: [paste]. Compare it to what I said my priorities were: [priorities]. Show me where the money and the priorities disagree, and suggest three specific, painless adjustments — no lectures, no latte jokes. Use it when: you want the truth about your budget, kindly delivered.

87. Document Finder Setup

> I can never find important documents when I need them. Design a simple naming and filing system for household documents — taxes, warranties, medical, school, vehicles — that works in [Google Drive/a filing cabinet/both]. Include a naming formula and five examples. Use it when: every document request triggers a 20-minute search.

Category 7: Learning (Prompts 88–100)

88. Explain It Like I'm New

> Explain [topic] to me as a complete beginner. Use plain language, one everyday analogy, and a concrete example. Then give me three questions to test whether I actually understood — and wait for my answers before going deeper. Use it when: starting a subject where everyone assumes background you don't have.

89. The 7-Day Skill Sprint

> I want a working beginner's grasp of [skill] in 7 days, with [minutes] per day. Build the plan: one focus per day, one tiny practice exercise per day, and a small end-of-week test I can give myself. Only free resources I can find by searching — name the type, not links. Use it when: you want a skill fast without a course or a coach.

90. Quiz Me

> Based on this material: [paste text or topic], quiz me with ten questions that mix recall, understanding, and application. Ask them one at a time, wait for my answer, tell me if I'm right, and correct me kindly with the reason. Keep score as we go. Use it when: reading isn't sticking and you need retrieval practice.

91. Feynman Check

> I'll explain [concept] in my own words, and you check my understanding: [your explanation]. Tell me where I'm accurate, where I'm fuzzy or wrong, and give me one analogy that fixes the fuzzy part. Then let me try the explanation again. Use it when: you think you understand something and want proof.

92. Book Distiller

> I want the core ideas of [book or well-known framework]. Give me: the central argument in two sentences, the five ideas most worth remembering, the one idea people commonly misunderstand, and a practical way to apply the best idea this week. Note: summarize ideas, don't quote the book at length. Use it when: deciding whether a book deserves your full reading time.

93. Vocabulary Builder

> I'm learning the vocabulary of [field/language]. Give me ten essential terms a beginner actually needs first: the term, a plain definition, an example sentence, and the mistake beginners make with it. Then a mini-quiz using only those ten. Use it when: a new field's jargon is the wall between you and understanding it.

94. The Curious Kid

> Ask me questions like a curious, sharp kid about [topic I'm studying]. Keep asking "why" and "how do you know" until my answers get thin — then tell me exactly where my understanding ends and what to study next. Use it when: you want to find the edge of what you know.

95. Worked Example First

> Teach me how to [specific skill, e.g., calculate X, write Y, solve Z] by showing one complete worked example first, narrating each step and why. Then give me a nearly identical problem to try, and check my attempt step by step. Use it when: instructions make no sense until you see one done.

96. Mistake Autopsy

> I tried [task/problem] and got it wrong. My attempt: [paste]. My result: [what happened]. Walk through my attempt, find the exact step where it went wrong, explain the underlying concept I missed, and give me two practice

attempts at the same difficulty. Use it when: learning from an error instead of just moving on.

97. Study Plan from a Syllabus

Here is a syllabus or topic list: [paste]. I have [time period] and [minutes] per day. Turn it into a study plan ordered by what builds on what, flag the topics that usually take longer than expected, and build in review days using spaced repetition. Use it when: a course or exam has a fixed mountain of material.

98. Two Sides of an Issue

Present the strongest version of both sides of [issue/debate]. Steelman each side — no weak caricatures. Then list: facts both sides accept, the real point of disagreement, and what evidence would change thoughtful minds on each side. Use it when: you want to understand a contested topic instead of just picking a team.

99. Skill Transfer Map

I'm good at [existing skill] and learning [new skill]. Map the transfer: which of my existing abilities genuinely carry over, which habits from the old skill will actually hurt in the new one, and a first practice drill that uses my strengths. Use it when: starting something new where you're not truly a beginner.

100. Teach-Back Summary

I've been studying [topic]. I'll summarize everything I know about it: [your summary]. Grade my summary like a fair teacher: what's solid, what's missing that matters, what's subtly wrong. End with the three things I should study next, in order. Use it when: closing out a learning project and checking what actually landed.

Final note

A prompt is a starting point, not a vending machine. The best results come from a short conversation: send the prompt, read the answer, then say what to fix — "shorter," "more specific," "use my numbers, not examples." Two rounds of that will beat any single perfect prompt, including these. Keep the ones that earn their place in a note on your phone, and this pack pays for itself every week.

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