Everyday AI Cheat Sheets

15 practical pages. One task at a time.

Copy a prompt. Make it yours.
Check the answer. Get on with your day.

FOR LIFE, CONTENT & SMALL BUSINESS

Complete prompts + filled-in examples + sample answers
Simple follow-ups + checks before you use the result

A friendly starting point from Digital Nan

A little help with the everyday stuff

HELLO FROM DIGITAL NAN

You don't need fancy words to ask AI for help. Start with one job you already need to do. These sheets give you somewhere to begin, with examples showing what a useful answer might look like.

USE ANY SHEET IN FOUR STEPS

1. Open your preferred AI chat tool and start a new conversation.
2. Copy the prompt. Replace everything in [square brackets] with your details.
3. Read the answer and use the follow-up if it needs changing.
4. Check the details yourself before you send, share or act on it.

KEEP YOUR INFORMATION PRIVATE

Use made-up names or placeholders. Leave out passwords, payment details, account numbers and private information about clients, family or children. Remove identifying details before pasting messages or documents.

KEEP YOUR OWN JUDGEMENT

AI can invent facts, sources and details. Ask it to flag missing information, then check anything important against the original source. For current prices, opening hours or rules, check the relevant official website. Use qualified help for decisions involving health, law or money.

ABOUT THE EXAMPLES

All examples and sample answers here are illustrative, written to show the format. They are not live tool tests or promised results. Answers vary by tool and prompt. This pack teaches drafting and organising; it does not connect accounts, send messages or run automations.

TIP: Save a copy of this PDF. Select and copy the prompt text, or type it into your chat tool. You can print just the sheet you need on A4 paper.

Pick the job you need help with

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ONE SMALL START

Pick a task you need today. Try that sheet first. There is no challenge to keep up with and no need to work through these in order.

Write an email without overthinking it

For the message you keep putting off.

COPY, THEN CHANGE THE [BRACKETS]

Write a friendly email to [recipient] about [situation]. I want [outcome]. Include these facts: [facts]. Keep it under [word limit] words, use Australian spelling and add a subject line. Do not invent dates, promises or details. Use [placeholder] if something important is missing.

EXAMPLE DETAILS TO USE

Recipient: a supplier. Situation: order DN104 has not arrived. Outcome: a delivery update. Facts: ordered 5 October; no tracking received. Limit: 90 words.

ILLUSTRATIVE ANSWER

Subject: Delivery update for order DN104
Hi there, I ordered DN104 on 5 October and have not received tracking details yet. Could you please confirm its status and expected delivery date? Thanks for your help. Kind regards, [Your name]

IF IT NEEDS ANOTHER GO

Make it warmer and shorten it to 60 words. Keep the order number and request for an update.

BEFORE YOU USE IT

Check the order number and date. Read the tone aloud. Add your name and send it yourself.

Reply to an awkward message

Be clear without turning it into an argument.

COPY, THEN CHANGE THE [BRACKETS]

Help me reply to this message: [anonymised message]. My position is [what I can or cannot do]. Use a [tone] tone and keep it under [word limit] words. Acknowledge the request, state my boundary and offer [alternative, or none]. Do not apologise repeatedly or invent a reason.

EXAMPLE DETAILS TO USE

Message: Can you finish this tonight? Position: tomorrow afternoon is the earliest. Tone: friendly but firm. Limit: 60 words. Alternative: send a short update tonight.

ILLUSTRATIVE ANSWER

Thanks for checking in. I can have the finished version to you tomorrow afternoon. I can send a short progress update tonight if that helps. Let me know whether you would like that.

IF IT NEEDS ANOTHER GO

Remove the alternative and keep the reply polite and direct.

BEFORE YOU USE IT

Remove names before pasting. Check you can meet the deadline. Use your own judgement if the message involves a dispute.

Make your writing sound like you

Tidy the words while keeping your personality.

COPY, THEN CHANGE THE [BRACKETS]

> Rewrite this draft in a [describe your voice] voice for [audience]: [draft]. Keep the meaning and facts. Use Australian spelling and short sentences. Avoid [words or phrases]. Keep it under [word limit] words. Do not add achievements, testimonials or promises.

EXAMPLE DETAILS TO USE

Voice: friendly, ordinary Aussie Nan. Audience: everyday AI beginners. Draft: Our innovative resource facilitates enhanced productivity through AI adoption. Avoid: revolutionary, guaranteed. Limit: 45 words.

ILLUSTRATIVE ANSWER

Not sure where to start with AI? This little guide gives you practical prompts to try with everyday jobs. Choose one, change the details and see what helps you.

IF IT NEEDS ANOTHER GO

Make it more conversational, with one light touch of humour. Keep the facts unchanged.

BEFORE YOU USE IT

Does it sound like something you would say? Keep the claims within what the product actually includes.

Turn a long passage into clear points

Understand the text you already have.

COPY, THEN CHANGE THE [BRACKETS]

Summarise the following text for [reader] in [number] plain-English bullet points: [text]. Use only this text. Keep names, amounts and dates exact. Separate facts from suggestions. If a deadline or detail is not stated, say so rather than guessing.

EXAMPLE DETAILS TO USE

Reader: a busy parent. Number: 3. Text: The library craft session runs on Tuesday from 10 am to 11 am. Bring your own scissors. Booking is required. Places are limited to 12. No booking deadline is stated.

ILLUSTRATIVE ANSWER

- Tuesday craft session: 10 am to 11 am.
- Bring your own scissors.
- Booking is required; 12 places are available. The booking deadline is not stated.

IF IT NEEDS ANOTHER GO

List anything I need to do separately from the general information.

BEFORE YOU USE IT

Compare the summary with the original. For contracts or other important documents, read the full source and get appropriate help.

Explain something in plain English

Ask the question without feeling silly.

COPY, THEN CHANGE THE [BRACKETS]

Explain [term or idea] to a complete beginner using everyday language. Give a short definition, one simple example and one common misunderstanding. Avoid unexplained jargon. If an analogy has limits, explain them. Keep it under [word limit] words.

EXAMPLE DETAILS TO USE

Term: AI prompt. Word limit: 120.

ILLUSTRATIVE ANSWER

An AI prompt is the instruction or question you give an AI tool. For example: "Write a friendly reminder about tomorrow's meeting." Adding the audience, details and tone can make the answer more useful. A common misunderstanding is that a longer prompt is always better. Clear, relevant details matter more than length.

IF IT NEEDS ANOTHER GO

Explain that again in three sentences, as if we were chatting over coffee.

BEFORE YOU USE IT

For specialist topics, check a reliable source. A simple explanation can leave out important exceptions.

Plan a manageable week

Fit the list around the time you actually have.

COPY, THEN CHANGE THE [BRACKETS]

Help me plan [days] using these available time blocks: [blocks]. My fixed commitments are [commitments]. Tasks: [tasks with estimated durations and deadlines]. Prioritise [priority]. Leave [buffer] free. Use a day/time/task table. Flag tasks that do not fit; do not double-book me.

EXAMPLE DETAILS TO USE

Days: Monday and Tuesday. Blocks: 9-11 am both days. Commitments: none in those blocks. Tasks: invoices 45 minutes, post 30 minutes, inbox 30 minutes, files 60 minutes. Priority: invoices. Buffer: 30 minutes each day.

ILLUSTRATIVE ANSWER

Monday 9:00-9:45: invoices; 9:45-10:15: write post; 10:15-10:30: inbox; 10:30-11:00: buffer. Tuesday 9:00-10:00: files; 10:00-10:15: inbox; 10:15-11:00: free time, including buffer.

IF IT NEEDS ANOTHER GO

My Monday block has shrunk to one hour. Replan it and clearly list what moves to Tuesday or remains unfinished.

BEFORE YOU USE IT

Check the total time and deadlines. The AI has not added this plan to your calendar. Allow for breaks and interruptions.

Build a dinner plan

Use what is already in the cupboard.

COPY, THEN CHANGE THE [BRACKETS]

Suggest [number] dinners for [people] using [ingredients available]. Preferences: [preferences]. Avoid [ingredients]. Allow [time] per meal. Show meal, ingredients already available and extra ingredients needed. Reuse extras where practical. Do not estimate prices unless I supply them.

EXAMPLE DETAILS TO USE

Number: 3. People: 2 adults. Available: rice, pasta, tinned tomatoes, eggs, frozen peas. Preferences: simple vegetarian. Avoid: mushrooms. Time: 25 minutes.

ILLUSTRATIVE ANSWER

1. Tomato pasta: use pasta and tomatoes; add onion.
2. Egg fried rice: use rice, eggs and peas; add soy sauce and onion.
3. Tomato and pea rice: use rice, tomatoes and peas; add onion.

Extra ingredients: onion and soy sauce.

IF IT NEEDS ANOTHER GO

Give me simple cooking steps for meal 1. Ask about quantities if you need them.

BEFORE YOU USE IT

Check portions, package directions, dietary needs and allergens yourself. These are meal ideas, not a personalised nutrition plan.

Make a tidy shopping list

Keep the list matched to the meals.

COPY, THEN CHANGE THE [BRACKETS]

Create a shopping list for these meals and quantities: [meal ingredients]. I already have [pantry items]. Group the remaining items by supermarket section and combine duplicates. Preserve units. Flag quantities that cannot safely be combined. Do not add items or invent prices.

EXAMPLE DETAILS TO USE

Meals: pasta needs 200 g pasta, 1 onion, 400 g tinned tomatoes; rice dish needs 150 g rice, 1 onion, 100 g peas. Pantry: pasta, rice, tinned tomatoes. Assume enough of each pantry item.

ILLUSTRATIVE ANSWER

Produce: 2 onions.
Frozen: 100 g peas.
Already covered by pantry: 200 g pasta, 150 g rice and 400 g tinned tomatoes.

IF IT NEEDS ANOTHER GO

Turn this into a tick-box list. Keep the quantities and separate pantry checks from purchases.

BEFORE YOU USE IT

Check cupboard quantities and pack sizes. Confirm dietary requirements and prices at the shop.

Break a big job into small steps

Find a first step you can actually start.

COPY, THEN CHANGE THE [BRACKETS]

Break [project] into small actions for a beginner. I have [time available] and these resources: [resources]. Define the smallest useful finished version, then give numbered steps with time estimates. Mark anything blocked by missing information. Do not suggest extra purchases unless essential.

EXAMPLE DETAILS TO USE

Project: organise my digital product files. Time: 30 minutes. Resources: computer and three product folders. Finished version: one clearly labelled final PDF folder for each product.

ILLUSTRATIVE ANSWER

1. Create a "Final PDFs" folder inside each product folder (5 min).
2. Review filenames and open likely final versions (15 min).
3. Copy confirmed final PDFs into the right folder (5 min).
4. Open each copy to check it (5 min). Leave uncertain versions for later.

IF IT NEEDS ANOTHER GO

I only have ten minutes. Give me the first useful chunk and tell me what to leave for later.

BEFORE YOU USE IT

Keep originals and backups. The AI cannot see or organise your files unless a tool explicitly provides that access.

Get a week of content ideas

Start with something relevant to your people.

COPY, THEN CHANGE THE [BRACKETS]

Suggest [number] content ideas about [topic] for [audience] on [platform]. My goal is [goal]. Use these themes: [themes]. Return a table with idea, opening line and suggested format. Mix helpful, personal and conversation posts. Do not invent personal experiences, statistics or income claims.

EXAMPLE DETAILS TO USE

Number: 3. Topic: everyday AI. Audience: beginners. Platform: Facebook. Goal: useful conversations. Themes: emails, privacy and getting started.

ILLUSTRATIVE ANSWER

Helpful: "Stuck on an email? Try giving AI these three details." Format: short text tip. Conversation: "What would you like AI to help you with first?" Format: question post. Personal: "One thing I learned while trying [tool or task]." Format: add your own true experience.

IF IT NEEDS ANOTHER GO

Expand the first idea into a 70-word draft. Leave a placeholder wherever my own experience is needed.

BEFORE YOU USE IT

Check each idea fits your audience. Replace personal placeholders with something true. Ideas do not guarantee reach or sales.

Write one friendly social post

Move from an idea to a draft you can edit.

COPY, THEN CHANGE THE [BRACKETS]

Write a [word limit]-word maximum [platform] post about [topic] for [audience]. Include these true details: [facts]. Tone: [tone]. Start with a relatable line and finish with [next step]. Use Australian spelling. Avoid hype, invented results and guaranteed outcomes.

EXAMPLE DETAILS TO USE

Limit: 65. Platform: Facebook. Topic: a beginner AI guide. Audience: everyday beginners. Facts: 15 task sheets, editable prompts and examples. Tone: friendly. Next step: ask which task they would try first.

ILLUSTRATIVE ANSWER

Ever opened an AI chat and had no idea what to type? My Everyday AI Cheat Sheets give you 15 tasks to start with, including emails, planning and content. Each has a prompt you can change and an example to guide you. Which would you try first?

IF IT NEEDS ANOTHER GO

Shorten this to 40 words and make the opening sound more like an everyday conversation.

BEFORE YOU USE IT

Confirm every product detail. Read it aloud. Add your real link only when you are ready to share.

Describe a product clearly

Tell people what they will actually receive.

COPY, THEN CHANGE THE [BRACKETS]

Write a short product description for [product] using only these details: [facts]. It is for [audience] and helps with [task]. Include a one-sentence introduction, three inclusion bullets and a simple next step. Mark missing information. Do not invent bonuses, support, access terms or outcomes.

EXAMPLE DETAILS TO USE

Product: Everyday AI Cheat Sheets. Facts: downloadable PDF; 15 task sheets; prompts, examples, follow-ups and checks. Audience: beginners. Task: drafting and organising everyday jobs. Next step: view the kit.

ILLUSTRATIVE ANSWER

A practical PDF to help beginners get started with everyday AI tasks.
- 15 task sheets for life, content and small business.
- Copy-and-paste prompts with examples.
- Follow-ups and checks to help you review each answer.

View the kit to see the details.

IF IT NEEDS ANOTHER GO

Make the introduction warmer. Keep the inclusions exact and do not add a price.

BEFORE YOU USE IT

Compare the description with the actual files. Add confirmed price, currency and delivery details separately where required.

Compare options using your facts

Lay out the trade-offs before choosing.

COPY, THEN CHANGE THE [BRACKETS]

Compare [options] using only the information I provide: [details]. My priorities are [priorities]. Create a table covering cost, suitability, limitations and unknowns. Suggest which appears to fit my priorities and explain why. Do not invent features or look up facts unless I explicitly ask you to.

EXAMPLE DETAILS TO USE

Options: A and B, fictional tools. A costs $0, allows 3 projects and needs manual export. B costs $15/month, allows 20 projects and automatic export. Priorities: no new subscription; I need 2 projects.

ILLUSTRATIVE ANSWER

A: $0; enough room for 2 projects; manual export; export formats unknown.
B: $15/month; room for more projects; automatic export; export formats unknown.
A appears to fit the stated priorities. Confirm its export format before choosing.

IF IT NEEDS ANOTHER GO

What three questions should I answer before deciding? Keep them tied to the missing information.

BEFORE YOU USE IT

Confirm current terms on the official source. This comparison reflects supplied facts only; it does not prove quality or reliability.

Turn notes into actions

Give the useful bits somewhere to go.

COPY, THEN CHANGE THE [BRACKETS]

Turn these anonymised notes into an action list: [notes]. Use columns for task, owner, due date and missing information. Include only actions supported by the notes. Write "not assigned" or "not stated" where needed. Separate decisions from ideas that have not been agreed.

EXAMPLE DETAILS TO USE

Notes: Sherrie will check the two PDF links on Friday. We agreed the card will say "View the Kit". Someone should make a new image. We might try video later.

ILLUSTRATIVE ANSWER

Action: check two PDF links | Sherrie | Friday (date not stated).
Action: make new image | not assigned | not stated.
Decision: button text is "View the Kit".
Idea only: try video later; no action agreed.

IF IT NEEDS ANOTHER GO

List only the missing decisions and questions I need to resolve before starting.

BEFORE YOU USE IT

Confirm names, dates and who agreed to do what. The AI has not assigned tasks or contacted anyone.

Improve an answer that missed the mark

You can ask again without starting over.

COPY, THEN CHANGE THE [BRACKETS]

Revise this draft: [draft]. Keep [details that must stay]. Change [specific problems]. Use [tone and format] and stay under [word limit] words. Add no new facts. If a correction needs information I have not supplied, ask one focused question before rewriting.

EXAMPLE DETAILS TO USE

Draft: Unlock revolutionary success with our guaranteed AI mastery system! Includes 15 sheets and examples. Keep: 15 sheets and examples. Change: remove hype and guarantees. Tone: friendly, plain English. Limit: 40 words.

ILLUSTRATIVE ANSWER

Not sure what to ask AI? Start with 15 practical sheets and examples to help you tackle everyday tasks. Choose one, change the details and check the answer before using it.

IF IT NEEDS ANOTHER GO

Now show me which unsupported claims you removed and why. Do not introduce new claims in the explanation.

BEFORE YOU USE IT

Check the rewrite has kept the original facts. Ask for another revision if the tone still feels wrong; polished wording does not prove accuracy.

Before you press send

IS IT TRUE?

Check names, dates, amounts, links and product details against the original. Open cited sources yourself; a convincing reference can still be wrong.

IS IT YOURS?

Read it aloud. Change anything you would never say. Add your own real experience rather than asking AI to invent one.

IS IT PRIVATE?

Remove personal details and anything you do not have permission to share. Do not put passwords, payment information or private client records into a prompt.

DOES IT DO THE JOB?

Check the answer against your original request. Is anything missing? Is the next step clear? Keep your own judgement in charge.

YOUR REUSABLE FOLLOW-UP

"Keep [what works]. Change [what does not]. Use only the facts I supplied. Ask me if something important is missing."

A NOTE FROM DIGITAL NAN

You don't need to get the perfect answer first go. Start small, change what needs changing and keep the prompts that help you. A useful draft is a starting point - you still get the final say.

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Keep learning with Digital Nan

Start with a tool you already have. You do not need to buy another service to practise the prompts in this guide.

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Choose what suits you

Check current features, pricing, usage limits and terms before joining any service. You can use the prompting method with an AI assistant you already have; available features vary by tool.

One next step

Choose one task, try a prompt and check the answer. Save the version that helps you so you can use it again.

Sherrie | Digital Nan