



25 Ready-to-Use Prompts to Get More Out of ChatGPT

How to Use These Prompts

You don't need to be an expert to get amazing results from ChatGPT — you just need the right words to unlock its full potential.

This prompt pack gives you 25 tested, ready-to-use prompts you can copy, tweak, and use immediately to save time, improve your work, and boost creativity.

Prompts are grouped into categories so you can quickly find what you need — whether it's writing faster, learning smarter, or organizing your day.

Tip: Don't be afraid to customize the details (tone, format, audience) — the more specific you are, the better the result.

Category 1: Productivity & Time Management

1. Plan my week

"Act as a productivity coach and help me plan my week. I have [list key goals or deadlines]. Suggest a simple plan with priorities for each day."

2. Organize my to-do list

"Organize this list into categories like urgent, important, delegated, and optional: [paste list]."

3. Set daily focus areas

"I get distracted easily. Suggest a simple daily focus system I can try to stay on track during work."

4. Automate recurring tasks

"What are some ways I can automate these tasks using AI tools? [list tasks]"

5. Reduce overwhelm

"I'm feeling overwhelmed. Help me break down my tasks into a simple, realistic plan I can follow today."

Category 2: Writing & Content Creation

6. Write a blog post draft

"Write a 300-word blog post about [topic] for an audience of [audience type]. Keep the tone [friendly/professional/etc.], and include a strong intro and clear structure."

7. Turn this into a tweet thread

"Turn this content into a tweet thread with a hook at the beginning and numbered points: [paste content]"

8. Rewrite in a simpler tone

*"Rewrite this for a general audience with a friendly, easy-to-understand tone:
[paste text]"*

9. Summarize this article

*"Summarize the key points of this article in 5 bullet points:
[paste link or article text]"*

10. Create a content outline

"Give me a detailed outline for a [blog post / video / guide] about [topic], with headings and a logical structure."

Category 3: Learning & Research

11. Explain this like I'm new to the topic

"Explain [concept] in simple terms, as if I'm totally new to it."

12. Compare two concepts

"What are the key differences between [Concept A] and [Concept B]? Give me a short, clear comparison."

13. Give real-world examples

"Explain how [concept or trend] works, using real-world examples."

14. Recommend resources

"Can you recommend beginner-friendly books, videos, or tools for learning [topic]?"

15. Quiz me to test my understanding

"Ask me 5 short questions to test my understanding of [topic]."

Category 4: Brainstorming & Creativity

16. Come up with fresh ideas

"Brainstorm 10 creative ideas for [project, campaign, product, etc.]. Don't be afraid to get a little weird."

17. Give me 3 directions to explore

"Give me 3 different creative directions I could take with this idea: [brief description]."

18. Help me name this

"Suggest name ideas for a [product/blog/project] about [topic]. Include options that are fun, clever, and clear."

19. Unblock my thinking

"I feel stuck trying to [do a task or solve a problem]. Ask me questions to help me move forward."

20. Remix or reframe this idea

"How could I approach this same idea from a totally different angle?"

Category 5: Fix & Improve My Work

21. Suggest edits for clarity and tone

*"Edit this text to make it clearer and more approachable, without losing the meaning:
[paste text]"*

22. Make it more persuasive

"Improve this so it sounds more convincing — like I'm pitching it to [audience or decision-maker]."

23. Shorten without losing impact


*"Make this shorter but keep the meaning and personality:
[paste long version]"*

24. Spot any weak points or gaps


"What's missing or unclear in this explanation or argument? Be honest."

25. Improve formatting for readability

"Reformat this to make it more scannable — like a list, bullets, or short paragraphs."

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