Mastering AI
Make AI Work for You

PROMPT PACK / EVERYDAY AI / OCTOBER 2026

25 Ready-to-Use Prompts for ChatGPT and Other AI Assistants

Copy, adapt, and refine practical prompts for work, learning, planning, and creativity.

These prompts are starting points, not magic commands. Replace the bracketed details, review the response, and continue the conversation. For current or high-stakes information, ask for sources and verify them independently.

Privacy reminder: do not paste confidential, personal, client, health, financial, or workplace information unless you are authorized to share it and understand the service's data controls.

01 / Productivity and time management

Plan my week

> *Act as a planning partner. Help me plan the week around these goals, deadlines, appointments, and available hours: [DETAILS]. Ask about missing constraints, then propose priorities for each day with buffer time. Do not change any deadline I provide.*

Organize my to-do list

> *Organize this list into Urgent, Important, Scheduled, and Optional. Identify duplicates, missing deadlines, and tasks that are too vague. Ask me to confirm before labeling anything urgent: [LIST].*

Set daily focus areas

> *I get distracted easily. Based on this work and available time, suggest one main focus, two supporting tasks, and a short shutdown routine for today: [DETAILS].*

Find automation candidates

> *Review these recurring tasks: [TASKS]. Identify which could be simplified, templated, or automated. For each, explain the benefit, risk, data involved, and whether human review is still needed. Do not claim to perform the automation.*

Reduce overwhelm

> *I feel overwhelmed by this list: [LIST]. Help me choose a realistic next step for today. Separate what must happen now, what can wait, and what requires more information. Keep the plan small and practical.*

02 / Writing and content creation

Draft a blog post

> *Draft a [LENGTH] article about [TOPIC] for [AUDIENCE]. The reader should leave able to [OUTCOME]. Use a [TONE] tone, clear headings, and a concise opening. Mark any factual claim that requires a source.*

Create an X or social thread

> *Turn this approved content into a concise social thread with a clear opening and numbered points: [CONTENT]. Preserve the meaning, avoid invented claims, and finish with one useful takeaway.*

Rewrite for a general audience

> *Rewrite this for a general audience in clear, friendly language. Preserve the meaning, names, numbers, and qualifications. List any passage that remains ambiguous: [TEXT].*

Summarize an article

> *Summarize this article in five bullets, then list the main evidence and any limitations stated by the author: [PASTE TEXT OR PROVIDE AN ACCESSIBLE LINK]. First tell me whether you could access the full source.*

Create a content outline

> *Create a detailed outline for a [BLOG POST / VIDEO / GUIDE] about [TOPIC] for [AUDIENCE]. Include the purpose of each section, the evidence needed, and a logical progression to [OUTCOME].*

03 / Learning and research

Explain a concept

> *Explain [CONCEPT] to a beginner using plain language, one analogy, and one practical example. Then list two common misunderstandings and check my understanding with one question.*

Compare two concepts

> *Compare [CONCEPT A] and [CONCEPT B] in a table covering purpose, strengths, limits, typical uses, and when the distinction matters. State any assumptions.*

Use real-world examples

> *Explain how [CONCEPT OR TREND] works using two real-world examples. Separate verified facts from illustrative examples and provide sources for current claims.*

Find learning resources

> *Recommend current beginner-friendly resources for learning [TOPIC]. Include the creator or institution, format, why it is useful, access link, and publication or update date when available. Prefer primary or authoritative sources.*

Quiz my understanding

> *Ask me five short questions about [TOPIC], one at a time. After each answer, explain what I understood, correct errors, and adapt the next question.*

04 / Brainstorming and decisions

Generate varied ideas

> *Brainstorm 10 substantially different ideas for [PROJECT]. My goal is [GOAL], audience is [AUDIENCE], and constraints are [CONSTRAINTS]. Group similar ideas and explain what makes each direction distinct.*

Explore three directions

> *Give me three different directions for this idea: [DESCRIPTION]. For each, show the central concept, audience benefit, main risk, and a quick test I could run.*

Create name options

> *Suggest names for a [PRODUCT / PROJECT / PUBLICATION] about [TOPIC]. Include clear, distinctive, and warm options. Flag possible ambiguity and tell me how to check trademarks and domains before choosing.*

Unblock my thinking

> *I feel stuck trying to [TASK OR PROBLEM]. Ask me up to five focused questions, one at a time, to uncover the real obstacle before suggesting solutions.*

Reframe an idea

> *Reframe this idea from the perspectives of a beginner, an experienced user, a skeptical customer, and the person responsible for implementation: [IDEA]. Show what each perspective changes.*

05 / Review and improve my work

Improve clarity and tone

> *Edit this text for clarity and an approachable [TONE] tone without changing the meaning. Show the revised version, then list any material change you made: [TEXT].*

Strengthen a proposal

> *Help me make this proposal more persuasive for [AUDIENCE]. Improve the logic and evidence without exaggeration. Identify missing proof, likely objections, and claims I should verify: [TEXT].*

Shorten without losing meaning

> *Shorten this by about [PERCENT OR LENGTH] while preserving the essential meaning, qualifications, and voice. Then list anything removed that may affect interpretation: [TEXT].*

Find weak points

> *Review this explanation or argument for missing context, unsupported claims, hidden assumptions, and credible counterarguments. Separate factual issues from matters of judgment: [TEXT].*

Improve readability

> *Reformat this for easier scanning using descriptive headings, short paragraphs, and bullets where useful. Do not summarize or remove content: [TEXT].*

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