

50 Everyday AI Prompts

Copy and paste help for work home planning money and learning

How to use this guide

Choose one prompt that matches a task you already need to complete. Replace every bracketed section with your details. Review the answer and ask for a revision when needed. Never paste passwords, private records, confidential client information, or sensitive financial details into a public AI tool.

Writing and Communication

1. Rewrite this message so it sounds warm, clear, and professional. Keep my meaning. Message: [paste text].
2. Draft a polite email asking [person] for [request]. Include [deadline or context]. Keep it under [number] words.
3. Give me three subject lines for an email about [topic]. Make them specific and calm, not sensational.
4. Turn these rough notes into a clear message with a greeting, main point, next step, and closing: [notes].
5. Edit this paragraph for grammar and clarity without changing my voice: [paragraph].
6. Explain this message in simple language and list any action I need to take: [message].
7. Create a respectful reply that says no to [request] while preserving the relationship.
8. Shorten this text by 40 percent while keeping every essential fact: [text].
9. Translate this into [language]. Use natural everyday wording and explain any phrase that may sound different by region: [text].
10. Ask me five questions that will help you write a better [email, post, letter, or description].

Work and Productivity

11. Turn this list into a prioritized plan for today. Use urgent, important, and optional: [list].
12. Create a 30 minute work session for finishing [task]. Include a start step, focus block, and final check.
13. Convert these meeting notes into decisions, open questions, owners, and due dates: [notes].
14. Draft an agenda for a [length] meeting about [topic]. The goal is [goal].
15. Break [project] into small tasks that each take less than one hour.

16. Create a checklist for reviewing [document or task] before I submit it.
17. Help me plan this week around these fixed commitments: [commitments]. My top result is [result].
18. Turn this repeated task into a simple standard operating procedure: [describe task].
19. Compare these two options using cost, time, difficulty, risk, and likely benefit: [options].
20. Ask me what you need to know before creating a realistic schedule for [goal].

Home and Family

21. Create five low cost dinners for [number] people. Avoid [ingredients]. Use foods available in [location].
22. Turn these meals into a shopping list grouped by store section: [meals].
23. Create a 20 minute room reset checklist for [room]. Put the easiest visible wins first.
24. Plan a calm school morning routine for children ages [ages]. We need to leave by [time].
25. Create a packing list for [trip or event], [number] days, [weather], and [travelers].
26. Help me divide these household tasks fairly among [people], considering age and available time: [tasks].
27. Suggest ten screen free activities for a [age] year old using items we already have: [items].
28. Create a simple weekly family calendar from these commitments: [commitments].
29. Draft a kind message to a teacher about [topic]. Include these facts: [facts].
30. Help me prepare questions for a qualified professional about [non urgent concern]. Do not diagnose or give professional advice.

Money and Shopping

31. Organize these expenses into needs, commitments, savings, and flexible spending: [expenses].
32. Create a basic monthly budget draft using income of [amount] and these bills: [bills]. Flag missing categories.
33. Compare these products using only the information I provide. Make a table with price, features, drawbacks, and best fit: [details].
34. Create a grocery plan for [amount] in [location] for [number] people. Ask about dietary needs first.
35. Help me prepare questions to ask before signing this service agreement: [summary]. Do not provide legal advice.
36. Find places in this spending list where I could reduce costs without cancelling essentials: [list].
37. Create a 30 day savings challenge for a target of [amount] based on these limits: [limits].
38. Turn these purchase priorities into a wait, compare, or buy list: [items].
39. Draft a polite message asking a company to correct this billing issue: [facts].

40. Create a decision checklist for a purchase over [amount]. Include total cost, return policy, warranty, and alternatives.

Learning and Planning

41. Teach me [topic] as a complete beginner. Use plain language, one example, and a five question check.

42. Create a seven day study plan for [topic] with [minutes] available each day.

43. Turn these notes into flashcards with one clear question and answer per card: [notes].

44. Quiz me on [topic] one question at a time. Wait for my answer, explain it, then continue.

45. Explain the difference between [A] and [B] using a simple comparison table.

46. Create a practice exercise for [skill] at beginner level. Do not show the answer until I try.

47. Help me set a realistic 30 day goal for [skill]. Ask about my current level and time first.

48. Summarize this material into key ideas, important terms, and questions I should still investigate: [material].

49. Create a step by step plan for [goal]. Mark which steps require a professional, current research, or a personal decision.

50. Review my plan for missing steps, unrealistic timing, and unclear responsibilities: [plan].

The CLEAR prompt formula

Context: What is happening?

Limit: What must the answer respect?

End result: What do you need?

Audience: Who will use or read it?

Response format: How should the answer look?

Reusable prompt

I need help with [context]. Please [end result] for [audience]. Respect these limits: [limits]. Return the answer as [format]. Ask me up to five questions if important information is missing.

Important

AI output can be incomplete or incorrect. Verify important information with reliable current sources and qualified professionals when the decision involves health, law, money, safety, or another high stakes issue.