THE AI PROMPT PLAYBOOK

Copy-and-Use Prompts to Help You Think Clearer, Save Time, Create More and Make AI Work for You

A Practical Guide for Work, Business and Everyday Life



EVA HYLLESTAD

AI Made Practical

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A quick note

This collection is a practical library of prompts, not an official ranking of global AI usage. Adapt the wording to your needs and use your judgement when reviewing AI-generated responses.

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How to Use the Prompts

Think of each prompt as a starting point, not a magic formula. The more clearly you explain what you need, the more useful and relevant the response is likely to be.

1. Choose the topic that matches your task

Use the contents page to find the section that best fits what you want to write, learn, organise, create or solve.

2. Copy a prompt into your AI tool

You can use these prompts with ChatGPT or another AI assistant. Copy the wording and paste it into the chat.

3. Replace the words in square brackets

Anything shown in [square brackets] is a placeholder. Replace it with your own details, such as your topic, audience, goal, budget or preferred language.

4. Add context

Give the AI the background it needs. Explain who the response is for, what you want to achieve, any important constraints, and the tone or format you prefer.

5. Ask for a better version

If the first answer is not quite right, say what is missing. Ask the AI to make it shorter, clearer, more practical, more detailed or more aligned with your voice.

6. Work in steps

For bigger tasks, ask the AI to take you through the process one step at a time. You do not need to solve everything in one prompt.

7. Check important information

AI can make mistakes or present uncertain information confidently. Verify important facts, figures, sources and advice before acting on them.

8. Make it your own

Use AI as a thinking and creating partner. Apply your experience and judgement, protect confidential information, and review the final result before sharing or using it.

A simple prompt formula

"Act as [role]. Help me [task or goal]. The context is [background]. The audience is [who it is for]. Please provide the result as [format], using a [tone] tone. Keep in mind [constraints]. Ask me questions if anything essential is unclear."

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Writing & Editing

20 practical prompts

001 Summarise this article or text in 5 concise bullet points.

002 Proofread this text for grammar, spelling, and clarity without changing my voice.

003 Rewrite this paragraph to sound more formal and executive ready.

004 Make this draft shorter and punchier while keeping all key facts.

005 Write a polite, clear email requesting a meeting next week.

006 Write a follow-up email after no response for 5 business days.

007 Draft a professional decline message for an invite or request.

008 Convert these rough notes into a well-structured report.

009 Suggest three alternative headlines or subject lines for this text.

010 Translate this text into [language] and keep idiomatic expressions natural.

011 Adapt the tone of this message for a [customer / manager / general public] audience.

012 Check this text for repetition, filler words, and passive voice.

013 Create an outline for an article about [topic] with clear subheadings.

014 Expand this bulleted outline into a clear, readable draft.

015 Turn this technical explanation into plain language for a non-expert.

016 Rewrite this text to sound warmer and more conversational while keeping the meaning.

017 Edit this draft for clarity, flow, and logical order. Explain any major changes.

018 Create a compelling introduction for a piece about [topic] that draws readers in without clickbait.

019 Turn this long piece into a concise executive summary for [audience].

020 Review this message for tone. Could it be misunderstood? Suggest a clearer version.

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Learning & Research

20 practical prompts

021 Explain [topic] simply, as if to a beginner.

022 Break down [complex concept] step by step with concrete examples.

023 Compare [Option A] and [Option B] in a table highlighting pros, cons, and best use cases.

024 Create a study guide and key terms list for [subject or chapter].

025 Quiz me on [topic] one question at a time and explain why each answer is right or wrong.

026 Generate flashcards (front/back) for memorising [topic or vocabulary].

027 Summarise the main arguments, methods, and limitations of this research text.

028 List the most common misconceptions about [topic] and clarify each one.

029 Give me a 30-day learning roadmap for [skill] with weekly milestones.

030 Act as a Socratic tutor and ask me guiding questions to solve [problem].

031 Explain why [historical event or scientific phenomenon] happened and its main impacts.

032 Provide three real-world case studies illustrating [concept or framework].

033 Identify blind spots or counterarguments to the following claim: [claim].

034 Create a cheat sheet of essential formulas, rules, or shortcuts for [topic].

035 Help me prepare for an exam on [topic] by focusing on high-yield concepts.

036 Teach me [topic] in five short lessons, checking my understanding after each one.

037 Explain the difference between the key terms [term A], [term B], and [term C], with examples.

038 Create a set of practical exercises to help me apply [skill or concept].

039 Summarise this source and separate its verified facts, interpretations, and unanswered questions.

040 Recommend a sensible sequence of resources for learning [topic] from beginner to confident level.

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Productivity & Organisation

20 practical prompts

041 Turn these meeting notes into a summary, decisions made, and action items with owners.

042 Prioritise this to-do list by urgency and impact using the Eisenhower Matrix.

043 Break down [large project] into small, concrete next actions.

044 Create a realistic daily or weekly schedule given these tasks and time constraints.

045 Help me decide what to drop or delegate from my current workload.

046 Build a checklist for completing [task or event] without missing steps.

047 Draft a weekly status update covering wins, blockers, and next week's priorities.

048 Suggest a system to organise my files, notes, or inbox for [workflow].

049 Help me prepare an agenda and timebox for a [30/60]-minute meeting.

050 Turn this messy brain dump into clean categories and clear next steps.

051 Create a standard operating procedure (SOP) for [recurring task].

052 Help me overcome procrastination on [task] by giving me a 10-minute starting step.

053 Summarise what changed between Version A and Version B of this text.

054 Build a decision matrix to evaluate [choices] against [criteria].

055 Conduct an end-of-week review based on these accomplishments and unfinished tasks.

056 Create a simple project tracker for [project] with tasks, owners, deadlines, and status.

057 Identify the three highest-impact tasks in this list and explain why they should come first.

058 Plan my week around these priorities, appointments, energy levels, and available hours.

059 Turn this recurring process into a reusable checklist with clear completion criteria.

060 Review my current workflow and suggest practical ways to reduce unnecessary steps.

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Business, Career & Marketing

20 practical prompts

061 Write a tailored resume bullet list highlighting measurable impact for [role].

062 Draft a concise cover letter connecting my experience in [field] to [job description].

063 Give me common interview questions for [role] and strong frameworks for answering them.

064 Conduct a mock interview for [role], ask one question at a time, and critique my answers.

065 Write a LinkedIn summary or bio tailored to [goal or industry].

066 Perform a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for [idea/business].

067 Brainstorm 10 value propositions or positioning angles for [product/service].

068 Write a cold outreach message or pitch email for [target audience].

069 Create a 30-day content calendar for [platform] targeting [audience].

070 Generate 10 hook ideas for short-form videos or posts about [topic].

071 Write product descriptions focusing on benefits, features, and objections.

072 Draft a landing page structure with headlines, subheads, social proof, and calls to action.

073 Suggest customer survey questions to uncover churn reasons or feature demand.

074 Write a clear, empathetic response to a customer complaint about [issue].

075 Outline a pitch deck for [product or initiative] slide by slide.

076 Identify risks and mitigation steps for launching [project or campaign].

077 Write a clear job description including responsibilities, qualifications, and nice-to-haves.

078 Prepare talking points and questions for a salary or contract negotiation.

079 Summarise key takeaways and strategic implications from this business data.

080 Draft a brief project charter defining goals, scope, timeline, and success metrics.

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Coding, Data & Technical

20 practical prompts

081 Explain what this code does line by line in plain language: [code].

082 Find the bug in this code, explain why it happens, and provide a fix: [code].

083 Refactor this code to improve readability, modularity, and performance: [code].

084 Write a function in [language] that [input/output behaviour] and handles edge cases.

085 Write unit tests for this code covering normal inputs, edge cases, and errors: [code].

086 Optimise this SQL query or script for speed and explain index or complexity improvements.

087 Convert this data between [JSON / CSV / Markdown table / YAML] formats cleanly.

088 Write a regular expression (regex) to match [pattern] and explain how it works.

089 Explain the trade-offs between [Architecture A] and [Architecture B] for [use case].

090 Generate a shell/command-line command or script to [task] safely.

091 Help me design a database schema for [application or workflow].

092 Review this pull request or code snippet for security, maintainability, and logic flaws.

093 Write a spreadsheet formula (Excel or Google Sheets) to [calculation or lookup].

094 Troubleshoot this error message and list the most likely root causes: [error].

095 Create clear API or README documentation for this tool or endpoint.

096 Explain this API response and identify the important fields, types, and relationships.

097 Create a small example showing how to use [library / framework] for [task].

098 Review this spreadsheet formula and explain how to make it more robust.

099 Suggest a safe way to validate, clean, and handle missing values in this dataset.

100 Describe a step-by-step debugging plan for this issue, starting with the simplest checks.

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Creativity, Everyday Life & Problem-Solving

20 practical prompts

101 Brainstorm 15 creative ideas for [gift / theme / project / name] within [budget or constraint].

102 Plan a [number]-day travel itinerary for [destination] matching [pace, interests, budget].

103 Suggest recipes I can make using these ingredients: [list of ingredients].

104 Create a weekly meal plan and consolidated grocery list for [number] people and dietary needs.

105 Design a beginner/intermediate workout routine for [goal] with [days/week] and [equipment].

106 Write a short story, dialogue, or scene featuring [characters, setting, conflict].

107 Help me practise a conversation in [target language] and gently correct my mistakes.

108 Give me fun trivia or party game questions on [topic].

109 Suggest ways to redecorate or organise a [room/space] on a tight budget.

110 Help me plan a budget-friendly event or gathering for [number] guests.

111 Compare practical ways to save money on [expense category] without major lifestyle cuts.

112 Give me structured advice on how to approach [personal dilemma] objectively.

113 Help me write a thoughtful speech, toast, or thank-you note for [occasion].

114 Suggest books, podcasts, or documentaries to explore [topic or mood].

115 Create a packing list for [trip type, weather, and duration].

116 Help me build a consistent morning or evening habit routine.

117 Break down a complex personal goal into a simple monthly action plan.

118 Generate descriptive visual prompts for an image generator depicting [scene, style, mood].

119 Question my assumptions about [plan or belief] and point out potential pitfalls.

120 Give me 5 different approaches to solving [problem], ranging from quick to thorough.

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Bonus: Make AI Work Even Harder for You

10 prompts

AI Confidence & Everyday Use

121 Act as my patient AI guide. Ask what I want to achieve, then show me the simplest way AI could help.

122 Look at this task and suggest which parts AI can help with, which parts need my judgement, and a sensible workflow.

123 Improve my prompt by asking up to three essential questions, then rewrite it so an AI assistant can give a more useful answer.

124 Give me three versions of your answer: quick, practical, and detailed. Explain when each is useful.

125 Explain an AI feature in plain language and give me a simple, safe example of how to try it.

126 Show me how to use AI to complete [task], one step at a time, without assuming prior experience.

127 Give me a reusable checklist for checking an AI answer before I rely on it.

128 Suggest five small everyday tasks I could try using AI to make easier.

129 Help me choose the right AI tool for [task] by comparing features, limitations, privacy, and cost.

130 Explain what information I should avoid sharing with an AI tool and why.

10 prompts

Personal Growth & Decision-Making

131 Help me clarify what I really want in [area of life] by asking one thoughtful question at a time.

132 Act as a supportive reflection partner. Help me examine this situation, separate facts from assumptions, and identify one constructive next step.

133 Turn this goal into a 4-week plan with small weekly actions, a simple way to track progress, and room to adjust.

134 Help me identify the skills, resources, and support I already have that could help me move towards [goal].

135 Help me define what success would look and feel like for [goal], including signs of meaningful progress.

136 Ask me reflective questions to uncover what may be holding me back from taking the next step.

137 Help me distinguish what I can control, what I can influence, and what I need to accept in this situation.

138 Create a short weekly reflection routine to review progress, learnings, and what I want to change.

139 Explore three different perspectives on this situation without assuming one is automatically correct.

140 Help me turn a setback into useful lessons and identify one practical action I can take next.

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10 prompts

Content Creation & Audience Building

141 Turn this one idea into a week of content for [platforms], adapting the format and tone for each platform.

142 Analyse this draft from the perspective of [target audience]. What would make it clearer, more relevant, and more engaging?

143 Create 10 content ideas that answer the questions, concerns, and aspirations of [target audience].

144 Repurpose this [blog / video / podcast] into a newsletter, three social posts, and five short video ideas without simply repeating the same wording.

145 Create a content series of [number] posts around [topic], with a clear theme and progression.

146 Suggest 10 authentic calls to action for content aimed at [audience] and [desired action].

147 Turn these customer questions into helpful content topics, grouped by awareness or buying stage.

148 Rewrite this caption in three tones: friendly, authoritative, and inspiring, while keeping my voice.

outcome.

149 Create a simple content brief for [topic], including audience, key message, format, and intended

150 Review this content calendar for variety, consistency, audience relevance, and realistic workload.

10 prompts

Small Business & Customer Experience

151 Describe my ideal customer for [product/service] based on these details, including their needs, objections, desired outcomes, and language.

152 Map the customer journey for [offer], from first discovery to purchase and follow-up. Identify points where trust or clarity could improve.

153 Review this offer and explain what is clear, what may cause hesitation, and how I could communicate its value more effectively.

154 Create a simple follow-up process for new enquiries, including message timing and helpful, non-pushy message drafts.

155 List the most important questions to ask a potential customer to understand their needs before recommending a solution.

156 Turn these customer testimonials into concise proof points without changing their meaning.

157 Suggest low-cost ways to test demand for [product/service] before investing heavily in it.

158 Create a frequently asked questions section for [offer], based on likely customer concerns.

159 Review this sales process and identify where a potential customer might feel confused or pressured.

160 Help me design a simple customer feedback process and explain how to act on the responses.

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10 prompts

Planning & Problem-Solving

161 Help me compare these options using my priorities. Ask me to rank the priorities before recommending a direction.

162 Create a practical plan for [desired outcome] using the time, budget, and resources I actually have.

163 Identify what information is missing from this problem, what assumptions I may be making, and the best next question to investigate.

164 After giving your recommendation, list the main risks, what could change your conclusion, and how I can test the idea on a small scale.

165 Break this problem into its component parts and help me address them in a sensible order.

166 Offer three possible solutions to [problem], including a low-cost option and a simple first experiment.

167 Create a decision tree to help me respond to different possible outcomes of [situation].

168 Identify dependencies, potential delays, and contingency plans for [project or decision].

169 Help me set realistic success measures for [plan] and decide when to review or change direction.

170 Summarise this situation in a clear problem statement, then suggest the most useful next action.

If you found these prompts helpful or if you have any suggestions to improvement, I would love to hear from you. Contact me on email: eva@evahyllestad.com

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