

AI for Your Day

50 Prompts I Use Every Week

Specific, tested prompts for everyday tasks — reading the fine print, negotiating bills, writing the email you've been avoiding, and the parts of work and family life you'd rather not deal with.

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One new tested prompt every Sunday by email — short, specific, never spammy.

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How to use this PDF

Skim the contents on the next page, then jump to whatever fits your day. The two prompts most people get the most mileage from are **#8 (Email tone softener)** and **#22 (Medical-bill negotiator)** — try those first if you're not sure where to start.

How to use this PDF

Each prompt has four parts: a **title**, a one-line **'use this when...'** note, the **prompt itself** in a soft-gray block, and a short **customization tip** below it.

Don't change the wording outside the bracketed parts. The prompt is shaped on purpose — the instructions, the tone constraints, and the structure are doing real work even when they look like padding.

How to copy a prompt

Option 1 — Select and copy. Every prompt block is selectable. Triple-click anywhere inside the gray box to select the whole prompt, then **Cmd+C** (Mac) or **Ctrl+C** (Windows) to copy. Paste into ChatGPT and replace the bracketed parts with your specifics.

Option 2 — Open at the website. Every prompt has an *"Open at aiforyourday.com"* link underneath it. Click it to open a page with a one-click copy button and a place to paste your specifics — the easiest path if you're reading this on a phone or tablet.

Stay in touch

Every Sunday I send one new tested prompt by email — usually something I actually used myself, plus a short note about what made it work or where it failed. Sign up at aiforyourday.com. Short on purpose, two-click unsubscribe.

Contents

01. Reading things you wouldn't otherwise read	prompts #1–7
#1 Insurance policy decoder	
#2 Lease red flags	
#3 Medical test results explainer	
#4 Legal letter translator	
#5 Terms of service summary	
#6 Technical manual / user guide	
#7 Long-form report summary	
02. Writing better emails	prompts #8–14
#8 Email tone softener	
#9 Polite payment reminder	
#10 Saying no without burning the bridge	
#11 Apology that doesn't grovel	
#12 Follow-up after a meeting	
#13 Client/colleague email decoder	
#14 The email you've been avoiding	
03. Family and parenting	prompts #15–20
#15 Kid-homework helper (without doing it)	
#16 Explain it like they're 7 (or 12, or in a hurry)	
#17 Pediatrician question prep	
#18 Family-argument re-framer	
#19 Sympathy / condolence message	
#20 Plan a kids' birthday party	
04. Money and bills	prompts #21–26
#21 Medical-bill negotiator	
#22 Subscription cancellation letter	
#23 Salary negotiation reply	
#24 Dispute a credit card charge	
#25 Budget review	
#26 Tax-deductible expense organizer	
05. Small business and solopreneur	prompts #27–33
#27 Proposal first-draft	
#28 Cold outreach pitch	
#29 LinkedIn post writer	
#30 Client email decoder	
#31 Bookkeeping categorizer	
#32 Hiring rubric	

#33 Pricing review

06. Learning and explaining

prompts #34–39

#34 Explain it like I'm 5 (or 12, or in a hurry)

#35 Compare two things side-by-side

#36 Study guide from a chapter

#37 Practice quiz generator

#38 Concept-to-real-example

#39 Jargon translator

07. Decisions and research

prompts #40–45

#40 Pros / cons / hidden-cons table

#41 Due diligence checklist

#42 Should-I-sign-this contract review

#43 Best fit for my situation

#44 Risk audit / what could go wrong

#45 Vendor screening questions

08. Time and productivity

prompts #46–50

#46 Plan my day

#47 Triage a runaway todo list

#48 Meeting prep in 5 minutes

#49 Weekly review template

#50 'I have one hour — where should I focus?'

01. Reading things you wouldn't otherwise read

Insurance policies, leases, ToS, medical notes — the fine print that costs people money when ignored.

#1 Insurance policy decoder

Use when you have a new policy or one you've never actually read.

You are reading this insurance policy for me. Tell me, in plain English:

1. What is covered (3-5 bullet points).
2. What is NOT covered – the exclusions I'd actually be surprised by.
3. The deductible, copay, and out-of-pocket max.
4. What I have to do BEFORE getting care for it to be covered (preauthorization, referrals, in-network requirements).
5. The three things in this policy I should care about most.

Policy text:

[paste the policy or the relevant sections here]

Tip. If the document is long, paste in chunks. After the summary, ask a follow-up: 'What's an example of a claim that would NOT be covered under this policy?'

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#2 Lease red flags

Use before signing any rental agreement.

Review this lease as if you were a tenant-rights attorney. List, in order of severity:

1. Clauses that are unusual or unfavorable to the tenant.
2. Anything that may not be enforceable in [STATE].
3. Specific dollar amounts I should know (deposit, fees, late penalty).
4. Three questions I should ask the landlord before signing.

Lease text:

[paste]

Tip. Always replace [STATE] with your actual state — tenant law varies enormously. Treat the output as a starting point for a real attorney conversation if anything seems off.

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#3 Medical test results explainer

Use when you get bloodwork or a test result and the portal doesn't explain it.

Translate this medical test result for a non-medical person.

For each value:

- What does this test measure (in plain English)?
- Is my value in the normal range, low, or high?
- If outside the range, what does it commonly suggest (without diagnosing)?
- One question I should ask my doctor about this result.

End with the single most important question for my next appointment.

Test result:

[paste]

Tip. Always pair with a doctor visit. AI is good at translating numbers; it cannot diagnose. The 'one question to ask' line is the most useful output.

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#4 Legal letter translator

Use when you receive a notice from a court, collections, HOA, or any official body.

I received this letter and I'm not sure what it actually means or what I need to do. Translate it to plain English and tell me:

1. Who is sending this and why.
2. What they're claiming or asking.
3. What I'm required to do, and by when (the deadline matters – name it explicitly).
4. What happens if I do nothing.
5. Three things I should NOT do right now.
6. Whether this is the kind of letter that warrants calling an attorney today, this week, or not at all.

Letter:

[paste]

Tip. For anything related to court summons, collections, or eviction notices, treat AI as triage — call an attorney or legal aid the same day if the letter has a deadline under 30 days.

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#5 Terms of service summary

Use before clicking 'I agree' on anything you'll actually depend on.

Summarize these terms of service in 8 bullet points or fewer. Focus only on:

- What rights I'm giving up
- What data they collect and what they do with it
- What happens if I want to cancel or delete my account
- Whether disputes go to court or forced arbitration
- Any auto-renewal or trial-to-paid gotchas

Skip the boilerplate. If something here is unusual compared to typical SaaS ToS, flag it.

Terms:
[paste]

Tip. If you're evaluating multiple services, run this prompt for each and put the bullets side by side. The 'unusual compared to typical' framing is what makes the output decision-useful.

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#6 Technical manual / user guide

Use when you bought something and the manual is 80 pages.

This is the user manual for [PRODUCT]. I want to use it for [SPECIFIC TASK]. Give me:

1. The 3 steps to do this task, summarized from the manual.
2. The warnings or safety notes that apply to this task.
3. Any settings I should change from default before doing it.
4. The one thing in the manual I should re-read carefully before starting.

Manual:
[paste relevant sections]

Tip. Don't paste the whole manual — paste only the sections that mention your task. Use ChatGPT's PDF upload if your tier supports it.

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#7 Long-form report summary

Use for any report, white paper, or document over 20 pages.

Summarize this document at three levels:

1. The TL;DR in 2 sentences (what they conclude).
2. The key arguments and evidence in 5 bullet points.
3. The 3 things I should remember from this if I'm asked about it in a meeting.

Then: what's the single weakest point in their argument or evidence that someone might push back on?

Document:

[paste]

Tip. The 'weakest point' question is the secret — it forces the model to think critically instead of just summarizing. Useful for prep before a meeting where you'll discuss the doc.

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02. Writing better emails

The emails you've been putting off. The replies that take three rewrites. The thing you want to say without sounding mad.

#8 Email tone softener

Use when you wrote a brusque email and need it not to sound like you're upset.

Rewrite this email so it has the same content but sounds warmer and more collaborative. Keep it the same length or shorter. Don't add anything I didn't say. Don't add 'I hope you're doing well.'

Original:
[paste]

Tip. The 'don't add I hope you're doing well' constraint is essential — without it the model fills with throat-clearing. Add other things to forbid as you find them.

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#9 Polite payment reminder

Use for invoices that are 7-30 days overdue.

Write a polite payment reminder for an invoice that's [N] days overdue.

- Client name: [X]
- Amount: \$[Y]
- Original due date: [date]
- This is reminder #[1, 2, or 3]
- Tone: warm but firm
- End by asking if there's anything blocking payment on their end – sometimes there's a reason and I want to know.

Tip. The 'ask if there's anything blocking' line is the magic. About a third of the time the client tells you they're waiting on something and you can solve it together.

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#10 Saying no without burning the bridge

Use when you have to decline a request from a colleague, client, or friend.

I need to say no to this request without damaging the relationship. Write a reply that:

1. Acknowledges what they're asking for and why it matters to them.
2. Declines clearly – not 'maybe later', actually no.
3. Offers one alternative (a smaller version, a different person, a different timing).
4. Doesn't apologize more than once.

Their message:

[paste]

My situation:

[1 sentence on why I can't say yes]

Tip. The 'doesn't apologize more than once' rule is what separates a clean no from a guilty no. The model defaults to over-apologizing — instruct against it.

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#11 Apology that doesn't grovel

Use when you actually messed up at work and need to own it.

Write a short professional apology email for [WHAT YOU DID].

The email should:

1. Acknowledge what happened in one sentence – no euphemisms.
2. Take ownership without making excuses (no 'because of X' or 'but').
3. State what you're doing to fix it.
4. State what you'll do to prevent it next time.
5. Stop there. No 'I hope you can forgive me', no extended hand-wringing.

Recipient: [boss / client / colleague]

What happened: [1-2 sentences]

Tip. The 'no excuses' rule is the work here. Most apology emails the model writes by default include some 'because' clause; explicitly forbid it.

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#12 Follow-up after a meeting

Use within 24 hours of any meeting where things were decided.

Write a short follow-up email summarizing this meeting. The email should have three sections:

1. What was decided (bullets)
2. Who's doing what by when (bullets, named owners)
3. Any open questions to resolve

Keep it under 200 words. No 'thanks for the great discussion.'

My notes:

[paste your notes or a brain dump]

Tip. Send these every meeting. People who send recap emails get treated as the de-facto owner of the meeting. Costs you 3 minutes; pays back constantly.

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#13 Client/colleague email decoder

Use when you get a long email and aren't sure if they're upset, asking for a change, or just venting.

This is a message from [client/colleague]. Tell me in plain English:

1. What are they actually asking for?
2. What concerns are they hinting at without saying directly?
3. What's the one-line response that addresses both?

Their message:

[paste]

Tip. The 'hinting at without saying directly' question is what makes this useful — it surfaces the subtext that's easy to miss when you're stressed.

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#14 The email you've been avoiding

Use when you've been putting off writing something for a week.

I've been putting off writing an email for [N] days. The recipient is [X]. The thing I have to say is [the awkward thing in plain English].

Write a draft for me. Keep it short. Don't overstate how sorry I am for the delay. Make it easy for them to reply.

Tip. Half the value is forcing yourself to type the awkward thing into the prompt. Once you can articulate it, the email writes itself.

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03. Family and parenting

Homework help, kid explanations, family logistics, the conversations that need to be done well.

#15 Kid-homework helper (without doing it)

Use when your kid is stuck and frustrated and you don't want to just give them the answer.

My child is [AGE] and is stuck on this homework problem:
[paste the problem]

Their current attempt or where they're stuck:
[describe what they've tried, or paste their work]

Don't solve it for them. Instead:

1. Identify what concept they need to understand to move forward.
2. Give me 3 leading questions I can ask them to help them figure it out themselves.
3. If they still can't, what's the smallest hint that gets them unstuck without giving away the answer?

Tip. The 'leading questions' approach is the key — your kid learns more from being asked than from being told. Save these conversations; they get easier the more you have.

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#16 Explain it like they're 7 (or 12, or in a hurry)

Use when your kid asks something complicated and you don't actually know how to answer.

Explain [TOPIC] to a [AGE]-year-old. The explanation should:

1. Use one concrete example from their world (school, animals, food, games).
2. Be no longer than 4 sentences.
3. End with a question that checks if they got it.

Then give me a one-sentence 'next thing they might ask' so I can be ready.

Tip. The 'next thing they might ask' line is gold. Kids' follow-ups are where the real conversation is — being ready makes you look genuinely curious instead of caught off-guard.

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#17 Pediatrician question prep

Use the night before any doctor's appointment.

I have an appointment with my child's pediatrician tomorrow. Symptoms / concerns: [describe]. My child is [AGE].

Help me prepare:

1. What 3-5 questions should I make sure to ask?
2. What information should I bring or be ready to share (dates symptoms started, what we've tried, medications, etc.)?
3. What are 2-3 things I should NOT panic about even if mentioned?
4. What's a polite way to ask 'is this serious?' without sounding alarmist?

Tip. Bring this list on your phone. Doctors appreciate prepared parents and you'll leave the visit feeling less like you missed something.

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#18 Family-argument re-framer

Use when you and a partner or family member are stuck in a disagreement and going in circles.

Two people are stuck in a disagreement. Here are both sides as honestly as I can give them:

Person A (me): [your view in 2-4 sentences]

Person B: [their view in 2-4 sentences – try to steelman it]

Rephrase each side so the other person could hear it without getting defensive. Then identify:

- What both sides actually agree on (there usually is something).
- The one specific point they're really disagreeing about (often smaller than it feels).
- A question one of us could ask to move forward.

Tip. Hardest part is steelmanning the other side honestly. If you can't, you're not ready to use this prompt — go for a walk first.

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#19 Sympathy / condolence message

Use when something bad happened to someone in your life and you don't know what to say.

Someone I know has experienced [WHAT HAPPENED]. My relationship to them is [colleague / close friend / family / acquaintance].

Help me write a short, warm message. The message should:

1. Acknowledge what happened directly (no euphemisms).
2. Not center my own feelings.
3. Not include any version of 'let me know if you need anything' (it puts the work on them).
4. Offer one specific, concrete thing I can do – and only if I'd actually do it.

Tone: warm, real, short.

Tip. The 'no let me know if you need anything' rule is what makes this useful. Specific offers ('I'll bring dinner Tuesday', 'I'll handle the school carpool this week') are received; vague ones are not.

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#20 Plan a kids' birthday party

Use when you have to plan a party and decision fatigue is setting in.

Help me plan a [AGE]-year-old's birthday party. Budget: \$[X]. Number of kids: [N]. Location: [home / park / venue]. Theme they want: [or 'open to suggestions'].

Give me:

1. A 2-hour schedule with 4 activities (one quiet, two active, one snack-time).
2. A shopping list with estimated prices.
3. The 3 things I should NOT do (over-plan, over-cake, etc.).
4. One thing kids this age usually love that parents forget about.

Tip. The 'thing parents forget' suggestion is where the magic is — usually something like 'a piñata that doesn't require swinging a stick', or 'a designated quiet corner for the overwhelmed kid'.

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04. Money and bills

Medical, credit cards, taxes, salary, subscriptions — the financial admin most people put off.

#21 Medical-bill negotiator

Use when you get a medical bill that feels too high.

You are helping me write a polite, firm letter to negotiate a medical bill. I will give you the facts. You write the letter.

My situation:

- Provider: [name]
- Service date: [date]
- Original bill amount: \$[amount]
- Fair price target: \$[usually 30-50% of original]
- Financial situation in one sentence: [example]
- Insurance status: [insured / uninsured / underinsured]
- Paid so far: [amount]

Itemized charges I want to question: [list, or 'none specifically']

Write a one-page letter that confirms I want to resolve the bill, requests review of high-looking charges, explains my situation in one sentence (not desperate), proposes my target as a settlement payable in 30 days, offers a 12-month interest-free plan as an alternative, and requests a written response in 30 days.

Tone: calm, polite, not pleading.

Tip. The phrase 'not pleading' at the end is what makes the letter sound like a human, not a desperate fill-in-the-blank. Always ask for the itemized bill first — you cannot negotiate without it.

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#22 Subscription cancellation letter

Use when a service makes it intentionally hard to cancel.

I want to cancel my [SERVICE] subscription. Account info: [email or account ID].
I've been a customer since [approximate date].

Write a short cancellation request that:

1. States clearly I want to cancel, effective immediately (or end of current billing period – your call which is more likely to work).
2. Cites my right under consumer law to cancel without offering a 'retention specialist' call.
3. Requests written confirmation of cancellation.
4. Is two paragraphs maximum.

Tip. Send via email AND via the company's account portal if both exist. Screenshot everything. Some companies will 'lose' the email.

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#23 Salary negotiation reply

Use when you receive a job offer and want to negotiate.

I just received an offer for [POSITION] at [COMPANY]. The base salary is \$[X]. The total comp (with bonus, equity, benefits) is \$[Y]. I want to negotiate to \$[TARGET].

My leverage:

- [years of experience, competing offer, specific skills they need, etc.]

Write a warm but specific reply that:

1. Expresses real enthusiasm for the role.
2. Names my target number directly (not 'in the higher range').
3. Justifies it with one specific reason tied to value I'd bring.
4. Asks them to consider it and reply, rather than insisting on a yes/no now.

Tone: collaborative, confident, not apologetic.

Tip. The 'not apologetic' instruction matters a lot. Default model output overuses 'I hope this isn't too forward'. Strip that — confident counter-offers convert better than apologetic ones.

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#24 Dispute a credit card charge

Use when something on your statement isn't right.

Write a credit card dispute letter for a [TYPE: unauthorized / billing error / item not received / item not as described] charge.

- Card: [last 4 digits]
- Transaction date: [date]
- Amount: \$[X]
- Merchant: [name]
- What happened, in 2-3 sentences: [the facts]
- What I want: [refund / credit / investigation]
- What I've already tried: [contacted merchant on date X, no response / they refused / etc.]

The letter should be one page, factual, and cite the Fair Credit Billing Act dispute rights if relevant.

Tip. Send by certified mail or the card issuer's official dispute portal. Time matters — you usually have 60 days from the statement date. Don't wait.

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#25 Budget review

Use monthly when you want a sanity check on your spending.

Here are my expenses for [MONTH]: [paste a list or table with category and amount].

My income for the month was: \$[Y].

Review this like a frugal but realistic friend. Tell me:

1. What looks unusual or higher than expected.
2. Any obvious categories where I could cut without changing my quality of life.
3. The one expense I should look at more closely (not necessarily cut – just examine).
4. One thing that looks healthy that I should keep doing.

No moralizing. No 'have you considered a budget app'. Practical only.

Tip. The 'no moralizing' line is essential. Without it, the model lectures about discretionary spending. With it, you get a useful read.

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#26 Tax-deductible expense organizer

Use at the end of each month if you're a freelancer or own a business.

Here is a list of expenses I'm not sure about for tax purposes. For each one, tell me:

1. Is this typically deductible for a [TYPE OF BUSINESS]?
2. What category does it fall under (software, marketing, professional development, etc.)?
3. Anything I should flag for my accountant.

Expenses:

[paste a list with descriptions and amounts]

Tip. Always confirm anything ambiguous with an accountant. This prompt is for organizing, not for tax advice — but it saves you an hour a month of triage.

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05. Small business and solopreneur

If you run a one-person operation or a small business, these are the prompts that recoup the most hours per week.

#27 Proposal first-draft

Use for any client proposal — never start from a blank page.

I'm writing a proposal for [SCOPE OF WORK] for a [TYPE OF CLIENT] who wants to [OUTCOME]. Their stated budget is \$[X].

Write a one-page proposal with:

1. A one-sentence understanding of their goal (in their words, not jargon).
2. Three deliverables, with what each one includes.
3. A timeline by week or milestone.
4. A price that matches their budget.
5. What happens after delivery (optional support, maintenance, etc.).

Skip jargon. Skip 'we are excited to partner with you'. Write like a confident professional, not a marketing brochure.

Tip. Rewrite about 40% of what comes back to sound like you. The point is to skip the blank-page phase, not to send the AI's draft.

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#28 Cold outreach pitch

Use when you want to email someone you don't know.

I want to reach out to [PERSON / ROLE at COMPANY]. My goal: [introduce myself / propose a partnership / ask for a meeting / pitch a service].

About me / my business: [1-2 sentences, what I do and who I do it for]

What I noticed about them: [something specific from their work, their LinkedIn, a recent post, etc. – must be real]

Write a cold email that:

1. Opens with what I noticed about them (specific, not flattering).
2. States who I am and what I do in one sentence.
3. Names what I'm asking for clearly.
4. Closes with a low-effort 'easy yes' (15-min call, a single question, etc.).

Length: under 120 words. No 'I hope this finds you well.'

Tip. The 'specific not flattering' rule is what separates cold email from spam. If you can't write one real specific observation, you don't know enough to email this person yet.

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#29 LinkedIn post writer

Use Tuesday and Thursday mornings.

Write a LinkedIn post about [TOPIC: a specific thing I learned, did, or saw at work].

Structure:

- Line 1: a hook – a specific outcome or counter-intuitive line. No 'today I want to share'.
- Lines 2-8: the story or the lesson. Specifics over generalities. Use 'I' not 'we' if it's about something you did.
- A clear list or bullet block in the middle.
- Closing: one line that's either a question or a useful 'this is for you if...'

Length: 200-350 words. No emojis except maybe one. No 'agree?' at the end.

Tip. The 'no agree?' rule and the 'no emojis' rule are personal taste; remove them if your audience expects more emoji energy. The hook is the part that decides the post's fate.

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#30 Client email decoder

Use when you get a long client email and aren't sure what they're really asking.

```
This is a client email. Tell me in plain English:  
1. What are they actually asking for?  
2. What concerns are they hinting at without saying directly?  
3. What's the one-line response that addresses both?
```

```
Their message:  
[paste]
```

Tip. Same prompt as in the personal-email category — it works for both. Use it especially after a long week when your patience for parsing subtext is low.

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#31 Bookkeeping categorizer

Use at the end of every month.

```
Here is a list of business expenses with descriptions. Categorize each into:  
software, marketing, professional services, travel, office, contractor, education,  
or other. Flag anything that looks personal or that I should ask my accountant  
about. Output as a table with columns: date, description, amount, category, notes.
```

```
Expenses:  
[paste your CSV or list]
```

Tip. The 'flag personal' line catches at least one mistake every month — a personal Amazon order that snuck into a business card, etc.

→ [Open this prompt at aiforyourday.com](#)

#32 Hiring rubric

Use before interviewing anyone.

I'm hiring for a [ROLE] at my [TYPE OF BUSINESS]. The most important things this person needs to do well are: [list 3-4].

Give me a hiring rubric:

1. 4 core competencies I should evaluate.
2. For each competency, 2 interview questions designed to surface real evidence (not vibes).
3. A simple 1-5 scoring scale with descriptions of what each score looks like.
4. The single red flag I should not ignore even if the rest of the interview goes well.

Make this usable in a 45-minute interview.

Tip. Write the scores down DURING each interview, not after. The point of a rubric is to prevent your gut from convincing you afterward.

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#33 Pricing review

Use when you feel like you might be underpricing.

I currently charge \$[X] for [DELIVERABLE / SERVICE]. My typical client is [TYPE]. The work takes me about [Y] hours.

Help me sanity-check this pricing:

1. What's the implied hourly rate, and is that consistent with the value I'm delivering?
2. What's a reasonable range of pricing for this in my market?
3. If I wanted to raise prices, what's a clean way to communicate it to existing clients?
4. What's one thing I should consider before raising prices that I might be missing?

Tip. Don't trust the model's market-rate numbers blindly — verify with 3 peers or a community in your niche. But the framing questions are useful even with rough numbers.

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06. Learning and explaining

Use AI as your private tutor. The trick is to make it Socratic, not lecturing.

#34 Explain it like I'm 5 (or 12, or in a hurry)

Use when you don't actually understand something and don't want to fake it.

```
Explain [CONCEPT] to me as if I'm [a 5-year-old / a 12-year-old / a smart adult in a hurry].
```

Use:

1. One real-world analogy that I'd find familiar.
2. A 4-sentence-maximum explanation.
3. The one thing about this concept that experts often get wrong or oversimplify.
4. A question I should ask if I want to understand it deeper.

Tip. The 'one thing experts get wrong' question elevates this past surface-level. It forces the model to commit to a real perspective instead of giving you the Wikipedia summary.

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#35 Compare two things side-by-side

Use when you have to choose between two options and the marketing copy is making it hard.

```
Compare [OPTION A] and [OPTION B] across these dimensions:
```

1. What they actually do
2. Who they're best for
3. What they cost (one-time and ongoing)
4. The hidden costs or trade-offs marketing won't mention
5. The kind of user who'd regret choosing each one

```
Format as a table. Then end with: 'If [X is true for the user], choose A. If [Y is true], choose B.'
```

Tip. The 'user who'd regret each choice' framing is the bit that makes this practical. Most comparison content tells you who'd like each option; this tells you who'd hate it.

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#36 Study guide from a chapter

Use for self-study or test prep.

Here is a chapter from [BOOK / SOURCE]. Turn it into a study guide with:

1. The 5-8 key concepts I should remember.
2. For each concept: a one-sentence definition and one example.
3. 6 practice questions of varying difficulty, with answers separated at the end.
4. The one concept in this chapter most likely to show up on a test or be asked in conversation.

Chapter:

[paste]

Tip. If you're studying for something specific (a cert, a class, an interview), tell the model upfront. The 'most likely to show up' question becomes much more accurate when the model knows the context.

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#37 Practice quiz generator

Use the day before a test, interview, or presentation.

Generate a 10-question practice quiz on [TOPIC] for someone at the [BEGINNER / INTERMEDIATE / ADVANCED] level.

Mix:

- 6 multiple-choice (with 1 correct + 3 plausible wrong answers each)
- 2 short-answer
- 2 'apply the concept to this scenario' questions

Format: list questions first, answers at the bottom with brief explanations. The explanations matter more than the answers – they're where the learning is.

Tip. Take the quiz cold, then check answers. The 'wrong answers' you got tell you exactly what to re-study, which is more valuable than the right ones you guessed.

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#38 Concept-to-real-example

Use when abstract concepts aren't sticking.

```
I'm trying to understand [CONCEPT]. I keep reading the definition but it's not clicking.
```

```
Give me:
```

1. A concrete real-world example where this concept matters.
2. A different example from a totally different domain (if it's a CS concept, give me a non-CS example).
3. The one situation where someone would misuse this concept thinking they're using it correctly.

```
End with: 'You'll know you've internalized this when you can [specific test of understanding].'
```

Tip. The 'how you'll know you've internalized this' line is the rare AI output that's directly testable. Try the test; if you fail, re-read the examples.

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#39 Jargon translator

Use when you're new to a field and a document is wall-to-wall acronyms.

```
Here is [text from a field I'm new to]. For each jargon term, acronym, or technical phrase:
```

1. What does it actually mean in plain English?
2. Why does this field have this specific term (what problem does the jargon solve)?
3. Is there a simpler synonym I could use to talk to outsiders?

```
Output as a glossary table.
```

```
Text:
```

```
[paste]
```

Tip. Save the output. Build a personal glossary as you learn a new field; reuse it across documents instead of re-prompting.

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07. Decisions and research

Compare, evaluate, screen. The prompts for when you need to choose well.

#40 Pros / cons / hidden-cons table

Use for any decision with two or more options.

I'm deciding between [OPTION A] and [OPTION B] (and optionally [OPTION C]). My situation: [1-2 sentences on what matters to me here].

Build a table with three columns per option: Pros, Cons, and Hidden Cons (the things that won't show up until 3 months in).

Then at the bottom, give me:

- The single question whose answer should decide this.
- The 'no-regret' option if I have to pick today.

Tip. 'Hidden cons' is the column that makes this prompt special. Every option has them; surfacing them is the whole point of the exercise.

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#41 Due diligence checklist

Use before any significant commitment — a vendor, a contractor, a freelance hire.

I'm about to hire / sign with [TYPE OF VENDOR or PERSON] for [WHAT THEY'LL DO]. My budget / commitment: [\$ or duration].

Build me a due-diligence checklist:

1. Documents I should request from them.
2. References I should ask for (and what to ask the references).
3. Red flags in their proposal or contract to watch for.
4. Three questions to ask in a final call that will surface bad fits.

Tip. Send the checklist to a friend with experience in this category and ask 'what's missing?'. The fastest way to learn what to ask is to have someone tell you what they wish they'd asked.

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#42 Should-I-sign-this contract review

Use before signing any contract — not as a substitute for an attorney, as triage.

Review this contract from the perspective of [a client signing it / a vendor signing it / an employee]. Tell me:

1. Three clauses I should read most carefully and why.
2. Anything unusual compared to standard contracts of this type.
3. The 3 things I might want to negotiate or push back on.
4. Whether anything in here is unenforceable or would benefit from an attorney's review.

Contract:
[paste]

Tip. For contracts over \$10K in value or with personal liability, treat AI as triage only — pay an attorney for the actual review. For lower-stakes contracts (a freelance gig, a small SaaS contract), this prompt usually catches the important issues.

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#43 Best fit for my situation

Use when researching a category (a school, a city, a tool, a treatment) where 'best' depends on you.

I'm trying to figure out the best [CATEGORY: school / city / tool / treatment / approach] for my situation.

My situation:

- [3-5 bullet points describing your context, constraints, priorities]

What I'm explicitly NOT optimizing for:

- [1-3 things – this is the secret ingredient]

Give me:

1. The 3 options that fit my situation best.
2. For each, the strongest case and the strongest argument against.
3. The factor I should weight most heavily given my constraints.

Tip. The 'not optimizing for' list is the prompt's secret. Without it, you get 'top 10 lists' style content. With it, the model actually filters.

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#44 Risk audit / what could go wrong

Use before launching anything — a product, a campaign, a big decision.

I'm about to do [WHAT YOU'RE ABOUT TO DO]. My plan: [brief outline].

Run a pre-mortem. Assume in 6 months, this failed. Tell me:

1. The 5 most likely causes of failure (in plain English, not 'market dynamics').
2. For each, an early warning sign I could detect in week 1-4.
3. The single thing I could change today that would most reduce the chance of failure.

Be specific and uncomfortable. I want the conversation a friend with relevant experience would have with me, not a consulting deck.

Tip. 'Specific and uncomfortable' is the instruction that does the work here. Without it, model output is generic. With it, the output is actually useful.

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#45 Vendor screening questions

Use when you're talking to potential agencies, freelancers, or services.

I'm screening [vendors / freelancers / agencies] for [WHAT YOU NEED].

Give me a list of 8 questions to ask on a 30-min screening call. The questions should be designed to:

- Surface real evidence, not vibes (case studies, specifics, names)
- Reveal how they think about your specific problem
- Test how they handle a curveball
- Expose any over-promising

End with the one follow-up question to ask if their initial answer is too smooth or too generic.

Tip. The 'over-promising' filter is what saves you from agencies that say yes to everything in the sales call. The follow-up question is the actual evaluator.

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08. Time and productivity

Plan a day, triage a list, prep for a meeting. The boring prompts that pay back forever.

#46 Plan my day

Use first thing in the morning (or the night before).

It's [DAY]. I have these meetings/commitments: [list with times]. I also need to make progress on: [2-3 priorities].

Give me a realistic day plan that:

1. Blocks the morning for the deepest priority (assume my best thinking is 9-11am).
2. Schedules a single 30-min admin block (email, slack, small tasks).
3. Names the one thing I should NOT try to do today even though I want to.
4. Has a 20% buffer because real days don't go to plan.

Output as a time-blocked schedule with one-line descriptions.

Tip. The 'one thing not to do' line is the highest-yield part — most overwhelmed days are caused by trying to fit five priorities into space for two.

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#47 Triage a runaway todo list

Use when your todo list has 30+ items and you can't tell where to start.

Here is my todo list: [paste]. My situation: [are you behind, ahead, in a crunch, calm].

Triage it with the Eisenhower matrix:

- Do first (urgent + important)
- Schedule (important, not urgent)
- Delegate or batch (urgent, not important)
- Delete or defer (neither)

For 'Delete or defer', be aggressive — call out anything that's been on the list more than 30 days and probably isn't actually going to get done.

End with: the one task I should do today that will most relieve overwhelm.

Tip. The 'task that most relieves overwhelm' question is often more valuable than the matrix itself. Frequently the answer is a small task or a 5-minute decision, not the biggest thing on the list.

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#48 Meeting prep in 5 minutes

Use when you have back-to-back meetings and need to walk in prepared.

My next meeting is with [WHO] about [TOPIC]. The history: [1-2 sentences on prior conversations or relevant context]. My goal for this meeting: [outcome].

Give me a 5-minute prep:

1. Three things I should know going in (re-read if needed).
2. The one question I should make sure to ask.
3. The decision or commitment I want to leave the meeting with.
4. A polite way to keep the meeting on time if it drifts.

Tip. The 'polite way to keep on time' line is what makes the prep useful. Have a phrase like 'We have 5 min — should we make a decision now or schedule a follow-up?' in your back pocket.

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#49 Weekly review template

Use every Friday afternoon or Sunday evening.

It's the end of the week. Walk me through a weekly review.

Ask me, one at a time:

1. What was the win of the week?
2. What didn't get done that I expected to?
3. What surprised me?
4. What's the one priority for next week that, if I do it, will make next week feel like a win?
5. What's one thing I should stop doing?

Wait for my answer before moving to the next question.

Tip. The 'ask one at a time' instruction turns ChatGPT into a coach, not a summarizer. Type your answer to each before letting it move on; that's where the value is.

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#50 'I have one hour — where should I focus?'

Use when you have unexpected open time and don't want to waste it.

I have one unexpected hour right now. Here are the projects/areas I could move forward on: [list 3-5 projects with one sentence each on their status].

Tell me which one to spend the hour on, and why. Be opinionated. Then give me the 3 specific things to do during the hour, sequenced.

Don't suggest 'inbox' or 'admin' unless I named them explicitly.

Tip. The 'be opinionated' instruction matters. Without it, the model hedges. With it, you get a real recommendation, which you can either accept or argue with — both are productive.

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What now?

These 50 are the ones I reach for most. New prompts I test get added to the Sunday email — one prompt, why it works, where it fails. Short on purpose.

Three things worth trying this week

1. Pick **three prompts** from this PDF that fit something on your actual list this week. Don't try to use all 50. Pick three.
2. The first time you use a prompt, **copy the output and read it as a human would**. Mark the lines you'd change. Tell ChatGPT what to change for next time. The customization is the work.
3. **Save the prompts you customize**. Your edited version is more useful than mine, because it sounds like you.

Stay in touch

One new tested prompt every Sunday by email. Reply with what worked — that's how the next one gets better.

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