

The AI Prompt Vault

50 Copy-Paste Prompts to Automate Your Work Week with ChatGPT & Claude

A digital guide for people who want their AI to actually save them time.

WELCOME

You already have access to the most powerful productivity tool ever built. You're just not using it right.

Most people type "write me an email" into ChatGPT and get something generic back. The difference between a mediocre AI output and one that saves you 5 hours a week isn't the tool - it's the prompt.

This guide gives you 50 prompts that work, organized by the exact situations you deal with every week. Copy. Paste. Fill in the blanks. Done.

HOW TO USE THIS GUIDE

1. Every prompt below has **[BRACKETS]** - replace those with your specifics.
2. Paste into ChatGPT or Claude (both work; Claude tends to write more naturally, ChatGPT is faster for quick tasks).
3. Save the prompts you use most into a personal "Prompt Vault" note on your phone - that's the real unlock. Most people use the same 5-10 prompts on repeat.
4. If the first output isn't quite right, reply with: *"Make it more [specific/casual/concise], and keep the same structure."* That one follow-up fixes 90% of bad outputs.

PRODUCTIVITY & TIME MANAGEMENT

1. The Daily Priority Sort

"Here is my task list for today: [PASTE TASKS]. Sort these into Must Do, Should Do, and Could Skip, based on what will have the biggest impact if I only get 3 things done."

2. The Brain Dump Cleaner

"Here's a messy brain dump of everything on my mind: [PASTE NOTES]. Turn this into a clean, organized to-do list grouped by category, with the urgent items flagged."

3. The Time Audit

"I spent my day like this: [DESCRIBE YOUR DAY]. Identify where I likely lost the most time, and suggest 3 specific changes for tomorrow."

4. The Decision Simplifier

"I'm deciding between [OPTION A] and [OPTION B] for [SITUATION]. List the real tradeoffs in plain language, then tell me what you'd lean toward and why."

5. The Meeting Killer

"Here's what this meeting is supposed to cover: [TOPIC]. Tell me if this could be solved with an async message instead, and draft that message."

6. The Weekly Reset

"Help me plan next week. My top 3 goals are [GOALS]. My fixed commitments are [LIST]. Build me a simple day-by-day plan that protects time for the goals."

7. The Procrastination Breaker

"I keep avoiding this task: [TASK]. Break it into the smallest possible first step - something I could do in under 5 minutes."

8. The Energy Matcher

"Here are my tasks for tomorrow: [LIST]. I have the most energy in the [MORNING/AFTERNOON/EVENING]. Arrange these tasks to match my energy levels."

9. The Inbox Zero Assistant

"Here are subject lines from my unread emails: [PASTE]. Tell me which ones likely need a same-day reply, and draft a 2-sentence reply for each."

10. The Habit Stack Builder

"I want to build the habit of [HABIT]. I already reliably do [EXISTING HABIT] every day. Suggest how to stack the new habit onto the existing one."

CONTENT & SOCIAL MEDIA

11. The Hook Generator

"Give me 10 scroll-stopping hooks for a [PLATFORM] post about [TOPIC]. Make them curiosity-driven, not clickbait-y."

12. The Caption Writer

"Write a caption for a post about [TOPIC]. Tone: [CASUAL/PROFESSIONAL/FUNNY]. End with a question that drives comments."

13. The Content Repurposer

"Here's a long-form piece I wrote: [PASTE]. Turn it into 5 short-form post ideas, each with its own angle."

14. The Script Outliner

"I want to make a [LENGTH]-second video about [TOPIC]. Give me a hook, 3 key points, and a call to action."

15. The Comment Responder

"Someone commented '[COMMENT]' on my post about [TOPIC]. Write 3 reply options: one helpful, one funny, one that invites them to DM me."

16. The Content Calendar Builder

"Build me a 2-week content calendar for [NICHE]. Mix educational, relatable, and promotional posts in a 3:1:1 ratio."

17. The Bio Optimizer

"Here's my current bio: [PASTE BIO]. Rewrite it to clearly state who I help, how, and what action to take - in under 150 characters."

18. The Trend Adapter

"Here's a trending format: [DESCRIBE TREND]. Help me adapt it to fit my niche, which is [NICHE], without it feeling forced."

19. The Carousel Builder

"Turn this idea into a 6-slide carousel outline: [TOPIC]. Slide 1 is the hook, slide 6 is the CTA."

20. The Engagement Bait (the good kind)

"Write a post that asks my audience a genuinely useful question about [TOPIC] - something they'd actually want to answer in the comments."

BUSINESS & SIDE HUSTLE

21. The Offer Clarifier

"Here's what I'm selling: [PRODUCT/SERVICE]. Help me describe it in one sentence that makes the value obvious to someone who's never heard of me."

22. The Pricing Sanity Check

"I'm thinking of pricing [PRODUCT] at \$[PRICE]. Here's what it includes: [DETAILS]. Tell me if that's reasonable for this type of product and why."

23. The Sales Page Draft

"Write a short sales page for [PRODUCT]. Include a headline, 3 benefits (not just features), and a clear call to action."

24. The Objection Handler

"People hesitate to buy [PRODUCT] because of [OBJECTION]. Write 3 short responses that address this honestly without being pushy."

25. The FAQ Builder

"Based on this product description: [PASTE], write 5 FAQ entries a potential buyer would actually ask."

26. The Customer Email

"Write a follow-up email to someone who bought [PRODUCT], thanking them and asking one specific question to get a testimonial."

27. The Competitor Scan Prompt

"Here's a competing product description: [PASTE]. What does it do well, and what's a gap I could fill with mine?"

28. The Launch Plan

"I'm launching [PRODUCT] in [TIMEFRAME]. Build me a simple 5-step launch plan using only free content and an email list."

29. The Affiliate Pitch

"Write a short, honest message I can send to [AUDIENCE] recommending [TOOL/PRODUCT] I actually use, including my affiliate link placement."

30. The Profit Math Check

"I sell [PRODUCT] at \$[PRICE]. My costs are [COSTS]. If I sell [NUMBER] per month, what's my actual profit, and what would I need to sell to hit \$[GOAL]?"

LEARNING & SKILL BUILDING

31. The Concept Simplifier

"Explain [CONCEPT] to me like I'm smart but new to this topic. Use one real-world analogy."

32. The Study Plan Builder

"I want to learn [SKILL] in [TIMEFRAME]. I can dedicate [HOURS] per week. Build me a week-by-week plan."

33. The Quiz Maker

"Quiz me on [TOPIC] with 5 questions, increasing in difficulty. Tell me if I'm right or wrong after each answer."

34. The Feedback Loop

"Here's something I made: [PASTE/DESCRIBE]. Critique it like a mentor who wants me to improve, not someone trying to be nice."

35. The Book Summary

"Summarize the core argument of [BOOK TITLE] in 5 bullet points, then tell me one way to apply it this week."

36. The Skill Gap Finder

"I want to become [ROLE/GOAL]. Here's what I currently know: [LIST]. What are the 3 biggest gaps I should close first?"

37. The ELI5 Prompt

"Explain [TOPIC] in the simplest possible terms, then give me the slightly more advanced version."

38. The Practice Generator

"Give me 3 practice exercises for [SKILL] that go from beginner to slightly challenging."

39. The Mistake Checker

"Here's my attempt at [TASK]: [PASTE]. What's the most likely mistake a beginner would make here, and did I make it?"

40. The Curriculum Builder

"Design a self-taught curriculum for [SKILL], using only free resources, organized into 4 phases."

PERSONAL LIFE & ORGANIZATION

41. The Budget Breakdown

"Here's my monthly income and expenses: [PASTE]. Show me where I'm overspending and one realistic change to make."

42. The Meal Plan Builder

"Build me a 5-day meal plan using [INGREDIENTS/PREFERENCES], optimized for [GOAL: budget/time/health]."

43. The Hard Conversation Prep

"I need to talk to [PERSON] about [TOPIC]. Help me plan what to say so it's direct but not harsh."

44. The Gift Finder

"I need a gift for someone who likes [INTERESTS] and has a budget of \$[AMOUNT]. Give me 5 specific ideas, not generic categories."

45. The Travel Planner

"I'm going to [DESTINATION] for [DURATION]. Build me a rough day-by-day itinerary that balances must-see spots with downtime."

46. The Journal Prompt Generator

"Give me 5 journal prompts for someone working through [SITUATION/FEELING]."

47. The Apology/Email Drafter

"Help me write a message to [PERSON] about [SITUATION]. I want to sound [TONE] without over-explaining."

48. The Declutter Decision

"I'm trying to decide whether to keep [ITEM]. Ask me 3 questions that would help me decide."

49. The Routine Builder

"Build me a simple morning routine that takes under [TIME] and covers [PRIORITIES]."

50. The Year-in-Review

"Here's what happened this year: [PASTE NOTES]. Help me find the 3 biggest wins and 1 honest lesson."

THE PROMPT FORMULA CHEAT SHEET

Every great prompt has 3 parts:

1. **Context** - who you are / what situation you're in
2. **Task** - exactly what you want done
3. **Constraint** - format, tone, length, or what to avoid

Template:

"I am [CONTEXT]. I need you to [TASK]. Keep it [CONSTRAINT: tone/length/format]."

Use this formula any time you're stuck and none of the 50 prompts fit exactly.

THANK YOU

Thanks for grabbing this guide. If even 5 of these prompts become part of your weekly routine, this paid for itself many times over in time saved.

Tools I personally use and recommend:

- Canva Pro - for building anything visual, fast (*affiliate link*)
- Notion - for organizing everything from this guide in one place (*affiliate link*)

If this helped you, the best thank-you is sharing it with one person who needs it.