



NOVABYTE AI SUCCESS SERIES

The Prompt Library

Every prompt from *The AI Productivity Playbook*, in Role · Task · Context · Format order.

194 prompts · 17 categories

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Replace the *[bracketed parts]* with your own details before sending. The more you fill in, the sharper the answer. **AI drafts. You verify.**



Email

15 prompts

Faster replies, cleaner inboxes.

Reply to an email

ROLE You are my professional writing assistant.

TASK Draft a reply to the email below.

CONTEXT My goal: *[what you want to happen]*. Email: *[paste email]*.

FORMAT Under 120 words, professional but warm.

Summarise a long thread

ROLE You are an executive assistant.

TASK Summarise the email thread below, then list every action item with its owner and any deadline.

CONTEXT Thread: *[paste thread]*.

FORMAT Five bullet summary, then a table: Action | Owner | Deadline.

Status update to manager

ROLE You are my communications assistant.

TASK Turn these rough notes into a clear status-update email to my manager.

CONTEXT Notes: *[paste notes]*.

FORMAT Short opening line, three bullets, one closing line on next steps.

Polite follow-up nudge

ROLE You are a tactful professional writer.

TASK Draft a polite follow-up on an email I sent that has not been answered.

CONTEXT What I asked for: *[describe]*. Sent: *[when]*.

FORMAT One short friendly paragraph, no guilt-tripping.

Decline a request gracefully

ROLE You are a diplomatic communications specialist.

TASK Write an email politely declining the request below.

CONTEXT Request: *[describe]*. Reason: *[brief reason]*. Keep goodwill intact.

FORMAT Under 100 words, warm, offer an alternative if possible.

Request a meeting

ROLE You are my scheduling assistant.

TASK Draft an email requesting a meeting.

CONTEXT Purpose: *[why]*. With: *[who]*. Rough timing: *[when]*. Length: *[duration]*.

FORMAT Brief, clear ask, two or three time options.

Thank-you / handoff

ROLE You are a professional writer.

TASK Write a thank-you and handoff email.

CONTEXT To: *[who]*. For: *[what they did]*. Handing over: *[what's next]*.

FORMAT Warm, specific, under 120 words.

Cold outreach / introduction

ROLE You are an outreach specialist who hates spam as much as I do.

TASK Write a short cold-outreach email introducing myself.

CONTEXT Me: *[who I am]*. Them: *[who they are]*. Why now: *[reason]*. Ask: *[small ask]*.

FORMAT Under 100 words, human, one specific reason I'm writing to them.

Apology / delay notice

ROLE You are a calm, accountable communications writer.

TASK Draft an email apologising for a delay and giving a new timeline.

CONTEXT What's delayed: *[describe]*. Why: *[brief]*. New date: *[date]*.

FORMAT Own it briefly, no over-apologising, end on the fix.

Reschedule a meeting

ROLE You are my scheduling assistant.

TASK Write a short email rescheduling a meeting.

CONTEXT Original: *[when]*. Reason: *[brief]*. New options: *[two or three slots]*.

FORMAT Apologetic but brief, offer clear alternatives.

Deadline reminder

ROLE You are a friendly project coordinator.

TASK Draft a reminder that a deadline is approaching.

CONTEXT Task: *[what]*. Owner: *[who]*. Due: *[date]*. Tone: *[gentle/firm]*.

FORMAT One short paragraph, clear on what and by when.

Client progress update

ROLE You are an account manager.

TASK Turn these notes into a client-facing progress update.

CONTEXT Notes: *[paste]*. Client: *[name]*. Period: *[week/month]*.

FORMAT Confident, structured: done, in progress, next, any blockers.

Introduce two people

ROLE You are a warm professional connector.

TASK Write a double opt-in introduction email connecting two people.

CONTEXT Person A: *[name, why]*. Person B: *[name, why]*. The value: *[why connect]*.

FORMAT Short, specific about why each will benefit.

Negotiate or push back

ROLE You are a calm, firm negotiator.

TASK Draft a reply that pushes back on the proposal below without damaging the relationship.

CONTEXT Their proposal: *[describe]*. My position: *[what I want]*. Room to move: *[if any]*.

FORMAT Respectful, clear on my position, leaves the door open.

Out-of-office message

ROLE	You are a professional writer.
TASK	Write an out-of-office auto-reply.
CONTEXT	Away: <i>[dates]</i> . Urgent contact: <i>[who/how]</i> . Return: <i>[date]</i> .
FORMAT	Brief, friendly, sets clear expectations.



Writing

15 prompts

Drafts that still sound like you.

Outline before drafting

ROLE	You are a writing coach.
TASK	Create a clear outline for the piece below before any drafting.
CONTEXT	Topic: <i>[topic]</i> . Audience: <i>[who]</i> . Goal: <i>[what it should do]</i> . Length: <i>[words]</i> .
FORMAT	Logical section headings with one line on each.

First draft from an outline

ROLE	You are my drafting assistant.
TASK	Write a first draft from the outline below.
CONTEXT	Outline: <i>[paste]</i> . Voice: <i>[describe or 'match my sample']</i> . Audience: <i>[who]</i> .
FORMAT	Full prose, section by section, room to edit.

Rewrite in my voice

ROLE	You are an editor who matches an author's voice.
TASK	Rewrite the text below to match my writing sample.
CONTEXT	My sample: <i>[paste 2-3 paragraphs]</i> . Text to rewrite: <i>[paste]</i> .
FORMAT	Same meaning, my rhythm and word choice.

Tighten and cut

ROLE	You are a ruthless line editor.
TASK	Cut the text below by roughly a third without losing meaning.
CONTEXT	Text: <i>[paste]</i> .
FORMAT	Tighter version, then a one-line note on what you removed.

Fix tone

ROLE	You are a tone editor.
TASK	Adjust the tone of the text below.
CONTEXT	Text: <i>[paste]</i> . Make it: <i>[warmer/firmer/more formal/simpler]</i> .
FORMAT	Rewritten text only, same facts.

Headline / title options

ROLE You are a headline writer.

TASK Give me title options for the piece below.

CONTEXT Piece: *[paste or describe]*. Audience: *[who]*. Tone: *[describe]*.

FORMAT Ten options, ranging from plain to punchy.

Blog post from notes

ROLE You are a content writer.

TASK Turn these notes into a blog post.

CONTEXT Notes: *[paste]*. Audience: *[who]*. Angle: *[the point]*. Length: *[words]*.

FORMAT Hook, body with subheads, short conclusion.

Social post pack

ROLE You are a social media writer.

TASK Turn the piece below into social posts.

CONTEXT Piece: *[paste]*. Platforms: *[which]*. Goal: *[awareness/clicks]*.

FORMAT One post per platform, matched to its style.

Simplify for a general reader

ROLE You are a plain-language editor.

TASK Rewrite the text below so a smart 12-year-old could follow it.

CONTEXT Text: *[paste]*.

FORMAT No jargon; explain any term you must keep.

Expand a thin section

ROLE You are a developmental editor.

TASK The section below is too thin. Expand it with detail and an example.

CONTEXT Section: *[paste]*. What's missing: *[if you know]*.

FORMAT Fuller version with at least one concrete example.

Proofread

ROLE You are a meticulous proofreader.

TASK Proofread the text below for grammar, spelling, and punctuation.

CONTEXT Text: *[paste]*.

FORMAT Corrected text, then a short list of the fixes made.

Story or anecdote opener

ROLE You are a narrative writer.

TASK Write three opening hooks for the piece below.

CONTEXT Piece: *[describe]*. Audience: *[who]*. Feeling to evoke: *[describe]*.

FORMAT Three short, distinct openers.

Turn a draft into an FAQ

ROLE You are a content strategist.

TASK Turn the document below into a clear FAQ.

CONTEXT Document: *[paste]*. Audience: *[who]*.

FORMAT Question-and-answer pairs, most important first.

Consistent style pass

ROLE You are a copy editor enforcing a style guide.

TASK Apply consistent style to the text below.

CONTEXT Text: *[paste]*. Rules: *[e.g. UK spelling, Oxford comma, sentence case headings]*.

FORMAT Edited text following every rule.

Write a bio

ROLE You are a profile writer.

TASK Write a short professional bio.

CONTEXT About me: *[role, achievements, tone]*. Use: *[website/LinkedIn/speaker]*.

FORMAT Three lengths: one line, 50 words, 100 words.



Research

12 prompts

Ask, find, evaluate, synthesise, verify.

Widen search terms

ROLE You are a research librarian.

TASK Give me alternative search terms for my question.

CONTEXT My question: *[topic]*. Field: *[if known]*.

FORMAT Ten alternative phrasings, plus neighbouring fields to try.

Boolean search string

ROLE You are a database search expert.

TASK Build a Boolean search string for the topic below.

CONTEXT Concept A: *[terms]*. Concept B: *[terms]*.

FORMAT Synonyms joined by OR inside each concept, concepts joined by AND.

Summarise into key findings

ROLE You are a research analyst.

TASK Summarise the material below into key findings. Do not invent citations.

CONTEXT Material: *[paste]*.

FORMAT Numbered findings, each stating a position, not just a topic.

Build a synthesis matrix

ROLE You are a literature-review assistant.

TASK Organise the sources below into a synthesis matrix by theme.

CONTEXT Sources: *[paste titles + key points]*.

FORMAT Table: Theme | Source | Finding | Agreement/conflict.

Evaluate a source

ROLE You are a critical-appraisal specialist.

TASK Evaluate the source below for trustworthiness.

CONTEXT Source: *[details]*. My question: *[what I need it for]*.

FORMAT Assess author, evidence, recency, bias; give a verdict.

Explain a dense paper

ROLE You are a patient research tutor.

TASK Explain the paper below in plain language.

CONTEXT Paper text or abstract: *[paste]*.

FORMAT What they did, what they found, and why it matters.

Find the counter-argument

ROLE You are a devil's advocate.

TASK Give me the strongest case against the claim below.

CONTEXT Claim: *[paste]*.

FORMAT The best opposing arguments and what evidence would settle it.

Turn a question into sub-questions

ROLE You are a research strategist.

TASK Break my broad question into researchable sub-questions.

CONTEXT Question: *[topic]*.

FORMAT Six to eight specific sub-questions, ordered logically.

Compare two studies

ROLE You are a research analyst.

TASK Compare the two studies below.

CONTEXT Study 1: *[paste]*. Study 2: *[paste]*.

FORMAT Table: method, sample, finding, limitations; then a short verdict.

Draft a literature-review paragraph

ROLE You are an academic writer.

TASK Draft one literature-review paragraph from the sources below. Paraphrase; do not fabricate references.

CONTEXT Sources: *[paste key points with author names]*.

FORMAT Themed paragraph citing the authors provided, nothing invented.

Extract data into a table

ROLE You are a data-extraction assistant.

TASK Pull the key details from the papers below into a table.

CONTEXT Papers: *[paste]*. Columns I want: *[e.g. author, year, sample, outcome]*.

FORMAT One row per paper, blank where a paper doesn't say.

Fact-check a claim

ROLE You are a fact-checker.

TASK Assess the claims in the text below and say how each could be verified.

CONTEXT Text: *[paste]*.

FORMAT Table: Claim | Likely accurate? | How to verify.



Translation

10 prompts

Fluent and faithful, not just one.

Translate with context

ROLE You are a professional translator.

TASK Translate the text below into *[language]*.

CONTEXT Text: *[paste]*. Audience: *[who]*. Tone: *[formal/casual]*. Purpose: *[what it's for]*.

FORMAT Natural *[language]*, not word-for-word.

Back-translate to check

ROLE You are a translation reviewer.

TASK Translate the *[language]* text below back into English so I can check it.

CONTEXT Text: *[paste]*.

FORMAT Faithful back-translation, flag anything ambiguous.

Make a translation sound natural

ROLE You are a native-speaking editor.

TASK Rewrite the translation below so it sounds natural to a native speaker.

CONTEXT Translation: *[paste]*. Language: *[language]*. Register: *[formal/casual]*.

FORMAT Natural version, note any idiom you changed.

Localise, don't just translate

ROLE You are a localisation specialist.

TASK Localise the text below for *[region]*, not just translate it.

CONTEXT Text: *[paste]*. Region: *[where]*. Watch for: *[currency/dates/culture]*.

FORMAT Localised version, list the adaptations you made.

Translate a formal document

ROLE You are a certified-style translator.

TASK Translate the formal document below into *[language]*.

CONTEXT Document: *[paste]*. Type: *[contract/letter/notice]*. Keep: *[names/terms exact]*.

FORMAT Formal register, preserve structure and defined terms.

Bilingual glossary

ROLE You are a terminology specialist.

TASK Build a bilingual glossary of key terms from the text below.

CONTEXT Text: *[paste]*. Languages: English and *[language]*.

FORMAT Table: English | *[language]* | note on usage.

Explain a phrase's nuance

ROLE You are a bilingual language tutor.

TASK Explain the nuance of the phrase below and how to say it naturally in *[language]*.

CONTEXT Phrase: *[paste]*. Context: *[where you'd use it]*.

FORMAT Literal meaning, natural equivalent, and register notes.

Subtitle-style short lines

ROLE You are a subtitle translator.

TASK Translate the text below into *[language]* as short subtitle lines.

CONTEXT Text: *[paste]*.

FORMAT Lines short enough to read on screen, natural phrasing.

Simplify then translate

ROLE You are a plain-language translator.

TASK Simplify the text below, then translate it into *[language]*.

CONTEXT Text: *[paste]*. Reader: *[who]*.

FORMAT Simple English first, then the *[language]* translation.

Tone-match a translation

ROLE You are a literary translator.

TASK Translate the text below into *[language]*, matching its tone.

CONTEXT Text: *[paste]*. Tone: *[playful/serious/poetic]*.

FORMAT Translation that carries the same feeling, not just the words.



Brainstorming

12 prompts

Go wide, then narrow.

Go wide for quantity

ROLE You are an idea machine.

TASK Give me a large batch of ideas for the challenge below. Quantity first, judge later.

CONTEXT Challenge: *[describe]*. Constraints: *[budget/time/etc]*. Include some wild ones.

FORMAT Thirty ideas, one line each, no repetition.

Expand the best few

ROLE You are a strategist.

TASK Expand the strongest ideas from the list below.

CONTEXT Ideas: *[paste]*. Pick: *[how many]*.

FORMAT For each: how it works, rough cost, and the main barrier.

Devil's advocate

ROLE You are a sharp devil's advocate.

TASK Argue against the idea below and find its weak points.

CONTEXT Idea: *[describe]*.

FORMAT The strongest objections and what would need to be true for it to work.

Combine two ideas

ROLE You are a creative connector.

TASK Combine the two ideas below into something new.

CONTEXT Idea A: *[describe]*. Idea B: *[describe]*.

FORMAT Three hybrid concepts, each with a one-line pitch.

Reframe the problem

ROLE You are a design thinker.

TASK Reframe the problem below from several angles.

CONTEXT Problem: *[describe]*.

FORMAT Five different 'How might we...' framings.

Ideas under a hard constraint

ROLE You are a constraint-driven creative.

TASK Give me ideas for the goal below under one strict limit.

CONTEXT Goal: *[describe]*. Limit: *[e.g. zero budget, one week, one person]*.

FORMAT Fifteen ideas that respect the limit.

Name generator

ROLE You are a naming specialist.

TASK Generate names for the thing below.

CONTEXT What it is: *[describe]*. Vibe: *[describe]*. Avoid: *[anything]*.

FORMAT Twenty names grouped by style, with a note on each.

Worst possible idea

ROLE You are a playful facilitator.

TASK List the worst possible ideas for the goal below, then flip each into a good one.

CONTEXT Goal: *[describe]*.

FORMAT Ten bad ideas, each with its inverted good version.

Analogies from other fields

ROLE You are a lateral thinker.

TASK Solve the problem below using analogies from unrelated fields.

CONTEXT Problem: *[describe]*.

FORMAT Five analogies (nature, sport, other industries) and the idea each suggests.

Prioritise the list

ROLE You are a decision strategist.

TASK Score and rank the ideas below.

CONTEXT Ideas: *[paste]*. Criteria: *[e.g. impact, effort, cost]*.

FORMAT Table scoring each idea, then a ranked shortlist.

Pre-mortem

ROLE You are a risk analyst.

TASK Run a pre-mortem on the plan below: imagine it failed, and explain why.

CONTEXT Plan: *[describe]*.

FORMAT The likely failure causes and how to guard against each.

Audience-specific angles

ROLE You are a marketing strategist.

TASK Give me angles on the topic below for different audiences.

CONTEXT Topic: *[describe]*. Audiences: *[list]*.

FORMAT One tailored angle per audience.



Excel

12 prompts

Speak plain English, get the formula.

Formula from plain English

ROLE You are an Excel expert.

TASK Give me a formula for what I describe.

CONTEXT I want to: *[describe]*. My columns: *[e.g. A=name, B=amount, C=date]*.

FORMAT The formula, then one line explaining how it works.

Explain a formula

ROLE You are an Excel tutor.

TASK Explain the formula below in plain English.

CONTEXT Formula: *[paste]*. My data: *[describe]*.

FORMAT Step-by-step, what each part does.

Fix a broken formula

ROLE You are an Excel troubleshooter.

TASK My formula returns an error. Find and fix it.

CONTEXT Formula: *[paste]*. Error: *[e.g. #REF!]*. What I wanted: *[describe]*.

FORMAT Corrected formula and the reason it broke.

Lookup across sheets

ROLE You are an Excel expert.

TASK Write a lookup that pulls a value from another sheet.

CONTEXT Look up: *[what]*. From sheet: *[name]*, columns: *[describe]*. Match on: *[key]*.

FORMAT XLOOKUP (and a VLOOKUP fallback), with a note.

Conditional formatting rule

ROLE You are an Excel expert.

TASK Give me a conditional-formatting rule.

CONTEXT Highlight cells where: *[condition]*. Range: *[cells]*.

FORMAT The rule to enter and where to put it.

Summarise data with a PivotTable

ROLE You are an Excel analyst.

TASK Tell me how to build a PivotTable to answer my question.

CONTEXT My data columns: *[list]*. Question: *[what I want to see]*.

FORMAT Which fields go in rows, columns, values, and filters.

Clean messy data

ROLE You are a data-cleaning specialist.

TASK Give me formulas to clean the messy column I describe.

CONTEXT Problem: *[e.g. extra spaces, mixed case, split names]*.

FORMAT The formulas in order, with what each fixes.

Suggest the right chart

ROLE You are a data-visualisation expert.

TASK Recommend the best chart for my data and say why.

CONTEXT Data: *[describe]*. What I want to show: *[the point]*.

FORMAT A recommendation with reasoning, plus one alternative.

Text-to-columns / split

ROLE You are an Excel expert.

TASK Help me split one column into several.

CONTEXT Column contains: *[describe]*. Separator: *[comma/space/etc]*.

FORMAT Formula or Text-to-Columns steps.

Running total or cumulative

ROLE You are an Excel expert.

TASK Write a formula for a running total.

CONTEXT Amounts in: *[column]*. Start row: *[row]*.

FORMAT The formula and how to fill it down.

Date and time maths

ROLE You are an Excel expert.

TASK Give me a formula for the date calculation I need.

CONTEXT I want: *[e.g. working days between two dates / age from DOB]*.

FORMAT The formula with a worked example.

Dashboard starter

ROLE You are an Excel dashboard builder.

TASK Outline a simple dashboard for the data below.

CONTEXT Data: *[describe]*. Key numbers to track: *[list]*.

FORMAT Which summary formulas and charts to build, and a layout.



Coding

12 prompts

Draft, explain, debug — then test.

Explain code

ROLE You are a patient senior developer.

TASK Explain what the code below does, line by line.

CONTEXT Code: *[paste]*. Language: *[language]*. My level: *[beginner/intermediate]*.

FORMAT Plain-English walkthrough, no assumed jargon.

Write a small function

ROLE You are a careful software engineer.

TASK Write a function that does what I describe.

CONTEXT Task: *[describe]*. Language: *[language]*. Inputs/outputs: *[describe]*.

FORMAT Commented code, then a usage example.

Debug an error

ROLE You are a debugging specialist.

TASK Find and fix the bug in the code below.

CONTEXT Code: *[paste]*. Error message: *[paste]*. Expected: *[behaviour]*.

FORMAT The fix, and a short note on the cause.

Add comments and docstrings

ROLE You are a code-documentation specialist.

TASK Add clear comments and docstrings to the code below.

CONTEXT Code: *[paste]*. Language: *[language]*.

FORMAT Same code, documented, nothing else changed.

Refactor for readability

ROLE You are a clean-code advocate.

TASK Refactor the code below to be more readable.

CONTEXT Code: *[paste]*. Keep behaviour identical.

FORMAT Refactored code plus a list of what you changed and why.

Write a regular expression

ROLE You are a regex expert.

TASK Write a regular expression for what I describe.

CONTEXT Match: *[describe]*. Examples that should match: *[list]*. Should NOT match: *[list]*.

FORMAT The regex, then a breakdown of each part.

Convert between languages

ROLE You are a polyglot programmer.

TASK Convert the code below from *[language A]* to *[language B]*.

CONTEXT Code: *[paste]*.

FORMAT Equivalent code in *[language B]*, with any caveats noted.

Write tests

ROLE You are a test-driven developer.

TASK Write tests for the function below.

CONTEXT Function: *[paste]*. Framework: *[e.g. pytest/jest]*.

FORMAT Tests covering normal cases, edge cases, and failures.

SQL query from a question

ROLE You are a SQL expert.

TASK Write a SQL query that answers my question.

CONTEXT Question: *[describe]*. Tables and columns: *[describe]*.

FORMAT The query, then one line explaining it.

Plan before coding

ROLE You are a software architect.

TASK Help me plan the feature below before I write any code.

CONTEXT Feature: *[describe]*. Constraints: *[describe]*.

FORMAT Steps, the pieces involved, and edge cases to handle.

Improve performance

ROLE You are a performance engineer.

TASK Suggest ways to make the code below faster.

CONTEXT Code: *[paste]*. Where it's slow: *[if known]*.

FORMAT Specific improvements, ordered by likely impact.

Explain an error message

ROLE You are a debugging tutor.

TASK Explain this error message and the usual causes.

CONTEXT Error: *[paste]*. Language/tool: *[name]*.

FORMAT What it means and the most common fixes.



Summarise health research

ROLE You are a health research analyst.

TASK Summarise the health study below in plain language. Do not give medical advice or invent citations.

CONTEXT Study: *[paste]*.

FORMAT What it studied, what it found, and the stated limitations.

Draft patient-education content

ROLE You are a health-content writer.

TASK Draft plain-language patient-education material on the topic below, for review by a clinician.

CONTEXT Topic: *[topic]*. Reading level: *[general public]*. Must avoid: *[diagnosis/dosing]*.

FORMAT Simple, reassuring, general information only; flag anything needing clinician input.

Explain a concept simply

ROLE You are a patient health educator.

TASK Explain the health concept below in plain language.

CONTEXT Concept: *[topic]*. Audience: *[general public]*.

FORMAT Everyday language, no jargon, general information only.

Structure clinical notes

ROLE You are a medical-documentation assistant.

TASK Reformat the rough notes below into a clear structure for a professional to check.

CONTEXT Notes: *[paste]*. Structure: *[e.g. SOAP or your template]*.

FORMAT Organised sections; do not add clinical content that isn't in the notes.

Literature search terms (health)

ROLE You are a medical librarian.

TASK Give me search terms for a health literature search.

CONTEXT Topic: *[topic]*. Population: *[who]*. Outcome: *[what]*.

FORMAT PubMed-style terms with synonyms, grouped by concept.

Draft a nutrition article

ROLE You are a nutrition-content writer with an evidence-based approach.

TASK Draft a general nutrition article for review by a qualified professional.

CONTEXT Topic: *[topic]*. Audience: *[general]*. Avoid: *[personalised diet advice]*.

FORMAT Balanced, sourced-in-general, no individual prescriptions.

Plain-language consent or info sheet

ROLE You are a health-communications specialist.

TASK Turn the clinical text below into a plain-language information sheet, for clinician review.

CONTEXT Text: *[paste]*. Reader: *[patient/general public]*.

FORMAT Clear sections, simple words; flag anything that needs a professional's sign-off.

Compare guidelines at a high level

ROLE You are a health-policy analyst.

TASK Summarise how the guidelines below differ, at a high level. Do not advise on clinical use.

CONTEXT Guidelines: *[paste or name]*. Focus: *[what]*.

FORMAT Neutral comparison table, note that clinical application needs a professional.

Health FAQ draft

ROLE You are a health educator.

TASK Draft an FAQ on the general topic below for clinician review.

CONTEXT Topic: *[topic]*. Audience: *[general]*.

FORMAT Common questions with general, non-prescriptive answers.

Explain a research statistic

ROLE You are a biostatistics tutor.

TASK Explain what the statistic below means in plain language.

CONTEXT Statistic: *[e.g. an AUC, relative risk, p-value]*. Context: *[study]*.

FORMAT Plain-English meaning and what it does and doesn't tell you.

Wellness content outline

ROLE You are a wellness-content strategist.

TASK Outline a general wellness article on the topic below.

CONTEXT Topic: *[topic]*. Audience: *[general]*. Keep it: *[non-medical, motivational]*.

FORMAT Section outline with a note on where a professional should review.

Summarise a patient leaflet

ROLE You are a health-literacy specialist.

TASK Summarise the leaflet below into key points for a general reader.

CONTEXT Leaflet: *[paste]*.

FORMAT Short bullet summary in plain language; keep all safety warnings intact.



Resume & career

12 prompts

Selection and phrasing — never invention.

Tailor a resume to a job

ROLE You are a professional resume writer.

TASK Improve my resume for the role below, keeping every fact truthful.

CONTEXT Resume: *[paste]*. Job: *[paste description]*.

FORMAT Reordered and rephrased; add nothing I didn't do.

Write a professional summary

ROLE You are a resume specialist.

TASK Write a professional summary for my resume.

CONTEXT My background: *[paste]*. Target role: *[role]*.

FORMAT Three to four lines, targeted, no invented claims.

Strengthen bullet points

ROLE You are a resume editor.

TASK Rewrite my experience bullets to be action-oriented.

CONTEXT Bullets: *[paste]*. Role type: *[what you're aiming for]*.

FORMAT Verb-first bullets with impact, same facts.

Cover letter from a resume

ROLE You are a career writer.

TASK Write a cover letter using my resume and the job below.

CONTEXT Resume: *[paste]*. Job: *[paste]*. Why me: *[one real reason]*.

FORMAT Concise, specific, ATS-friendly; no fabricated qualifications.

Interview prep questions

ROLE You are a hiring manager.

TASK Give me likely interview questions for the role below.

CONTEXT Role: *[title]*. My background: *[paste]*.

FORMAT Ten questions grouped by theme, with what each is really testing.

Practice a mock interview

ROLE You are an interviewer for the role below.

TASK Run a realistic interview, one question at a time, based on my resume.

CONTEXT Role: *[title]*. Resume: *[paste]*.

FORMAT Ask, wait for my answer, then feedback at the end.

Answer 'tell me about yourself'

ROLE You are an interview coach.

TASK Help me craft a strong answer to 'tell me about yourself'.

CONTEXT My background: *[paste]*. Role: *[target]*.

FORMAT A 60-second structure: present, past, why this role.

LinkedIn headline and about

ROLE You are a LinkedIn profile writer.

TASK Write my LinkedIn headline and About section.

CONTEXT My background: *[paste]*. Goal: *[job/clients/visibility]*.

FORMAT One headline plus a first-person About of ~150 words.

Explain a career gap

ROLE You are a career coach.

TASK Help me frame a gap in my work history honestly and positively.

CONTEXT The gap: *[when and why]*.

FORMAT A short, truthful way to explain it in writing and aloud.

Thank-you after interview

ROLE You are a career writer.

TASK Write a thank-you email after an interview.

CONTEXT Role: *[title]*. Interviewer: *[name]*. One thing discussed: *[detail]*.

FORMAT Short, specific, reaffirms interest.

Quantify achievements

ROLE	You are a resume strategist.
TASK	Help me add numbers to my achievements.
CONTEXT	Achievements: <i>[paste]</i> . Any metrics I remember: <i>[list]</i> .
FORMAT	Questions to surface real numbers, then rewritten bullets.

Negotiate a salary offer

ROLE	You are a compensation coach.
TASK	Draft a message responding to a job offer and opening negotiation.
CONTEXT	Offer: <i>[details]</i> . My target: <i>[number]</i> . My leverage: <i>[if any]</i> .
FORMAT	Polite, confident, keeps the offer warm.



Marketing

12 prompts

Reach the reader who was never named.

Define the audience

ROLE	You are a marketing strategist.
TASK	Help me define the target audience for the offer below.
CONTEXT	Offer: <i>[describe]</i> . Who I think buys: <i>[guess]</i> .
FORMAT	A clear audience profile: who, their problem, where they are.

Value proposition

ROLE	You are a positioning expert.
TASK	Write value-proposition options for the offer below.
CONTEXT	Offer: <i>[describe]</i> . Audience: <i>[who]</i> . Main benefit: <i>[what]</i> .
FORMAT	Five one-sentence value props, plain and specific.

Landing page copy

ROLE	You are a conversion copywriter.
TASK	Write landing-page copy for the offer below.
CONTEXT	Offer: <i>[describe]</i> . Audience: <i>[who]</i> . Action: <i>[what they should do]</i> .
FORMAT	Headline, subhead, three benefits, and a call to action.

Ad variations

ROLE	You are a performance-ads copywriter.
TASK	Write ad variations for the offer below.
CONTEXT	Offer: <i>[describe]</i> . Platform: <i>[where]</i> . Angle: <i>[pain/benefit]</i> .
FORMAT	Five short ads with distinct hooks.

Email campaign

ROLE	You are an email marketer.
TASK	Draft a short email campaign for the offer below.
CONTEXT	Offer: <i>[describe]</i> . Audience: <i>[who]</i> . Goal: <i>[signup/sale]</i> .
FORMAT	A three-email sequence: hook, value, call to action.

Social content calendar

ROLE	You are a social media strategist.
TASK	Plan a content calendar for the brand below.
CONTEXT	Brand: <i>[describe]</i> . Platform: <i>[which]</i> . Weeks: <i>[how many]</i> .
FORMAT	Table: day, format, topic, caption idea, call to action.

Product description

ROLE	You are an e-commerce copywriter.
TASK	Write a product description for the item below.
CONTEXT	Product: <i>[describe]</i> . Buyer: <i>[who]</i> . Tone: <i>[describe]</i> .
FORMAT	Benefit-led description with a short specs list.

Repurpose one piece

ROLE	You are a content repurposing specialist.
TASK	Turn the piece below into several formats.
CONTEXT	Piece: <i>[paste]</i> . Formats: <i>[e.g. posts, newsletter, script]</i> .
FORMAT	One draft per format, matched to its style.

SEO keywords and outline

ROLE	You are an SEO content strategist.
TASK	Suggest keywords and an outline for an article on the topic below.
CONTEXT	Topic: <i>[topic]</i> . Audience: <i>[who]</i> .
FORMAT	Primary and related keywords, then a heading outline.

Customer objection responses

ROLE	You are a sales-enablement writer.
TASK	List the likely objections to the offer below and how to answer each.
CONTEXT	Offer: <i>[describe]</i> . Price: <i>[if relevant]</i> .
FORMAT	Table: Objection Honest response.

Brand tone guide

ROLE	You are a brand strategist.
TASK	Draft a short tone-of-voice guide for the brand below.
CONTEXT	Brand: <i>[describe]</i> . Personality: <i>[three adjectives]</i> .
FORMAT	Do's and don'ts with example phrases.

Cold DM / pitch

ROLE	You are an outreach specialist who hates spam.
TASK	Write a short, human pitch message for the goal below.
CONTEXT	Goal: <i>[describe]</i> . Recipient: <i>[who]</i> . Value to them: <i>[what]</i> .
FORMAT	Under 80 words, specific, no hype.



Meeting

10 prompts

Turn talk into decisions and owners.

Summarise into decisions and actions

ROLE You are a meeting-notes assistant.

TASK Summarise the notes below into decisions, actions, and deadlines.

CONTEXT Notes: *[paste]*.

FORMAT Three headed lists; attach every action to a named owner.

Follow-up email from notes

ROLE You are an executive assistant.

TASK Turn the meeting notes below into a follow-up email.

CONTEXT Notes: *[paste]*. Recipients: *[who was there]*.

FORMAT Recap, owners, deadlines, one line asking for blockers.

Agenda from a goal

ROLE You are a meeting facilitator.

TASK Build an agenda for the meeting below.

CONTEXT Purpose: *[why]*. Attendees: *[who]*. Time: *[length]*.

FORMAT Timed agenda items with an owner and a desired outcome each.

Prep questions before a meeting

ROLE You are a strategic advisor.

TASK Give me sharp questions to prepare for the meeting below.

CONTEXT Meeting: *[topic]*. My goal: *[what I want]*.

FORMAT Questions that surface decisions and risks.

Action tracker from a series

ROLE You are a project coordinator.

TASK Build an action tracker from the notes below.

CONTEXT Notes: *[paste]*.

FORMAT Table: Task | Owner | Due (real date) | Status.

One-on-one talking points

ROLE You are a management coach.

TASK Help me prepare for a one-on-one.

CONTEXT With: *[who]*. Since last time: *[what happened]*. Aim: *[support/feedback]*.

FORMAT A short list of talking points and one open question.

Decline or shorten a meeting

ROLE You are a productivity coach.

TASK Draft a polite message proposing to shorten or skip the meeting below.

CONTEXT Meeting: *[describe]*. My reason: *[async/no agenda/conflict]*.

FORMAT Respectful, offers an alternative like a written update.

Turn a transcript into minutes

ROLE You are a minute-taker.

TASK Turn the transcript below into clean minutes.

CONTEXT Transcript: *[paste]*.

FORMAT Attendees, decisions, actions with owners, next meeting.

Stand-up summary

ROLE You are a scrum assistant.

TASK Summarise the stand-up notes below.

CONTEXT Notes: *[paste per person]*.

FORMAT Per person: done, doing, blockers; then a team blocker list.

Kickoff notes

ROLE You are a project manager.

TASK Structure the kickoff notes below.

CONTEXT Notes: *[paste]*. Project: *[name]*.

FORMAT Goals, scope, roles, timeline, risks, next steps.



Presentation

10 prompts

Fewer slides, clearer point.

Slide outline from a topic

ROLE You are a presentation strategist.

TASK Create a slide outline for the talk below.

CONTEXT Topic: *[topic]*. Audience: *[who]*. Core message: *[one sentence]*. Action: *[what they should do]*.

FORMAT One line per slide, fewer than you think you need.

Speaker notes

ROLE You are a presentation coach.

TASK Write speaker notes for the slides below.

CONTEXT Slides: *[paste titles/bullets]*.

FORMAT A spoken-sentence version of each slide, natural aloud.

Sharpen a wordy slide

ROLE You are a slide editor.

TASK Cut the slide below to its essential point.

CONTEXT Slide text: *[paste]*.

FORMAT A short headline plus at most three bullets.

Opening hook

ROLE You are a keynote writer.

TASK Write three opening hooks for the talk below.

CONTEXT Talk: *[topic]*. Audience: *[who]*.

FORMAT A question, a surprising fact, and a short story opener.

Turn a report into slides

ROLE You are a presentation designer.

TASK Turn the report below into a slide outline.

CONTEXT Report: *[paste]*. Time: *[how long to present]*.

FORMAT Slide-by-slide outline that tells one story.

Anticipate audience questions

ROLE You are a briefing coach.

TASK List the questions this audience will likely ask.

CONTEXT Talk: *[topic]*. Audience: *[who]*. Sensitive points: *[if any]*.

FORMAT Likely questions and a strong short answer for each.

Data slide that makes a point

ROLE You are a data-storyteller.

TASK Help me turn the data below into a slide with a clear message.

CONTEXT Data: *[describe]*. The point: *[what it shows]*.

FORMAT A takeaway-title, the chart to use, and what to say.

Elevator version

ROLE You are a pitch coach.

TASK Compress the talk below into a 60-second version.

CONTEXT Talk: *[paste outline]*.

FORMAT A tight spoken script for one minute.

Closing and call to action

ROLE You are a persuasion specialist.

TASK Write a strong closing for the talk below.

CONTEXT Talk: *[topic]*. Desired action: *[what]*.

FORMAT A memorable close and one clear ask.

Rehearsal feedback

ROLE You are a public-speaking coach.

TASK Review my talking points and flag weak spots.

CONTEXT Points: *[paste]*. Time limit: *[minutes]*.

FORMAT What to cut, what to strengthen, and pacing notes.



Productivity

12 prompts

Plan the day, protect the focus.

Prioritise today

ROLE You are a productivity coach.

TASK Sort my tasks using an urgent/important matrix.

CONTEXT Tasks: *[paste]*. Fixed commitments: *[list]*.

FORMAT Four groups: do, schedule, delegate, drop; with times.

Morning brief

ROLE You are my daily assistant.

TASK Build a morning brief from the inputs below.

CONTEXT Today's tasks: *[paste]*. Calendar: *[paste]*. Top goal: *[one thing]*.

FORMAT Three priorities, focus blocks, and one thing to say no to.

Turn notes into a task list

ROLE You are an organising assistant.

TASK Turn the brain-dump below into a clean task list.

CONTEXT Notes: *[paste]*.

FORMAT Tasks grouped by project, each with a next action.

Break a big goal into steps

ROLE You are a project coach.

TASK Break the goal below into concrete steps.

CONTEXT Goal: *[describe]*. Deadline: *[when]*.

FORMAT Ordered steps with rough time estimates.

Weekly plan

ROLE You are a planning assistant.

TASK Plan my week from the inputs below.

CONTEXT Goals: *[list]*. Fixed events: *[paste]*. Energy pattern: *[when you focus best]*.

FORMAT A day-by-day plan protecting focus time.

Time-block a project

ROLE You are a time-management coach.

TASK Time-block the project below across my available slots.

CONTEXT Project steps: *[paste]*. Free slots: *[when]*.

FORMAT A schedule mapping steps to slots, with buffer.

Weekly review

ROLE You are a reflection coach.

TASK Guide me through a weekly review.

CONTEXT This week: wins *[list]*, misses *[list]*, carry-over *[list]*.

FORMAT What worked, what to change, and next week's top three.

Say no to a commitment

ROLE You are a boundaries coach.

TASK Help me decline the commitment below without burning the bridge.

CONTEXT The ask: *[describe]*. Why I'm declining: *[reason]*.

FORMAT A short, kind, firm message.

Batch similar tasks

ROLE You are an efficiency expert.

TASK Group the tasks below into batches I can do together.

CONTEXT Tasks: *[paste]*.

FORMAT Batches by type, with the best time to do each.

Reduce a recurring task

ROLE You are a workflow analyst.

TASK Suggest ways to speed up or automate the recurring task below.

CONTEXT Task: *[describe how you do it now]*. Frequency: *[how often]*.

FORMAT Options ordered from a quick template to full automation.

Focus-session plan

ROLE You are a deep-work coach.

TASK Plan a focused work session for the task below.

CONTEXT Task: *[describe]*. Time available: *[how long]*.

FORMAT A start-to-finish plan with breaks and a clear finish line.

End-of-day shutdown

ROLE You are a productivity coach.

TASK Give me an end-of-day shutdown routine from today's state.

CONTEXT Unfinished: *[list]*. Tomorrow's big thing: *[one]*.

FORMAT A short checklist that closes today and sets up tomorrow.



Explain at my level

ROLE You are a patient tutor.

TASK Explain the concept below at my level.

CONTEXT Concept: *[topic]*. My level: *[beginner/some background]*.

FORMAT Plain explanation, one analogy, one example.

Quiz me

ROLE You are a quiz master.

TASK Quiz me on the material below, one question at a time.

CONTEXT Material: *[paste or topic]*.

FORMAT Ask one question, wait for my answer, then tell me if I'm right.

Explain it back (Feynman)

ROLE You are a study coach.

TASK I'll explain the topic below to you; find the gaps in my understanding.

CONTEXT Topic: *[topic]*. My explanation: *[paste]*.

FORMAT Point out what I got wrong or vague, and ask a follow-up.

Make flashcards

ROLE You are a flashcard maker.

TASK Turn the material below into flashcards.

CONTEXT Material: *[paste]*.

FORMAT Question-and-answer pairs, one idea each.

Spaced-repetition plan

ROLE You are a learning scientist.

TASK Build a revision schedule for the exam below.

CONTEXT Subject: *[topic]*. Exam date: *[when]*. Hours/week: *[number]*.

FORMAT A spaced schedule from now to the exam.

Summarise a chapter

ROLE You are a study assistant.

TASK Summarise the chapter below into study notes.

CONTEXT Chapter: *[paste]*.

FORMAT Key points, definitions, and likely exam questions.

Practice exam questions

ROLE You are an exam setter.

TASK Write practice questions on the topic below.

CONTEXT Topic: *[topic]*. Level: *[describe]*. Style: *[MCQ/short/essay]*.

FORMAT A set of questions, answers hidden until I ask.

Turn notes into a mind map

ROLE You are a study coach.

TASK Turn my notes into a text mind map.

CONTEXT Notes: *[paste]*.

FORMAT A hierarchical outline showing how ideas connect.

Compare and contrast

ROLE You are a tutor.

TASK Compare the two concepts below so I can tell them apart.

CONTEXT Concept A: *[name]*. Concept B: *[name]*.

FORMAT A table of similarities and differences.

Worked example then a twist

ROLE You are a problem-solving tutor.

TASK Show a worked example of the problem type below, then give me a similar one to try.

CONTEXT Problem type: *[describe]*.

FORMAT Full worked solution, then a fresh problem for me.

Memory aids

ROLE You are a memory coach.

TASK Create memory aids for the facts below.

CONTEXT Facts to remember: *[paste]*.

FORMAT Mnemonics or associations for each.

Study-session plan

ROLE You are a study planner.

TASK Plan a focused study session on the topic below.

CONTEXT Topic: *[topic]*. Time: *[how long]*. Goal: *[what to master]*.

FORMAT A timed plan mixing learning, recall, and a self-test.



Reading

10 prompts

Get through more, remember more.

Summarise a long document

ROLE You are a reading assistant.

TASK Summarise the document below.

CONTEXT Document: *[paste]*. What I care about: *[focus]*.

FORMAT A short summary, then the five points that matter most.

Key takeaways only

ROLE You are a synthesis assistant.

TASK Give me only the key takeaways from the text below.

CONTEXT Text: *[paste]*.

FORMAT Numbered takeaways, each a complete thought.

Explain the hard parts

ROLE You are a reading tutor.

TASK Explain the difficult passages in the text below.

CONTEXT Text: *[paste]*. What confused me: *[if you know]*.

FORMAT Plain-language explanation of the tricky parts.

Questions to test my understanding

ROLE You are a comprehension coach.

TASK Ask me questions to check I understood the text below.

CONTEXT Text: *[paste]*.

FORMAT Five questions from simple recall to deeper meaning.

Compare two texts

ROLE You are an analytical reader.

TASK Compare the two texts below.

CONTEXT Text A: *[paste]*. Text B: *[paste]*.

FORMAT Where they agree, differ, and which is better supported.

Find the main argument

ROLE You are a critical reader.

TASK Identify the main argument and evidence in the text below.

CONTEXT Text: *[paste]*.

FORMAT The core claim, the support offered, and any weak spots.

Reading list on a topic

ROLE You are a knowledgeable guide.

TASK Suggest what to read to understand the topic below.

CONTEXT Topic: *[topic]*. My level: *[beginner/advanced]*.

FORMAT A short ordered list from introductory to deeper, with why each.

Turn an article into notes

ROLE You are a note-taking assistant.

TASK Turn the article below into structured notes.

CONTEXT Article: *[paste]*.

FORMAT Headings, key points, and any quotes worth keeping.

Define terms as I read

ROLE You are a glossary assistant.

TASK Pull out and define the specialist terms in the text below.

CONTEXT Text: *[paste]*.

FORMAT A glossary: term and a plain-language definition.

Should I read this?

ROLE You are a triage assistant.

TASK Tell me whether the text below is worth my time.

CONTEXT Text or abstract: *[paste]*. My goal: *[what I need]*.

FORMAT A verdict, what it covers, and what it won't answer.



Customer service

8 prompts

Calm, clear, human replies.

Reply to a complaint

ROLE You are an empathetic support specialist.

TASK Draft a reply to the complaint below.

CONTEXT Complaint: *[paste]*. What we can offer: *[remedy]*.

FORMAT Acknowledge, apologise if warranted, give the next step.

Explain a policy kindly

ROLE You are a customer-care writer.

TASK Explain the policy below to a frustrated customer.

CONTEXT Policy: *[describe]*. Situation: *[customer's case]*.

FORMAT Warm, clear, no jargon; offer what help is possible.

De-escalate an angry message

ROLE You are a de-escalation specialist.

TASK Draft a calming reply to the angry message below.

CONTEXT Message: *[paste]*. Facts: *[what's true]*.

FORMAT Calm, validating, focused on a solution.

Answer a how-to question

ROLE You are a support agent.

TASK Write clear steps answering the customer question below.

CONTEXT Question: *[paste]*. Product: *[name]*.

FORMAT Numbered steps a non-technical person can follow.

Say no to a refund politely

ROLE You are a customer-care specialist.

TASK Draft a polite refusal to the refund request below.

CONTEXT Request: *[describe]*. Reason it's declined: *[policy]*.

FORMAT Kind, firm, offers any alternative available.

Canned-response library

ROLE You are a support-operations writer.

TASK Write reusable replies for the common questions below.

CONTEXT Questions: *[list]*.

FORMAT One short, friendly canned reply per question.

Follow up after resolution

ROLE You are a customer-success writer.

TASK Draft a follow-up after resolving the issue below.

CONTEXT Issue: *[describe]*. Outcome: *[what happened]*.

FORMAT Brief check-in that confirms the fix and invites feedback.

Turn feedback into an action list

ROLE You are a customer-insight analyst.

TASK Summarise the customer feedback below into themes and actions.

CONTEXT Feedback: *[paste]*.

FORMAT Common themes ranked, each with a suggested action.



Personal & life admin

8 prompts

The small stuff, off your plate.

Draft a tricky personal message

ROLE You are a thoughtful writing helper.

TASK Help me write the personal message below.

CONTEXT To: *[who]*. Situation: *[describe]*. What I want to say: *[gist]*. Tone: *[warm/firm]*.

FORMAT Sincere and human, in my own everyday voice.

Plan an event

ROLE You are an event planner.

TASK Help me plan the event below.

CONTEXT Event: *[describe]*. Guests: *[number]*. Budget: *[amount]*. Date: *[when]*.

FORMAT A checklist, rough timeline, and things people forget.

Compare options for a decision

ROLE You are a decision helper.

TASK Help me compare the options below.

CONTEXT Decision: *[describe]*. Options: *[list]*. What matters to me: *[criteria]*.

FORMAT A pros-and-cons table, then a neutral summary.

Complaint or dispute letter

ROLE You are a consumer-rights writer.

TASK Draft a firm but polite complaint letter.

CONTEXT Issue: *[describe]*. Who to: *[company]*. What I want: *[outcome]*.

FORMAT Clear, factual, states the resolution I'm seeking.

Meal or shopping plan

ROLE You are a practical home planner.

TASK Make a plan for the goal below.

CONTEXT Goal: *[e.g. week of dinners]*. Constraints: *[budget/diet/time]*.

FORMAT A simple plan plus a consolidated shopping list.

Budget breakdown

ROLE You are a personal-finance helper.

TASK Help me structure a simple budget from the figures below.

CONTEXT Income: *[amount]*. Fixed costs: *[list]*. Goals: *[saving/paying off]*.

FORMAT A category breakdown and one practical suggestion. Not financial advice.

Travel itinerary

ROLE You are a travel planner.

TASK Draft an itinerary for the trip below.

CONTEXT Destination: *[where]*. Days: *[how many]*. Interests: *[list]*. Pace: *[relaxed/packed]*.

FORMAT A day-by-day plan with a few options each day.

Explain something official

ROLE You are a plain-language helper.

TASK Explain the official document below in plain English.

CONTEXT Document: *[paste]*. What I need to know: *[question]*.

FORMAT Plain summary and what action, if any, I need to take.