

TECHUPDATEAI

The Everyday AI Prompt Pack

50 ready-to-use prompts for work, writing, learning, coding and daily life — copy, paste, and fill in the blanks.

50 Prompts · 7 Categories

By TechUpdateAI · techupdateai.com

How to use this pack

Every prompt below is a template. Copy it into your favourite AI assistant — **ChatGPT, Claude, Gemini or Copilot** — and replace anything in **[brackets]** with your own details. The more specific you are, the better the result.

The 4-part formula for a great prompt:

1. **Role** — who the AI should act as ("You are an experienced editor...")
2. **Context** — the background and any text/data it needs (paste it in)
3. **Task** — exactly what you want done
4. **Format** — how the answer should look (length, bullets, tone, table)

Where to put your context

When a prompt says **[paste your text]**, literally paste the email, article, code or notes right into the chat under the instruction. AI models can't see your screen or files unless you give them the content. Providing good context is the single biggest thing that improves your results.

One golden tip

If you're not sure how to describe what you want, end your prompt with: *"Before you answer, ask me any questions you need to give the best result."* The AI will interview you first — and the answer gets dramatically better.

1 Work & Email

Write a professional email from rough notes

You are a professional communication assistant. Write a clear, polite email based on these notes: [paste your rough points]. Keep it under 150 words, friendly but professional, with a clear subject line.

Reply to a difficult email

Here is an email I received: [paste email]. Help me write a calm, professional reply that [addresses their concern / says no politely / asks for more time]. Keep the tone respectful and confident.

Summarise a long thread

Summarise the key points, decisions and action items from this email thread in bullet points: [paste thread]. Highlight anything that needs my response.

Turn meeting notes into action items

Turn these meeting notes into a clear list of action items, each with an owner and a suggested deadline: [paste notes].

Prioritise my to-do list

Here is my to-do list: [paste list]. Help me prioritise it using urgency and impact. Group tasks into Do First, Schedule, and Delegate/Drop.

Write a polite follow-up

Write a short, friendly follow-up message for [situation, e.g. an unanswered proposal from last week]. Keep it under 80 words and give me two versions: one warm, one more direct.

Say no gracefully

Help me politely decline this request: [describe request]. Keep it kind and appreciative but firm, and offer an alternative if reasonable.

2 Writing & Content

Blog post outline

Create a detailed outline for a blog post titled "[your title]". Include an intro angle, 5–7 section headings, and a key point for each. Audience: [who].

Make my writing clearer

Rewrite this to be clearer and easier to read, keeping my meaning and voice. Use shorter sentences and plain language: [paste text].

Change the tone

Rewrite this text in a [friendly / formal / confident / playful] tone, keeping the same information: [paste text].

Social posts from an article

Turn this article into 3 LinkedIn posts and 3 short X/Twitter posts, each with a strong hook: [paste article or link summary].

10 headline options

Give me 10 catchy, click-worthy but honest headline options for a piece about [topic]. Mix curiosity, benefit and how-to styles.

Proofread and fix

Proofread this for grammar, spelling and clarity. Show the corrected version, then a short bullet list of what you changed: [paste text].

Shorten to length

Cut this down to about [X] words without losing the key message: [paste text].

3 Learning & Study

Explain it simply

Explain [topic] like I'm 12 years old, using a simple everyday analogy. Then give me one sentence I could use to explain it to someone else.

Build a study plan

Create a [4-week] study plan to learn [subject], assuming I can study [X hours] per week. Break it into weekly goals and daily tasks, from basics to advanced.

Quiz me

Quiz me on [topic]. Ask me one question at a time, wait for my answer, tell me if I'm right, and explain briefly before the next question. Start easy and get harder.

Summarise into key points

Summarise this into the 7 most important points a beginner must understand: [paste text].

Give me an analogy

Give me 3 different analogies to understand [concept], each from a different area of everyday life.

Make flashcards

Turn these notes into question-and-answer flashcards I can use to revise: [paste notes]. Format as Q: / A:.

Compare two things

Explain the difference between [X] and [Y] in a simple table, then tell me when I'd use each.

4 Career & Job Search

Improve a resume bullet

Rewrite this resume bullet to be stronger and results-focused, starting with an action verb and including a measurable outcome where possible: [paste bullet].

Tailor resume to a job

Here is my resume: [paste]. Here is the job description: [paste]. Suggest specific edits to better match the role, and list the keywords I'm missing.

Draft a cover letter

Write a concise, genuine cover letter for [role] at [company], based on my background: [paste key points]. Under 250 words, no clichés.

Interview prep

List 10 likely interview questions for a [role] position, and for each give a short model answer structure I can adapt. Include 2 behavioural questions.

LinkedIn "About" section

Write a compelling LinkedIn About section for a [your role] with these highlights: [paste]. First person, confident but warm, about 120 words.

Salary negotiation prep

Help me prepare to negotiate a salary offer of [amount] for [role]. Give me talking points, a polite counter-offer script, and answers to likely pushback.

Networking message

Write a short, non-pushy message to connect with someone on LinkedIn who works as [role] at [company]. Mention [shared interest / reason] and keep it under 60 words.

5 Coding & Tech

Explain this code

Explain what this code does, step by step, in plain English. Point out anything risky or unclear: [paste code].

Find the bug

This code isn't working as expected. Here's the code: [paste]. Here's what it should do: [describe]. Here's the error or wrong output: [paste]. Find and fix the bug and explain the cause.

Write tests

Write unit tests for this function, covering normal cases and edge cases: [paste function]. Use [testing framework].

Refactor for readability

Refactor this code to be cleaner and easier to read without changing its behaviour. Explain each change briefly: [paste code].

Write a regex

Write a regular expression that matches [describe what you want to match], with 3 examples that should match and 3 that should not. Explain each part.

Convert between languages

Convert this code from [language A] to [language B], keeping it idiomatic and adding brief comments: [paste code].

Decode an error

I got this error: [paste error]. Here's the relevant code/context: [paste]. Explain what it means in plain English and how to fix it.

6 Business & Marketing

Craft a value proposition

Write 3 clear value proposition statements for [product/service] aimed at [target customer]. Each should state the benefit, not just the feature.

Ad copy variations

Write 5 short ad headlines and 3 descriptions for [product], targeting [audience]. Focus on one core benefit and include a call to action.

Customer support reply

Write a helpful, empathetic reply to this customer message: [paste]. Acknowledge the issue, give a clear next step, and keep the tone warm.

Product description

Write a persuasive product description for [product] with these features: [list]. Include a short benefit-led intro, 4 bullet points, and a one-line closer.

SWOT analysis

Create a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for [business/idea]. Context: [paste details]. Add one action for each quadrant.

Cold outreach email

Write a short cold email to [type of prospect] offering [what you offer]. Personalise around [their likely problem], keep it under 100 words, and end with a soft call to action.

Survey questions

Write 8 survey questions to learn [what you want to learn] from [audience]. Mix rating scales and open questions, and avoid leading wording.

7 Personal & Daily Life

Weekly meal plan

Create a 7-day dinner plan for [number] people. Preferences: [veg/non-veg, cuisine, allergies]. Keep it healthy and quick to cook, and give me a combined grocery list.

Travel itinerary

Plan a [X]-day trip to [place] for [travellers]. Interests: [list]. Budget level: [low/medium/high]. Give a day-by-day plan with a mix of must-sees and downtime.

Simple budget plan

Help me build a monthly budget. My income is [amount] and my main expenses are [list]. Suggest a simple split and where I could save.

Gift ideas

Suggest 10 thoughtful gift ideas for [person, age, interests] with a budget of [amount]. Mix practical, fun and memorable options.

Beginner workout plan

Create a beginner-friendly weekly workout plan I can do [at home / at the gym] in [X minutes] per session, [X days] a week. Goal: [general fitness / strength / weight].

Draft a difficult message

Help me write a kind, honest message to [person] about [situation]. I want to [express how I feel / set a boundary / apologise] without making it worse. Give me two versions.

Plan an event

Help me plan a [type of event] for [number] people on a [budget]. Give me a checklist, a rough timeline, and a few creative ideas.

Weigh a decision

I'm deciding between [option A] and [option B]. Here's my situation: [context]. Lay out the pros and cons of each, then ask me the questions that would help me decide.

7 pro tips to get better answers

1. **Iterate.** Your first answer is a draft. Say "make it shorter", "more casual", or "add an example" to refine it.
2. **Let the AI interview you.** Add "ask me questions first" and watch the quality jump.
3. **Give an example.** Show the AI a sample of the style or format you want — it's a fantastic imitator.
4. **Assign a role.** "You are a patient teacher / senior developer / brand copywriter" focuses the tone and depth.
5. **Ask for a specific format.** A table, 3 bullets, a JSON object — say exactly what you want.
6. **Give it an escape hatch.** Add "if you're not sure, say so" to reduce made-up answers.
7. **Paste the real context.** The AI can only work with what you give it — more relevant detail, better results.

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