

FREE GUIDE · FOR CHATGPT & CLAUDE

50 Prompts That Actually Work

Copy-paste prompts for work, job hunting, money, home, health, travel, learning, parenting, and small business — each with a one-line tip.

HOW IT WORKS

- 1 Pick a prompt
- 2 Fill in the [blanks]
- 3 Paste & send

No jargon. No “prompt engineering” degree required. If you can copy and paste, you can use every prompt in this guide.

Written by a cybersecurity and AI veteran with 25+ years at Fortune Top 100 companies ·
learn2prompt.io

How to use this guide

Every prompt below is ready to copy. Fill in the **[bracketed bits]** with your own details, paste it into ChatGPT or Claude, and send. That's it.

Three habits make every prompt here work better:

1. **Fill in every blank.** The details you add are what turn a generic answer into *your* answer.
2. **Treat the first reply as a draft.** Follow up with “shorter,” “friendlier,” or “give me 3 options.”
3. **Check anything that matters.** AI can sound confident and still be wrong. Double-check numbers, dates, laws, prices, and anything medical, legal, or financial.

Act as a **[expert, e.g. patient math tutor]**. I need **[the thing]** for **[my situation]**. Keep it **[length and tone]**. If anything is unclear, ask me one question before you start.

TIP This is the one template behind almost every prompt in this guide. When you're stuck, start here.

What's inside

- **Work** — prompts 1–7: emails, meeting notes, saying no, tough conversations
- **Job Hunt** — prompts 8–13: resumes, cover letters, interview practice
- **Money** — prompts 14–19: budgets, confusing bills, negotiating, comparisons
- **Home** — prompts 20–25: contractor quotes, landlord letters, routines, meals
- **Health & Fitness** — prompts 26–30: general wellness ideas and habits
- **Travel** — prompts 31–35: itineraries, packing, where to stay, travel hiccups
- **Learning** — prompts 36–40: learn anything, study plans, language practice
- **Parenting** — prompts 41–45: homework help, tough talks, bedtime stories
- **Small Business** — prompts 46–50: reviews, social posts, invoices, ideas

Work

1 The email you've been putting off

Write a short, polite email to [person and their role] about [the topic]. The goal is to [what you want them to do]. Background: [1–2 sentences of context]. Keep it under 120 words, friendly but professional, and end with one clear question.

TIP Saying the *goal* (“get a yes on Friday’s deadline”) matters more than describing the topic.

2 Turn messy notes into a clear summary

Here are my rough notes from a meeting: [paste notes]. Turn them into: (1) a 3-sentence summary, (2) decisions made, (3) action items with who owns each one. If an owner or date is missing, write “unclear” instead of guessing.

TIP “Write ‘unclear’ instead of guessing” stops the AI from inventing names and deadlines.

3 Say no without burning a bridge

Help me decline [the request] from [person, e.g. my manager / a coworker] politely. I want to keep a good relationship and, if possible, offer [an alternative, e.g. help next week]. Give me 2 versions: one warm, one more direct. Under 80 words each.

TIP Asking for two versions lets you pick the tone instead of rewriting.

4 Prepare for a tough conversation

I need to talk to [person] about [the issue]. My goal is [outcome]. Help me plan it: an opening sentence, 3 key points, the 2 pushbacks I’m most likely to hear and calm ways to respond, and a closing line that agrees on next steps.

TIP Practicing the pushbacks is the part people skip — and the part that helps most.

5 Explain it to someone outside your field

Explain [work topic or project] to [audience, e.g. my new boss from finance / a client with no tech background] in plain English. Use one everyday comparison, avoid jargon, and keep it under 150 words.

TIP Naming the audience changes the explanation more than anything else you can add.

6 Make your writing clearer

Edit this so it's clearer and shorter without changing the meaning: [paste text]. Keep my voice. Then list the 3 biggest changes you made and why.

TIP "Keep my voice" stops it from making you sound like a press release.

7 Plan a packed week

Here's everything on my plate this week: [list tasks, meetings, deadlines]. I have about [hours] of focus time per day. Sort these by urgency and importance, suggest what to do each day, and flag anything I should delegate or push back on.

TIP Giving your real available hours keeps the plan honest.

Job Hunt

8 Tailor your resume to one job

Here's the job posting: **[paste posting]**. Here's my current resume: **[paste resume]**. List the 5 skills or keywords this employer cares about most, show which ones my resume already covers, and suggest rewritten bullet points for the gaps — using only experience I actually have.

TIP “Only experience I actually have” keeps it from inventing jobs or skills you’ll be asked about.

9 Turn duties into achievements

Rewrite these resume bullets so they show results, not just duties: **[paste bullets]**. Start each with a strong verb. If a number would help but I didn’t give one, put **[add number]** so I can fill it in honestly.

TIP The [add number] trick gets you stronger bullets without made-up stats.

10 A cover letter that doesn't sound like a template

Write a cover letter for **[job title]** at **[company]**. Why I want this job: **[your real reason]**. My two most relevant experiences: **[experience 1]** and **[experience 2]**. Keep it under 250 words, confident but not boastful, and skip clichés like “I am writing to express my interest.”

TIP Your real reason for wanting the job is the line hiring managers actually remember.

11 Practice the interview

Act as an interviewer for a **[job title]** role at a **[type of company]**. Ask me one interview question at a time — a mix of common and behavioral questions. After each answer I give, tell me what worked, what to improve, and a stronger version of my answer. Start with the first question now.

TIP “One question at a time” turns the AI into a practice partner instead of a list-maker.

12 Explain a career gap or a career change

I'm applying for [type of role]. I have [describe gap or change, e.g. a 2-year gap caring for a parent / moving from teaching to HR]. Help me explain it in 2–3 honest, confident sentences for an interview, and a one-line version for a cover letter.

TIP Honest and short beats long and defensive. Ask for “2–3 sentences” to keep it tight.

13 Follow up after an interview

Write a thank-you email after my interview for [job title] with [interviewer name]. Mention [one specific thing we discussed] and briefly restate why I'm a strong fit. Under 120 words, warm and professional.

TIP One specific detail from the conversation is what makes it feel personal.

Money

14 Build a simple monthly budget

Help me build a simple monthly budget. My take-home pay is [amount] per month. My fixed costs are: [list rent/mortgage, utilities, car, insurance, etc.]. I want to save [amount or goal]. Organize this into a clear table and suggest where I could realistically cut back. Don't assume costs I didn't list — ask me instead.

TIP “Ask me instead” stops it from filling your budget with made-up numbers.

15 Decode a confusing bill

Here's a bill I don't understand: [paste the line items — remove account numbers]. Explain each charge in plain English, flag anything that looks unusual or worth questioning, and tell me what to ask the company when I call.

TIP Always remove account numbers and personal details before pasting.

16 Prepare to negotiate a bill

I want to lower my [internet / phone / insurance] bill. I currently pay [amount] for [plan]. I've been a customer for [time]. Write a short phone script I can use with customer service: what to say, what to ask for, and what to say if they say no.

TIP Asking for the “if they say no” line is what makes the script usable on a real call.

17 Compare two options side by side

Help me compare [option A] and [option B] for [purpose, e.g. a family car / a phone plan]. What matters most to me: [your priorities]. Make a side-by-side table of pros, cons, and total cost over [timeframe], then tell me which questions I should research before deciding.

TIP Prices change — use AI to organize the comparison, then confirm current prices yourself.

18 Understand a money term

Explain [money term, e.g. APR / Roth IRA / escrow] like I'm a smart adult who's new to it. Give me a one-sentence definition, a simple real-life example with numbers, and one common mistake people make.

TIP For decisions about investing, taxes, or debt, use this to learn — then talk to a qualified professional.

19 Plan for a big expense

I want to save [amount] for [goal, e.g. a family trip / a new roof] by [date]. My monthly budget has about [amount] of wiggle room. Make me a month-by-month savings plan and suggest 3 realistic ways to close the gap if it isn't enough.

TIP A deadline and a real monthly number turn a wish into a plan.

Home

20 Compare contractor quotes

I got [number] quotes for [project, e.g. replacing my water heater]: [paste the key details of each quote]. Put them in a side-by-side table, point out what's included or missing in each, and give me 5 questions to ask each contractor before I choose.

TIP The “what’s missing” column is usually where the real price difference hides.

21 Write to your landlord or HOA

Write a clear, polite message to my [landlord / HOA] about [the issue]. It started on [date] and I already [what you've done so far]. I'd like [the outcome] by [date]. Keep it factual and calm, under 150 words.

TIP Dates and a specific request make your message easy to act on — and a good paper trail.

22 Make a cleaning routine you'll actually follow

Create a weekly cleaning routine for a [size of home] with [who lives there, e.g. 2 adults, 2 kids, a dog]. I have about [minutes] per day on weekdays and [time] on weekends. Split tasks by day, and keep each day's list short.

TIP Giving your real time limit is what makes the routine realistic.

23 Troubleshoot a household problem

My [appliance or problem, e.g. dishwasher isn't draining] started [when]. The model is [brand/model if known]. Walk me through simple, safe things I can check myself, from easiest to hardest, and tell me clearly when I should stop and call a professional.

TIP “When to stop and call a pro” keeps the advice safe. Never DIY gas, major electrical, or structural work.

24 Plan a week of dinners from what you have

Here's what's in my fridge and pantry: **[list ingredients]**. Plan **[number]** dinners for **[number of people]** that use mostly these. Each meal should take under **[minutes]** minutes. Give me a short shopping list for anything missing.

TIP Listing what you already have saves money and cuts food waste.

25 Organize a move or big project

I'm **[moving / renovating / decluttering]** on **[date]**. Create a week-by-week checklist starting from today, grouped by room or task. Flag the things people most often forget.

TIP "Things people most often forget" is where AI earns its keep on big projects.

Health & Fitness (general wellness)

These prompts are for general wellness ideas only — not medical advice. Check with your doctor before starting a new exercise or eating plan, especially if you have a health condition.

26 A beginner workout you can do at home

Create a beginner-friendly 20-minute workout I can do at home with [equipment, e.g. no equipment / a pair of dumbbells]. I'm [your general fitness level]. Include a warm-up, simple moves with a one-line description of each, and a cool-down. Keep it gentle — I'm just getting started.

TIP Saying "I'm just getting started" keeps the plan realistic instead of punishing.

27 Build a walking habit

Help me build a walking habit. Right now I walk about [amount] a day. I'd like to work up to [goal] over [weeks]. Make a gradual week-by-week plan and give me 3 simple ways to stay motivated.

TIP Small, gradual steps beat big jumps — ask the AI to keep the increases modest.

28 Healthier versions of meals you love

Suggest lighter, healthier versions of [a meal you love, e.g. lasagna / tacos] that still taste satisfying. Keep the ingredients easy to find and the steps simple. I [any preferences, e.g. don't eat pork / am vegetarian].

TIP Mention allergies and preferences up front so you don't get unusable suggestions.

29 Prepare for a doctor's appointment

I have a doctor's appointment about [the general topic]. Help me organize my thoughts: a short summary of what I've noticed and when, and a list of clear questions to ask so I don't forget anything. Don't try to diagnose — just help me prepare.

TIP Use AI to organize your questions, never to replace your doctor's answers.

30

A calmer evening routine

Suggest a simple, relaxing evening routine to help me wind down. I usually go to bed around [time] and tend to [habit, e.g. scroll my phone in bed]. Keep it to 5 steps or fewer, each under 10 minutes.

TIP Naming the habit you want to replace gets you more useful suggestions.

Travel

31 Build a day-by-day itinerary

Plan a [number]-day trip to [destination] for [who's going, e.g. two adults in their 50s]. We like [interests] and prefer a [relaxed / busy] pace. Our budget is about [amount] per day, not counting hotels. Give me a day-by-day plan with a morning, afternoon, and evening idea for each day.

TIP Opening hours and prices change — confirm the key stops before you go.

32 A packing list that fits the trip

Make a packing list for [number] days in [destination] in [month]. Activities: [list]. We're traveling with [carry-on only / checked bags]. Group it by category and flag anything easy to forget.

TIP Mentioning carry-on only changes the list a lot.

33 Find the best area to stay

I'm visiting [city] for [purpose]. I care most about [priorities, e.g. walkability, safety, quiet, near transit]. Suggest 3 neighborhoods to stay in, with the pros and cons of each, and who each one suits best.

TIP Use the suggestions as a shortlist, then check maps and recent reviews.

34 Travel with kids or older parents

We're traveling to [destination] with [who, e.g. kids aged 6 and 9 / my 78-year-old mother]. Suggest activities that work for everyone, how to pace the days, and practical tips to make the trip easier for them.

TIP Ages and mobility details make the plan far more realistic.

Handle a travel problem fast

My [flight was cancelled / hotel booking is wrong / bag is lost] at [place]. Here's what happened: [brief details]. Tell me the steps to take right now, what to ask for, and write a short, firm message I can send to the [airline / hotel].

TIP Ask for a ready-to-send message — when you're stressed, that's the hardest part to write.

Learning

36 Learn anything in plain English

Teach me the basics of **[topic]** as if I'm a curious beginner. Start with a simple overview, then 3 key ideas with an everyday example each. End with 3 quick questions to check my understanding.

TIP The quiz at the end is what makes it stick.

37 Make a learning plan

I want to learn **[skill]** in **[timeframe]**, with about **[time]** per week. I'm starting at **[your level]**. Build a week-by-week plan with what to practice and one free resource type for each week (book, video, practice exercise).

TIP Ask for resource types rather than specific links — AI sometimes invents links that don't exist.

38 Get unstuck on something confusing

I'm trying to understand **[concept]** and I'm stuck on **[the specific part that's confusing]**. Explain it a different way than textbooks usually do, use an analogy, then check if I've got it by asking me one question.

TIP Naming the exact part that confuses you gets a much better explanation.

39 Turn reading into notes

Here's an article or chapter I'm reading: **[paste text]**. Summarize the main points in 5 bullets, define any key terms, and give me 3 questions that would help me remember it.

TIP Ask it to use only the text you pasted so it doesn't add outside "facts."

Practice a new language

I'm learning [language] at a [beginner / intermediate] level. Have a short, simple conversation with me about [everyday topic, e.g. ordering at a café]. Correct my mistakes gently after each reply and show me the corrected sentence.

TIP Picking a real-life situation makes practice far more useful.

Parenting

41 Homework help that doesn't give away the answer

Act as a patient tutor for my [grade]-grade child working on [subject/topic]. Don't give the answer. Instead, explain the idea simply, ask one guiding question at a time, and wait for their reply before continuing.

TIP "Don't give the answer" is the line that turns AI into a tutor instead of a cheat sheet.

42 Explain a tough topic to a child

Help me explain [topic, e.g. why we're moving / a death in the family / money] to my [age]-year-old. Use simple, honest, age-appropriate words. Give me a short way to start the conversation and answers to 3 questions they might ask.

TIP Including your child's age is the single most important detail here.

43 A bedtime story starring your kid

Write a 5-minute bedtime story for my [age]-year-old, [name], who loves [interests]. The story should gently teach [value, e.g. sharing / being brave] and end calmly so it's easy to fall asleep.

TIP "End calmly" matters — exciting endings are great until bedtime.

44 Chore chart that kids will actually do

Create a weekly chore chart for kids aged [ages]. Include age-appropriate tasks, a simple point or reward system, and keep each child's daily list to 3 tasks or fewer.

TIP A short list they can finish beats a long one they ignore.

45

Plan a birthday party on a budget

Plan a birthday party for my [age]-year-old who loves [theme]. We'll have about [number] kids, the budget is [amount], and it will be at [home / park / other]. Give me a timeline, 3 simple activities, food ideas, and a shopping list.

TIP A real budget number keeps the ideas practical.

Small Business

46 Reply to a review — good or bad

Write a reply to this customer review for my [type of business]: [paste review]. Thank them, address their specific point, and [for negative reviews: offer to make it right offline]. Keep it under 80 words, warm, and never defensive.

TIP “Never defensive” is the line that saves you from replies you’ll regret.

47 A week of social media posts

Write 5 short social media posts for my [type of business] in [town or area]. My customers are [who they are]. This week I want to promote [offer or theme]. Mix in one tip, one behind-the-scenes post, and one question for followers. Keep each under 60 words.

TIP Mixing post types keeps your feed from feeling like a non-stop ad.

48 Describe what you sell

Write a product or service description for [what you sell]. It’s for [ideal customer] who cares about [what matters to them]. Highlight [key features]. Write 2 versions: a short one (under 40 words) and a longer one (about 120 words). Friendly, clear, no hype.

TIP Describing your customer first leads to copy that speaks to them, not about you.

49 A polite payment reminder

Write a polite but firm reminder to a client who owes [amount] for [service], due on [date]. This is my [first / second] reminder. Include how to pay: [payment method]. Keep it under 100 words and professional.

TIP Say which reminder this is — the tone should get firmer each time.

Think through a business idea

I'm thinking about [business idea] in [location]. Act as a practical, honest small business advisor. Ask me 5 questions to understand the idea, then list the biggest risks, the cheapest way to test it in the next 30 days, and what I'd need to check before spending money.

TIP Asking it to question you first gets advice about *your* idea, not a generic business plan.

Keep going

You just got 50 prompts. Here's how to keep getting better:

- **Save your favorites.** Keep the 5 you use most in a note on your phone.
- **Mix and match.** Borrow the ending of one prompt (“ask me one question first”) and add it to another.
- **Come back daily.** Every morning, Learn2Prompt publishes **five new tested prompts** with the “before” and “after” side by side — free at **learn2prompt.io**.

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