

FREE DOWNLOAD

50 AI Prompts That Save You Hours Every Week

Copy-paste prompts for email, content, business, research, and life. Works with ChatGPT, Claude, and Gemini.

Replace the [brackets] with your details. Get results in seconds.

[HONESTAIREVIEW.ORG](https://honestaireview.org)

How to Use This Guide

Every prompt is ready to copy and paste. Replace the words in **[brackets]** with your specific details. The more specific you are, the better the output.

Pro tip: The first output is a draft. Follow up with "make it shorter," "more casual," or "add an example." Two rounds of refinement doubles the quality.

EMAIL (Prompts 1-10)

SAVE 30+ MINUTES PER DAY

1. The Cold Email That Gets Replies

Write a cold email to [name], [title] at [company]. They are in [industry]. My product/service [what you offer] helps companies like theirs [specific benefit]. Keep it under 80 words. Open with something relevant to their business. End with a low-pressure question. No "I hope this finds you well." No buzzwords.

2. The Follow-Up That Doesn't Annoy

Write a follow-up email to someone who hasn't replied to my previous email about [topic]. Reference the original briefly. Add one new piece of value. Keep it under 60 words. Friendly, not desperate.

3. The Professional Apology

Write a professional apology email to [recipient] about [what went wrong]. Take responsibility without over-apologizing. Explain in one sentence. State what I'm doing to fix it. End forward-looking. Under 100 words.

4. The Price Increase Notice

Write an email announcing a price increase. Old price: [X]. New price: [Y]. Effective: [date]. Reason: [reason]. Emphasize value. Offer [incentive] for annual commitment. Under 150 words.

5. The Meeting Request

Write a meeting request to [person]. Purpose: [topic]. Suggest 2-3 times. Duration: [X min]. Make clear what they get from attending. Under 80 words.

6. The Difficult No

Decline [request] from [person]. Be gracious. Briefly explain why without over-justifying. Suggest an alternative. Keep the relationship warm. Under 80 words.

7. The Status Update

Project status update to [stakeholders]. Project: [name]. Done: [progress]. Challenges: [issues]. Next steps: [actions]. Timeline: [on track / delayed by X]. Lead with the most important info. Under 150 words.

8. The Networking Follow-Up

Follow-up to [name] I met at [event]. We discussed [topic]. I want to [goal]. Reference something specific from our conversation. Under 80 words. Genuine, not transactional.

9. The Client Welcome

Welcome email to new client for [service]. Include: what happens next, timeline for first deliverable, how to reach us, one thing they can do now. Warm, professional, organized. Under 150 words.

10. The Re-Engagement

Email to a past client I haven't talked to in [time]. We worked on [project]. I want to [reconnect / offer new service]. Open personal, not salesy. Under 100 words.

CONTENT CREATION (Prompts 11-20)

CREATE A WEEK OF CONTENT IN AN HOUR

11. The Blog Post That Ranks

Write a [word count]-word blog post targeting "[keyword]." Audience: [describe]. Open with the answer, not a generic intro. H2 subheadings every 200-300 words. Include practical examples. Actionable takeaways. No filler.

12. The LinkedIn Post

LinkedIn post about [topic] for [audience]. Hook that stops the scroll (one short sentence). Short paragraphs (1-2 sentences). End with a question. Under 200 words. 3-5 hashtags at the end only.

13. The Twitter/X Thread

7-tweet thread about [topic]. Tweet 1: hook. Tweets 2-6: one insight each with example or data. Tweet 7: takeaway + CTA. Each under 280 characters. Numbered.

14. The Newsletter

Newsletter about [topic] for [audience]. Format: one big idea (3 paragraphs), one practical tip (2 paragraphs), one resource rec. Under 400 words. 5 subject line options.

15. The Case Study

Case study: Client [name/type]. Challenge: [faced]. Solution: [our approach]. Results: [outcomes with numbers]. Format: Situation, Approach, Results, Key Takeaway. Under 500 words. Focus on results.

16. The Product Description

Product description for [product]. Customer: [who]. Features: [3-5]. Main benefit: [problem solved]. Tone: [voice]. Under 150 words. Benefit first, features second.

17. The Instagram Caption

Instagram caption about [topic]. First line: compelling hook. Body: value. CTA: [action]. Under 125 words. 20 hashtags at end.

18. The YouTube Script Outline

YouTube outline for [length]-min video about [topic]. Hook (10 sec), intro, 3-5 sections with talking points, transitions, CTA, end screen prompt. Retention hooks every 2-3 min.

19. The Headline Generator

15 headlines for [content type] about [topic]. Variations: numbers, how-to, question, curiosity gap, direct benefit. Keyword: [keyword]. All under 60 characters.

20. The Content Repurposer

Turn this [blog/transcript/podcast] into: 3 LinkedIn posts, 5 tweets, 2 Instagram captions, 1 newsletter intro. Each stands alone. [Paste content]

BUSINESS & STRATEGY (Prompts 21-30)

THINK SHARPER, DECIDE FASTER

21. The Competitive Analysis

Analyze [competitor] vs my business [describe]. Compare: positioning, pricing, strengths, weaknesses, audience. 3 differentiation opportunities. Be specific.

22. The Business Plan Section

Write the [section] of a business plan. Business: [describe]. Market: [describe]. Revenue model: [describe]. Stage: [stage]. Concise, investor-ready.

23. The SWOT Analysis

SWOT for [business/project]. Context: [situation]. Be brutally honest. For each weakness and threat, suggest mitigation. 2x2 grid with bullets.

24. The Pricing Strategy

Pricing for [product/service]. My costs: [list]. Competitors: [range]. Customer: [describe]. Value: [describe]. 3 pricing approaches with rationale. Include psychology.

25. The Decision Maker

Decide between [A] and [B]. Context: [situation]. Priorities ranked: 1. [X] 2. [Y] 3. [Z]. Constraints: [limits]. Analyze both. Recommend one with reasoning.

26. The Job Description

Job description for [role] at [company type]. Team: [size]. Reports to: [role]. Responsibilities: [3-5]. Must-haves. Nice-to-haves. Salary: [range]. Write to attract A-players.

27. The Proposal

Proposal for [project] for [client]. Scope, timeline, investment. Include: problem, solution, deliverables, timeline, next steps. Professional, not stuffy. Under 500 words.

28. The SOW

Statement of Work for [project]. Client: [name]. Deliverables, timeline, payment terms. Sections: scope, exclusions, assumptions, acceptance criteria, change process.

29. The Meeting Agenda

Agenda for [meeting purpose]. Attendees: [who]. Duration: [time]. Objective, topics with time allocations, desired outcomes, action item format.

30. The Risk Assessment

Top 5 risks for [project]. Each: description, likelihood, impact, mitigation strategy. Table format.

RESEARCH & THINKING (Prompts 31-40)

HOURS OF RESEARCH IN MINUTES

31. The Market Researcher

Research market for [product/industry]. Need: market size, key players, growth trends, customer segments, barriers to entry, 3 opportunities. Actionable insights only.

32. The Data Interpreter

Data from [source]: [paste/describe]. Identify: 3 trends, 2 surprises, 1 concern, 2 actions. Specific numbers. Explain what it means, not just what it shows.

33. The Pros and Cons

Honest pros/cons of [decision]. Context: [situation]. Weight each by importance to me. Bottom-line recommendation with reasoning.

34. The 3-Level Summary

Summarize this in 3 levels: 1) One sentence. 2) One paragraph. 3) All important details as bullets. [Paste content]

35. The Devil's Advocate

I'm planning to [decision]. Give me the strongest argument for why this is a bad idea. Be specific. Identify blind spots. Then tell me how to address the legitimate concerns.

36. The Customer Profile

Help me understand my customer. Product: [describe]. Current customers: [what I know]. Create: demographics, psychographics, pain points, goals, objections, where they hang out online.

37. The ROI Calculator

ROI of [investment]. Cost: [\$/mo]. Benefits: [list with estimates]. Timeframe: [months]. Show math. Conservative and optimistic scenarios. Flag assumptions.

38. The Trend Spotter

Most important trends in [industry] right now. For each: what's happening, why it matters, who it affects, one action I should take. I'm a [role].

39. The Book Distiller

Key takeaways from [book] by [author]. Central thesis in one sentence. 5 most actionable ideas. For each: one way to apply it to my work as a [role]. Skip the filler.

40. The Fact Checker

Evaluate this claim: [paste]. Accurate, misleading, or false? Evidence for and against? Missing context? Confidence 1-10 with explanation.

PERSONAL PRODUCTIVITY (Prompts 41-50)

GET YOUR LIFE TOGETHER (FINALLY)

41. The Weekly Planner

Plan my week. Top 3 priorities: [list]. Recurring: [meetings/deadlines]. Deep work hours: [X]. Energy pattern: [when I'm sharpest]. Daily Mon-Fri schedule protecting deep work and batching similar tasks.

42. The Goal Breaker

Achieve [goal] in [timeframe]. Currently: [where I am]. Break into quarterly milestones, monthly targets, weekly actions. Each action specific enough to start Monday morning.

43. The Learning Plan

Learn [skill]. Level: [beginner/intermediate]. Time: [hours/week]. Style: [reading/doing/watching]. 30-day plan with resources and milestones. 20% that gets 80% of results.

44. The Negotiation Prep

Negotiating [what] with [who]. They want: [priorities]. I want: [priorities]. My BATNA: [fallback]. Prepare: opening, concessions, questions, walk-away point.

45. The Hard Conversation Prep

Conversation with [person] about [issue]. Situation: [context]. Goal: [outcome]. Their reaction: [prediction]. How to open, key points, handle pushback, close. Honest but empathetic.

46. The Resume Optimizer

Optimize resume for [job title] at [company type]. Job description: [paste]. Current resume: [paste]. Identify gaps. Rewrite bullets. Quantify achievements. One page.

47. The Interview Prepper

Interview for [role] at [company]. 10 likely questions with answer frameworks, 5 questions to ask them, 60-second pitch, 3 stories (challenge/action/result).

48. The Feedback Script

Give feedback to [person] about [issue]. Behavior: [what they did]. Impact: [why it matters]. Change: [what I want instead]. Direct without being harsh. Write the script.

49. The Excuse Eliminator

I keep saying I'll [goal] but haven't started. Excuses: [list]. Challenge each. Which are real constraints? Which are avoidance? Workarounds for real ones. What am I really afraid of?

50. The Life Audit

Audit my time and energy. Roles: [list]. Rate each: satisfaction 1-10, time invested, trending up/down. Biggest gap between importance and investment. One high-impact change.

Now go use one.

Pick one prompt. Use it today. Save the ones that work. Build your library.

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