

Everyday Prompts

A free sample to read, try and keep.

Six adaptable prompts, practical review checks and one worked exercise. This four-page sample is complete as a sample; it is **not the full paid guide**. The expanded guide is still in development and is not yet for sale.

Start with one useful task

Choose a prompt. Replace the brackets with general, non-sensitive details. Paste it into a tool you already have access to, then check the answer and refine your request. This PDF does not run an assistant or connect your accounts.

Keep control

Never paste passwords, one-time codes, payment details or private documents. Use fictional examples while learning. Check current privacy settings and permissions in your chosen product. Start with connections off. Written instructions do not replace access controls.

AI can invent facts and references. Verify dates, prices and important claims using current original sources. Keep medical, legal and financial decisions with appropriate qualified people. Tool features vary by account, plan and region.

Training means instructions, configuration, practice and refinement - not retraining the underlying model. Check each new result even when a previous test worked.

A little more breathing room

Make a busy week feel manageable

Help me organise this week. My available time is [time]. My fixed commitments are [general commitments]. My tasks are [list without private details]. Suggest three priorities per day, include buffer time, and highlight anything that cannot realistically fit. Ask before assuming a deadline.

Review: Add the minutes yourself. Check that each task appears once and that the plan fits the time you actually have. No reminder or calendar entry has been created.

Turn notes into a checklist

Turn these non-sensitive notes into a checklist: [notes]. Group related tasks, keep the original meaning, and flag missing dates or owners instead of inventing them. Separate urgent items only where I have stated a deadline.

Review: Compare the checklist against your notes. Look for invented deadlines, missing tasks and changed meaning.

Worked mini-exercise

Fictional input: Tuesday has 30 minutes; Thursday has 30 minutes. Sort books: 20 minutes. Draft a club email: 15 minutes. Plan meals: 15 minutes. No fixed deadlines.

One valid plan: Tuesday - books, with 10 minutes spare. Thursday - email and meals, with no time spare. Total: 50 minutes of tasks in 60 available minutes. If the tool adds a 45-minute Tuesday task without flagging the conflict, revise the instructions and repeat the test.

Clearer words. Better questions.

Write a clearer email, in your own voice

Rewrite this draft as a clear, friendly email of under 150 words. Keep the meaning and facts, do not invent promises, and end with one clear next step. Suggest a subject line. Draft: [anonymised text]. If anything is ambiguous, ask me instead of filling it in.

Review: Check names, dates and every factual claim. Remove promises you did not make. Read the message aloud and send it yourself only when it says what you mean.

Learn something new, one useful step at a time

Teach me [small topic]. I already know [starting point]. Explain it in plain language, show one worked example, then give me one practice task. Wait for my answer before showing the solution. Point out a common misunderstanding and suggest a reliable source I can use to check the explanation.

Review: Try the practice task before requesting the answer. Open the suggested source and check it exists and supports the explanation.

A useful follow-up

"Which parts of your answer are assumptions? Show me what I should verify before using it." Treat the response as a list of things to check, not as proof that the original answer is correct.

Your judgement stays central

Compare purchases without the sales pitch

Compare [option A] and [option B] for [my use]. My maximum budget is [amount and currency]. My must-haves are [list]. Use only these supplied specifications: [details]. Make a table of trade-offs, total-cost questions and missing information. Say “not verified” where evidence is missing. Do not choose a winner without explaining the compromises.

Review: Check current prices, compatibility, ongoing costs and return terms with the seller or manufacturer. Missing evidence should stay missing, not become a confident guess.

Set boundaries for an assistant

Help me plan [low-risk task]. You may draft, organise and suggest. Ask me before sending anything, making a booking, buying something, sharing personal information or connecting an account. Explain uncertainties and show me a reviewable result. Do not claim an action happened unless it actually did.

Review: Test an ordinary request, an unclear request and an action outside the agreed job. Keep connections off while practising. Verify any claimed action in the original service.

Before you use the result

Did it use only the facts I supplied? What needs an original source? Did it respect the task limits? What should I change and test again? Keep a short record of the examples that worked and failed.

More practice

The website includes free guides and a worked sample lesson for Set Up Your First AI Assistant. The complete course and expanded Everyday Prompts guide are still being built. No purchase, registration or personal session is required to use this sample. Independent educational content; no official AI partnership.