

READY-TO-USE DIGITAL PACK

AI Quick Help Prompt Pack

A compact set of prompts and workflows for turning messy work into clearer emails, plans, summaries, spreadsheets, and next steps.

How To Use This Pack

Copy one prompt, paste it into your AI tool, replace the bracketed parts, and answer any follow-up questions it asks. Start with the smallest useful task.

[Open the free AI prompt builder.](#)

- Use one prompt at a time.
- Paste source material below the prompt when asked.
- Ask for a revision if the first output misses the mark.
- Do not paste passwords, private financial details, or sensitive personal records.

Writing And Editing

1. Clear Email Rewrite

[Open the focused email rewrite prompt page.](#)

[Open the job application email prompt page.](#)

[Open the invoice follow-up email prompt page.](#)

Rewrite this email so it is clear, friendly, and direct. Keep my meaning, remove extra words, and give me three subject line options.

Audience: [who will read it]

Tone: [friendly/professional/firm/casual]

Email draft:

[paste draft]

2. Resume Bullet Polish

[Open the focused resume bullet prompt page.](#)

Improve these resume bullets. Make them more specific, action-oriented, and measurable without inventing facts. Return 5 stronger versions and note what information would make them better.

Role target: [job/title]

Current bullets:

[paste bullets]

3. Short Bio Builder

Create three short bios from these notes: one casual, one professional, and one punchy. Keep each under 80 words.

Purpose: [profile/site/event]

Notes:

[paste notes]

Planning And Decisions

4. Messy Notes To Plan

Turn these messy notes into a practical plan. Organize them into: goal, constraints, decisions needed, next 5 actions, risks, and a simple timeline.

Notes:

[paste notes]

5. Decision Helper

Help me make this decision. Ask up to 5 clarifying questions first if needed. Then compare my options by cost, time, risk, upside, and reversibility.

Decision:

[describe decision]

Options:

[list options]

6. One-Day Sprint

Build a realistic one-day sprint plan for this goal. Include a 15-minute setup, three focused work blocks, a short checklist, and a definition of done.

Goal:

[describe goal]

Time available:

[hours]

Research And Summaries

7. Research Summary

[Open the article summary prompt page.](#)

Summarize this research into a useful brief. Include key points, what matters most, open questions, and a recommendation. Separate facts from assumptions.

Research/source text:

[paste text or links you have]

8. Buying Comparison

Help compare these products or options. Create a table with price, strengths, weaknesses, best fit, dealbreakers, and final recommendation.

What I need:

[describe need]

Options:

[paste options]

9. Meeting Notes To Actions

[Open the focused meeting notes prompt page.](#)

Turn these meeting notes into clean action items. Include owner, task, due date if mentioned, dependencies, and unanswered questions.

Notes:

[paste notes]

Spreadsheets And Admin

10. Spreadsheet Cleanup Plan

Look at this spreadsheet structure and tell me how to clean it up. Suggest column names, formulas, validation checks, and a better layout.

Current columns/sample rows:

[paste columns and sample rows]

11. Simple Formula Helper

[Open the Excel formula helper prompt page.](#)

Write the spreadsheet formula I need. Explain it in plain English and give versions for Excel and Google Sheets if they differ.

What I want calculated:

[describe]

Columns/cells:

[describe]

12. Admin Checklist

Create a checklist for this admin task. Include preparation, execution, verification, and follow-up steps.

Task:

[describe task]

Deadline:

[date/time]

Small Tech Help

13. Troubleshooting Tree

Build a troubleshooting tree for this issue. Start with the easiest checks, then move to more advanced steps. Include what to record at each step.

Issue:

[describe issue]

Device/app:

[details]

What I already tried:

[list]

14. Explain This Error

[Open the error message explainer prompt page.](#)

Explain this error in plain English. Tell me likely causes, the first 3 fixes to try, and what information you need if those fail.

Error message:

[paste error]

Context:

[what you were doing]

15. Automation Idea Finder

Look at this repetitive task and suggest simple ways to automate or speed it up. Rank ideas by effort, cost, and risk.

Task:

[describe task]

How often:

[frequency]

Tools I use:

[tools]

Bonus: Follow-Up Prompts

Make this shorter and more direct.

Give me three versions: casual, professional, and firm.

Ask me only the questions needed to finish this.

Turn this into a checklist I can finish today.

Point out what is unclear, risky, or missing.

This pack is designed for small, practical tasks. For legal, medical, tax, financial, or safety-critical decisions, use a qualified professional.