
AI Prompting Guide

Your prompts are weak because nobody showed you
the structure. This is the structure.

The System

50 Prompts

Security

Custom Instructions

BY AI.SHELEST

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Why Your Prompts Fail

You already use ChatGPT. You have typed hundreds of prompts. Some gave you decent results. Most gave you generic, surface level output that you could not actually use.

The issue is not intelligence. The issue is not the model. The issue is that nobody taught you the structure behind a good prompt.

Without structure, you are guessing. And ChatGPT is guessing right back at you.

THE CORE PROBLEM

When you give vague input, ChatGPT fills in the blanks with assumptions. Those assumptions are almost never what you needed. Vague input = vague output. This is true 100% of the time.

What actually goes wrong

You skip the role. Without telling ChatGPT who to be, it responds as a generic assistant. A "senior financial analyst" and a "generic assistant" give completely different answers to the same question.

You describe the topic, not the task. "Tell me about marketing" is a topic. "Create a 30 day Instagram plan for a coffee shop targeting 25 to 35 year olds" is a task. One gets you a Wikipedia summary. The other gets you something usable.

You assume it knows your situation. ChatGPT does not know your audience, your budget, your industry, your constraints, or what you have already tried. If you do not provide context, it invents context. And it invents wrong.

You do not specify the format. Without format instructions, ChatGPT picks whatever it feels like. You wanted a table, it gave you five paragraphs. You wanted three bullet points, it gave you an essay.

WHAT MOST PEOPLE TYPE

"Help me write an email."

WHAT ACTUALLY WORKS

"You are a senior copywriter. Write a follow up email to a client who has not responded in 2 weeks. Tone: professional but warm. Under 100

words. End with a question, not a demand."

The rest of this guide gives you the structure to close that gap. Every chapter builds on this idea: **the more specific you are, the less ChatGPT has to guess.**

The Only Prompt Structure You Need

There are dozens of prompting frameworks online. Most of them overcomplicate a simple idea. You do not need five frameworks. You need one.

PTCF: Persona. Task. Context. Format.

Four elements. Use all four in every prompt. That is the system.

**P**

Persona. Tell it who to be.

"You are an experienced UX researcher specializing in mobile e-commerce." This one line changes the vocabulary, the depth, and the perspective of the entire response. Without it, you get a generic assistant. With it, you get a specialist.

T

Task. Use a specific verb.

Not "help me with." Say "write," "analyze," "compare," "create," "summarize," "critique," "rewrite," "audit." The verb sets the type of output. "Help me with my website copy" gets you suggestions. "Rewrite this landing page headline to increase click through rate" gets you results.

C

Context. Give it what it cannot guess.

Your audience, your industry, your constraints, your budget, your goals, what you have already tried. This is where 90% of prompts fail. People assume ChatGPT knows their situation. It never does.

F

Format. Define the output shape.

A numbered list, a table, a comparison, a script, a one paragraph summary, bullet points, markdown, JSON. If you do not specify, ChatGPT picks for you. It usually picks wrong.

P: You are a senior content strategist with 10 years in B2B SaaS.

T: Write a 500 word blog post announcing our new feature. Focus on the problem it solves, not the specs.

C: Our startup builds project management tools. Target: mid level managers at companies with 50 to 500 employees. Launching next month.

F: Short paragraphs (3 sentences max). One headline, 3 subheadings, CTA at the end. Conversational but professional. No jargon.

That is it. Four elements. No acronym salad. No complicated flowcharts. Just be specific about who, what, why, and how.

How to Fix Bad Output

Most guides tell you to "iterate." That is not helpful. Iterate how? What do you look for? What do you change?

Here is the actual process.

Step 1: Diagnose why it failed

When the output is bad, it is almost always one of these five problems:

PROBLEM	WHAT IT LOOKS LIKE	FIX
Wrong depth	Too surface level or too detailed	Specify: "Go deeper on X" or "Keep it to 3 sentences"
Wrong audience	Talks to beginners when you needed expert level	Add: "Audience is [specific group]"
Wrong tone	Corporate when you wanted casual, or vice versa	Add: "Tone: [specific]. No jargon / No fluff"
Wrong format	Wall of text when you wanted a table	Specify exact format: table, list, script, etc.
Wrong focus	Covers the topic but misses your angle	Add constraints: "Focus on X. Ignore Y."

Step 2: Fix the specific problem

Do not rewrite your entire prompt. Identify which element failed and fix only that. Some examples:

WEAK FOLLOW UP

"Make it better."

SPECIFIC FOLLOW UP

"The tone is too formal. Rewrite in a conversational style, like explaining to a friend over coffee. Keep the same structure."

WEAK FOLLOW UP

"More detail please."

SPECIFIC FOLLOW UP

"Expand section 2 with a specific example. Add a before/after comparison showing the impact."

Step 3: Add a self check

At the end of any prompt, add one line that tells ChatGPT to verify its own work before delivering:

✓ "Before delivering, verify every claim is supported by the context I gave you."

✓ "Check that the output matches the format I requested."

✓ "Confirm it is under 500 words."

✓ "Mark anything that is an assumption rather than a fact."

This makes ChatGPT review its own output against your criteria. The quality jumps. Use it on any prompt where accuracy matters.

8 Techniques That Actually Matter

1 "Before you start, ask me questions."

Add this one line and ChatGPT will ask you 10 to 15 targeted questions before it begins. It gathers context you did not think to include. The final output is dramatically better because it had everything it needed. Use this on any complex task.

2 Tell it what NOT to do.

"Do not use jargon." "Do not start with 'In today's fast paced world.'" "Do not exceed 200 words." "No bullet points." Negative instructions kill generic AI patterns instantly. This is one of the most underused techniques.

3 Show examples instead of describing.

When you want a specific style, show 2 to 3 examples. "Here are 2 emails in the style I want: [examples]. Now write one for [new situation]." ChatGPT is better at matching patterns than following abstract descriptions.

4 Stack multiple roles.

"You are a marketing strategist with a background in behavioral psychology and data analytics." Multiple roles create richer, more nuanced output because ChatGPT draws from several knowledge domains at once.

5 Ask for multiple perspectives.

"Analyze this decision from the CEO's perspective, the CFO's perspective, and the customer's perspective." This reveals blind spots that a single angle misses. Use it for any decision, strategy, or plan.

6 Set output contracts.

"The output MUST include: a headline, 3 sections, one data point per section, and a CTA. If any are missing, flag it." This gives ChatGPT a quality checklist. It self evaluates before delivering.

7 Use "step by step" for complex problems.

Add "Let's think step by step" to any prompt that requires reasoning: math, logic, analysis, planning. ChatGPT breaks the problem into intermediate steps instead of

jumping to an answer. Error rates drop significantly.

8

Control creativity with words.

For accuracy: "Be precise and factual. Do not speculate." For creative work: "Be unexpected. Give me angles I would not think of." You do not need API access to control this. Your words set the temperature.

How to Know if AI Output Is Actually Good

Most people accept whatever ChatGPT gives them because it sounds confident and well written. Sounding good and being good are not the same thing.

Run every important output through this checklist before you use it.

The 7 Point Quality Check

- ✓ **Does it answer what I actually asked?** Not a related topic. Not a broader version. The specific thing I requested.
- ✓ **Is it the right depth?** Not too surface level for my needs, not unnecessarily detailed.
- ✓ **Is the tone right?** Read it out loud. Does it sound like something you would actually send, post, or present?
- ✓ **Are the facts verifiable?** If it cites a statistic, a study, or a source, look it up. ChatGPT invents citations. This is called hallucination and it happens more than you think.
- ✓ **Could I use this without editing?** If you need to rewrite 50% of it, the prompt was not good enough. Go back and add more constraints.
- ✓ **Does it follow the format I requested?** If you asked for a table and got paragraphs, or asked for 3 points and got 7, the format instruction needs to be clearer.
- ✓ **Would a human expert approve this?** For anything important, ask yourself: if I showed this to someone who actually knows this topic, would they find errors? If unsure, verify.

THE REAL TEST

If the output could have been written for anyone in any situation, it is not good enough. Good output feels specific to your situation, your audience, and your constraints. If it feels generic, your prompt was generic.

Custom Instructions: The Compound Advantage

Most people start every conversation from zero. They re-explain who they are, what they do, what tone they want, and what format they prefer. Every single time.

Custom Instructions fix this. They are persistent rules that apply to every conversation automatically. Set them once, and every prompt you write starts from a stronger position.

Go to **Settings > Personalization > Custom Instructions**.

There are two fields:

"What would you like ChatGPT to know about you?"

This is your context. Who you are, what you do, who your audience is.

// Example:

Role: I am a content creator and entrepreneur.

Audience: My audience is 25 to 40 year olds interested in using AI for work and daily life. They are not beginners but they do not have a system.

Brand: My brand is clear, direct, and structured. No hype. No fluff.

Industry: Content, digital marketing, AI tools.

Location: Based in [your location].

"How would you like ChatGPT to respond?"

This is your format and tone rules. How every response should feel.

// Example:

Tone: Conversational, direct, confident. Short sentences. No corporate speak.

Format: Use headers and bullet points for structure. Keep paragraphs under 3 sentences.

Rules:

- Do not start with "Great question!" or "Sure!" or "Absolutely!"
- Do not use em dashes
- Do not use phrases like "In today's fast paced world"

- Do not add disclaimers unless I ask for legal or medical content
- When I ask for content, give me the content. Do not explain what you are about to do.
- Prioritize clarity over creativity unless I say otherwise

WHY THIS MATTERS

Custom Instructions compound. Every conversation starts closer to what you need. Over time, you type less and get better results because the foundation is already set. This is the difference between starting every meal from scratch and having a stocked kitchen.

Review your Custom Instructions every month. As your needs change, update them. Remove rules that no longer apply. Add new ones based on patterns you notice.

When NOT to Use ChatGPT

AI is a tool. Not every problem is a nail. Knowing when not to use it is just as important as knowing how to prompt well.

Do not use it for final answers on anything important

Legal documents, medical decisions, financial advice, tax calculations. ChatGPT can help you draft, brainstorm, or understand concepts. But the final decision and verification must come from a qualified professional. AI does not have accountability. You do.

Do not use it as a replacement for thinking

If you outsource every decision to ChatGPT, you stop building judgment. Use it to speed up execution, not to skip thinking. The best results come when you think first, then use AI to refine, structure, or expand what you already know.

Do not use it for real time facts

ChatGPT's training data has a cutoff. Even with web browsing, it can miss updates, misread sources, or combine outdated information with current data. For anything time sensitive (stock prices, news, regulations, event dates), verify independently.

Do not use it when originality is the point

AI produces patterns it has seen before. For truly original creative work, thought leadership, or personal stories, start with your own ideas. Use AI to edit, restructure, or refine. Not to generate the core idea from nothing.

Do not use it for anything you cannot verify

If you do not know enough about a topic to spot errors in the output, be careful. ChatGPT is most dangerous when you cannot evaluate whether it is right. In those situations, use it for learning and exploration, not for producing final work.

Ask yourself: if this output is wrong and I use it anyway, what is the worst that happens? If the answer is "nothing serious," use AI freely. If the answer is "legal trouble, health risk, financial loss, or damaged reputation," verify everything with a human expert first.

Protect Yourself. AI Security Basics.

This is the chapter most prompting guides do not include. I work in cybersecurity. This is not optional.

1

Never put personal data in your prompts

Full name, address, phone number, bank details, passwords, social security number. If you type it, it is inside the system.

Instead: Use fake names and placeholder data. Replace real numbers with "\$X."
Redact documents before pasting.

2

Know what ChatGPT remembers

The Memory feature stores details about you across conversations. Useful, but it accumulates.

Do this: Settings > Personalization > Memory. Review regularly. Delete what you do not want kept. Use Temporary Chat for sensitive topics.

3

Opt out of training data

On Free, Go, and Plus plans, OpenAI may use your conversations to train models unless you turn it off.

Do this: Settings > Data Controls > "Improve the model for everyone." Toggle off.

4

Strip sensitive data from file uploads

Documents, spreadsheets, PDFs, images. If they contain client data or internal documents, you are sharing that data with the system.

Do this: Remove names, numbers, and identifiers before uploading. Use placeholders for confidential data.

5**AI hallucinations are real**

ChatGPT invents statistics, cites papers that do not exist, and sounds confident while being wrong.

Do this: Always verify facts independently. If it cites a source, open it and confirm it exists.

6**AI powered scams are better now**

Phishing emails, fake websites, scam messages. AI removed the grammar mistakes that used to make them obvious.

Do this: Be more skeptical of polished emails asking for info or urgent action. Verify through a separate channel.

7**Secure your ChatGPT account**

Your account holds conversations, files, and memory. If someone gets access, they get everything.

Do this: Strong unique password. Two factor authentication. Never share credentials. Log out on shared devices.

Your AI Safety Checklist

DO THIS	NOT THIS
Use placeholder data in prompts	Paste real personal info
Review and clean Memory regularly	Let it pile up unchecked
Turn off training data sharing	Leave defaults and hope for the best
Verify AI output before acting on it	Trust everything it says
Use strong passwords and 2FA	Reuse the same password
Remove sensitive data before uploading	Upload raw client documents

REMEMBER

Your AI is only as safe as your habits.

50 Prompts You Can Use Today

Every prompt below follows the PTCF structure. They are ready to copy and paste. But do not just paste them blindly. Replace the brackets with your specific details. The more specific you make them, the better they work.

Each prompt includes a short note on *why it works* so you learn the pattern, not just the template.

Daily Life

#1

DAILY LIFE

Weekly Meal Prep Planner

"You are a nutritionist who specializes in quick meal prep for busy professionals. Create a 5 day meal prep plan I can cook on Sunday in under 2 hours. Dietary needs: [specify]. Budget: [amount] per week. Include a grocery list grouped by store section. Each meal should reheat well and stay fresh for 4 days."

Why it works: Specific constraints (2 hours, reheats well, grouped grocery list) eliminate generic meal plans.

#2

DAILY LIFE

Travel Itinerary Builder

"Plan a [X day] trip to [destination] for [number] people. Budget: [amount] total excluding flights. Interests: [list]. We prefer [walking/driving/public transit]. Include: daily schedule with time blocks, restaurant recommendations (no tourist traps), one unexpected local experience per day, and a packing checklist for the weather during [dates]."

Why it works: "No tourist traps" and "one unexpected experience" push past generic travel lists.

#3

DAILY LIFE

Difficult Conversation Prep

"I need to have a difficult conversation with [relationship: boss/partner/friend/landlord] about [situation]. Help me prepare: 1) An opening line that is direct but not aggressive. 2) My 3 main points, ordered by importance. 3) Likely pushback and how to respond calmly. 4) A closing that preserves the relationship. Tone: firm but respectful."

Why it works: Structures an emotional situation into clear, actionable steps.

#4

DAILY LIFE

Smart Purchase Decision

"I am deciding between [Product A] and [Product B] for [use case]. My priorities in order: [list 3 priorities]. Budget: [range]. Create a comparison table with these columns: Feature, Product A, Product B, Which Wins. Then give me a one paragraph recommendation based on my priorities, not general popularity."

Why it works: "Based on my priorities, not general popularity" forces a personalized answer.

#5

DAILY LIFE

Morning Routine Optimizer

"I have [X minutes] between waking up and leaving for work. Current routine: [describe]. I want to add [new habit] without feeling rushed. Redesign my morning as a time blocked schedule. Identify what I can combine, shorten, or eliminate. Prioritize [energy/focus/calm]."

Why it works: Real constraints (exact minutes, specific goal) produce a usable plan instead of generic morning advice.

#6

DAILY LIFE

Email Response Batch

"You are a professional communications expert. I will describe 5 emails I need to respond to. For each, draft a response: professional, concise (under 80 words), matching the appropriate tone (apologetic / firm / grateful / neutral). Do not use filler phrases like 'I hope this email finds you well.' Ask me to describe each email one at a time."

Why it works: Negative instruction ("do not use filler phrases") kills the generic AI email voice.

Content Creators

#7

CONTENT CREATORS

Hook Generator

"Write 10 scroll stopping hooks for a reel about [topic]. Target audience: [describe]. Each hook must be under 8 words, create an open loop or emotional reaction, and avoid cliches like 'you won't believe' or 'stop scrolling.' Mix formats: questions, contradictions, number shocks, and identity call outs. Rank the top 3 for virality."

Why it works: "Avoid cliches" plus mixed formats forces originality. Ranking adds evaluation.

#8

CONTENT CREATORS

Caption Writer

"Write an Instagram caption for a reel about [topic]. Structure: strong opening line (no generic starts), one insight or contrast, short value section, soft CTA. Tone: [your tone]. Under 150 words. Do not use the word 'hashtags' in the text. Include exactly 5 hashtags at the end: 1 broad, 2 mid, 2 niche. They must match this specific topic."

Why it works: Strict hashtag structure and "no generic starts" prevent templated captions.

#9

CONTENT CREATORS

Content Calendar Builder

"Create a 2 week content calendar for [niche] across Instagram and TikTok. For each post include: platform, post type (reel/carousel/story), topic, hook, and target emotion (curiosity/relief/motivation/shock). Content mix: 60% educational/fix content, 25% quick wins, 15% opinion/perspective. No two posts in a row should target the same emotion."

Why it works: Emotion targeting and content mix ratios create strategic variety instead of random posting.

#10

CONTENT CREATORS

Reel Script Writer

"Write a 25 second reel script about [topic]. Structure: hook (2 seconds, create tension), proof or example (8 seconds), insight (8 seconds), contrast or correction (5 seconds), close with a save/share trigger (2 seconds). Write for spoken delivery, not reading. Short punchy sentences. No filler words."

Why it works: Second by second timing forces tight, deliverable scripts instead of essay-style content.

#11

CONTENT CREATORS

Carousel Outline

"Create a 7 slide carousel outline about [topic]. Slide 1: hook headline (max 6 words, create curiosity). Slides 2 to 6: one clear point per slide with a supporting example or proof. Slide 7: summary plus CTA. Each slide should have max 25 words. Write for visual scanning, not reading."

Why it works: Word limits per slide force concise, scannable content designed for how people actually consume carousels.

#12

CONTENT CREATORS

Brand Voice Definer

"Help me define my brand voice for [platform]. Before you start, ask me 10 questions about my personality, values, and what I want my audience to feel. Then create a Brand Voice Guide with: 3 voice pillars, a 'I say / I never say' comparison table, 5 example sentences in my voice, and tone shifts for different content types (educational, promotional, personal)."

Why it works: Uses the "ask me questions first" technique to gather real context before building the guide.

#13

CONTENT CREATORS

Viral Topic Finder

"You are a content strategist specializing in [niche]. Generate 15 content ideas that have high share potential. Each idea must include: a working title, the target emotion, and why someone would share it (to look smart, to help a friend, to start a debate, to save for later). Do not suggest obvious topics everyone in this niche already covers."

Why it works: Share motivation analysis and "not obvious topics" push past generic content ideas.

#14

CONTENT CREATORS

Repurpose Engine

"I have this piece of content: [paste or describe]. Repurpose it into 5 different formats: 1) a Twitter/X thread (max 7 tweets), 2) a LinkedIn post (hook, story, insight, CTA), 3) an Instagram carousel outline (7 slides), 4) a 25 second reel script, 5) a newsletter paragraph. Keep the core message but adapt the structure and tone for each platform."

Why it works: One idea becomes five pieces of content, each adapted to platform-specific formats.

Writing

#15

WRITING

Blog Post from Scratch

"You are a content strategist. Write a 700 word blog post about [topic]. Audience: [describe]. Structure: hook that creates tension (no cliches, no 'In today's...'), 3 subheadings that could stand alone as takeaways, one real world example per section, and a CTA to [action]. Tone: conversational but credible. No filler paragraphs."

Why it works: "Subheadings that could stand alone as takeaways" ensures each section adds real value.

#16

WRITING

Cold Email That Gets Replies

"Write a cold outreach email to a [role] at a [company type]. I offer [what you do] that solves [their problem]. Rules: under 90 words, personalize the first line to their specific role, end with a question (not 'let's book a call'), no buzzwords, no 'I hope this finds you well.' Write 3 variations with different angles."

Why it works: 3 variations plus strict word limits and anti-buzzword rules produce usable cold emails.

#17

WRITING

YouTube Script

"Write a script for a [X minute] YouTube video about [topic]. Structure: hook that creates a question in the viewer's mind (first 10 seconds), problem setup with relatable frustration, 3 key points with specific examples, recap, and CTA. Include suggested timestamps and B roll notes. Audience: [describe]. Write for speaking, not reading."

Why it works: "Write for speaking, not reading" changes sentence structure to match actual delivery.

#18

WRITING

Newsletter Writer

"Write this week's newsletter for my [niche] audience. Topic: [topic]. Structure: subject line (curiosity driven, under 8 words), personal opening (2 sentences, relatable), main insight with one actionable takeaway, one resource recommendation, closing question that invites replies. Total: 400 to 500 words. Tone: like a smart friend sending an email."

Why it works: "Like a smart friend sending an email" sets a specific, non-corporate tone.

#19

WRITING

Product Description

"Write a product description for [product] targeting [audience]. Structure: headline under 8 words that names the benefit (not the feature), 3 bullet points focused on what changes for the customer (not what the product does), one paragraph explaining the transformation, urgency CTA. Tone: [specify]."

Why it works: "What changes for the customer" reframes features as benefits automatically.

#20

WRITING

Rewrite for Clarity

"Rewrite the following text to be clearer and more concise. Rules: cut word count by 30%, remove jargon, break long sentences into short ones, keep the same meaning, keep my voice. Do not add new ideas. Do not make it sound more formal. Just make it sharper. [paste text]"

Why it works: "Keep my voice" and "do not make it more formal" prevent the AI from overwriting your style.

Business

#21

BUSINESS

SWOT Analysis

"Conduct a SWOT analysis for [business]. For each quadrant, give me 5 specific points based on the context below, not generic filler. Then create a one page action plan: 2 ways to use strengths, 2 ways to fix weaknesses, 2 ways to capture opportunities, 2 ways to reduce threats. Context: [your details]."

Why it works: "Not generic filler" and required action plan push past surface level analysis.

#22

BUSINESS

Competitor Teardown

"Analyze [competitor 1, 2, 3] against my business [describe]. For each: pricing model, target audience, strongest differentiator, biggest weakness, and one thing they do better than me. Then identify 2 gaps none of them fill. Format as a comparison table plus a strategy paragraph."

Why it works: "One thing they do better than me" forces honest analysis instead of flattery.

#23

BUSINESS

Customer Persona Builder

"Create a detailed customer persona for [product/service]. Include: age, role, income, daily frustrations, what they Google at 11pm, objections to buying, where they spend time online, the trigger event that makes them search for a solution, and the exact sentence they would say to a friend when describing their problem."

Why it works: "What they Google at 11pm" and "exact sentence to a friend" create a real person, not a marketing abstraction.

#24

BUSINESS

Pricing Decision

"You are a pricing strategist. My product: [describe]. Costs: [details]. Target market: [describe]. Competitors charge: [ranges]. Recommend 3 pricing models with pros/cons of each. For each model, tell me: what it signals to the customer, what margin I keep, and when it stops working. Then recommend one with reasoning."

Why it works: "What it signals to the customer" adds a psychological layer most pricing prompts miss.

#25

BUSINESS

Pitch Deck Story

"Create a 10 slide pitch deck narrative for [business]. Not a slide list. A story arc: what is broken in the world, why now, what we built, proof it works, why this team, and the ask. For each slide, give me: the headline (under 8 words), the one thing the audience should feel, and 2 to 3 supporting bullet points."

Why it works: "What the audience should feel" per slide transforms a deck from information dump to persuasion.

#26

BUSINESS

Decision Framework

"I need to decide between [Option A] and [Option B] for [context]. Before scoring, ask me 5 questions to understand my priorities. Then create a weighted decision matrix with 8 criteria based on my answers. Score each 1 to 10. Show the math. Recommend one with a clear one paragraph reasoning."

Why it works: Uses "ask me questions first" to calibrate the criteria before evaluating.

#27

BUSINESS

Meeting Prep Brief

"I have a meeting about [topic] with [who]. Goal: [what I want to achieve]. Prepare: 1) 3 talking points ordered by importance, 2) the strongest objection they will raise and my response, 3) one question that shifts the conversation in my favor, 4) a one sentence close. Tone: confident, not aggressive."

Why it works: "One question that shifts the conversation" adds strategic depth beyond generic prep.

Career

#28

CAREER

Interview Prep

"I am interviewing for [position] at [company type]. Act as the hiring manager. Give me: 8 likely questions (mix behavioral and technical), the STAR framework answer structure for each, 2 questions I should ask that show strategic thinking (not generic ones from Google), and 1 red flag to watch for in how they answer my questions."

Why it works: "Not generic ones from Google" and "red flag to watch for" make this interview prep, not interview templates.

#29

CAREER

Resume Bullet Rewriter

"Rewrite these resume bullet points using the formula: [What I did] + [Measurable result] + [How I did it]. Make each specific, quantified, and achievement focused. If a bullet has no measurable result, flag it and suggest what metric I should add. Current bullets: [paste]. Role context: [describe]."

Why it works: Flagging bullets without metrics teaches you to think in results, not just tasks.

#30

CAREER

Salary Negotiation Prep

"Help me negotiate salary. Role: [title]. Experience: [years]. Current offer: [amount]. Market rate: [range]. Write: opening statement (confident, not desperate), 3 value points with evidence, responses to 'that's our final offer' and 'we don't have budget,' and a graceful line for if I need to walk away."

Why it works: Specific pushback responses ("that's our final offer") prepare you for real objections.

#31 CAREER
Performance Review

"Write my self assessment for a performance review. Role: [describe]. Wins this quarter: [list]. Areas I struggled: [list]. Rules: highlight wins with specific metrics, be honest about struggles without self sabotaging, propose 2 development goals that align with where the company is heading. Professional tone, not overly humble."

Why it works: "Not overly humble" corrects the common mistake of underselling accomplishments.

#32 CAREER
Career Pivot Roadmap

"I am a [current role] pivoting to [target role]. Identify: my transferable skills, the 3 biggest skill gaps, 2 realistic transition paths (with trade offs of each), a 90 day action plan with weekly milestones, and 3 companies known for hiring career changers in [target field]. Be realistic, not motivational."

Why it works: "Be realistic, not motivational" prevents generic encouragement and produces honest planning.

Learning

#33 LEARNING
Explain Like I Am 14

"Explain [complex concept] so a 14 year old would understand it. Use 2 real world analogies, give one example I can try myself, and end with 3 questions that test whether I actually understood. No jargon. No academic language. If the concept has layers, reveal them one at a time."

Why it works: "Reveal layers one at a time" creates progressive understanding instead of an info dump.

#34 LEARNING
Skill Gap Diagnostic

"I want to assess my level in [skill]. Ask me 10 questions, starting easy and getting harder. After each answer, tell me if I am right or wrong and why. At the end, map my knowledge: what I know well, what I know partially, and what I am missing entirely. Then give me a focused study plan for the gaps only."

Why it works: Diagnosing gaps first means the study plan targets exactly what you need, not what you already know.

#35

LEARNING

Book Key Ideas

"Give me the key ideas from [book] by [author]. Structure: the central argument in one sentence, 5 most important concepts (each in 2 to 3 sentences), 3 things I can implement this week, and one criticism of the book's logic. Format for someone who has 5 minutes and wants to decide if the book is worth reading."

Why it works: "One criticism" and "worth reading" add evaluation instead of just summarizing.

#36

LEARNING

4 Week Study Plan

"Create a 4 week study plan for [subject]. I have [X hours per week]. Current level: [describe]. Include: weekly objectives, specific free resources (not just 'watch YouTube'), practice exercises, and a mini project by week 4 that proves I learned the skill. If a resource requires paid access, flag it and suggest a free alternative."

Why it works: "Not just 'watch YouTube'" and "flag paid resources" produce an actually usable study plan.

#37

LEARNING

Teach Me by Asking

"I want to understand [topic]. Do not explain it to me. Instead, teach me using the Socratic method: ask questions that lead me to figure out the concept myself. Start simple and get harder. If I am wrong, do not give the answer immediately. Give me a hint and let me try again. Be patient but do not let me stay confused for more than 2 attempts."

Why it works: Active learning through questions builds deeper understanding than passive reading.

Health and Wellness

#38

HEALTH

Workout Program

"Design a 4 week workout program. Goal: [specify]. I can train [X days/week] for [X minutes]. Equipment: [list or 'none']. Include: warm up, exercises with sets and reps, rest periods, and how to progress each week. Format each day as a clear list I can follow at the gym without re-reading. No exercises I would need to Google."

Why it works: "No exercises I would need to Google" ensures accessibility for all fitness levels.

#39

HEALTH

Sleep Audit

"My current sleep situation: [describe habits, schedule, problems]. Give me 5 changes ranked by likely impact. For each: what to do, why it works (one sentence, science based), and how to start tonight. Do not suggest buying products. Focus on behavior changes only."

Why it works: "Do not suggest products" and "start tonight" keep advice actionable and free.

#40

HEALTH

Stress Reset Plan

"I am stressed about [situation]. Help me: 1) Identify which parts of this are in my control and which are not. 2) Reframe my 3 biggest worries more realistically. 3) Give me 3 things I can do in the next 30 minutes to feel calmer. 4) One thing I can do this week to reduce the source of stress. Practical, not motivational."

Why it works: Separating controllable from uncontrollable immediately reduces mental load.

#41 HEALTH
Habit Builder

"Help me build the habit of [habit]. Create a 30 day plan using this structure: Week 1, the absolute smallest version of the habit (under 2 minutes). Week 2, slightly expand. Week 3, add consistency. Week 4, full version. For each week, include: the daily action, when to do it (tied to an existing habit), and what to do when I miss a day."

Why it works: "What to do when I miss a day" addresses the #1 reason habits fail.

#42 HEALTH
Quick Grocery Plan

"I need a grocery list for the week. Household: [number of people]. Dietary needs: [specify]. Budget: [amount]. Create a list grouped by store section (produce, dairy, protein, pantry, frozen). Include estimated cost per section. Prioritize meals that share ingredients to reduce waste."

Why it works: "Share ingredients to reduce waste" is a real constraint that produces smarter shopping lists.

Finance

#43 FINANCE
Monthly Budget Builder

"My after tax income: [amount]. Fixed expenses: [list with amounts]. Create a monthly budget that allocates savings, investments, and discretionary spending. Show me: where my money currently goes, where it should go, and the 2 biggest areas where I am likely overspending compared to recommended benchmarks. Format as a clean table."

Why it works: Comparing against benchmarks gives you an objective view, not just a reshuffled version of your current spending.

#44 FINANCE
Side Income Evaluator

"I am considering [side income idea]. Evaluate honestly: startup cost, time to first dollar, realistic monthly income after 6 months, scalability, skills I need, and market saturation. I have [X hours/week] and [X budget]. If this idea scores poorly, suggest 2 better alternatives for my specific situation. Do not sugarcoat."

Why it works: "Do not sugarcoat" and "realistic after 6 months" prevent the optimistic bias AI defaults to.

#45 FINANCE
Big Purchase Analyzer

"I want to buy [item] that costs [amount]. My monthly income: [amount]. My savings: [amount]. Help me decide: 1) Can I afford this without affecting my financial stability? 2) What is the true cost (including maintenance, insurance, opportunity cost)? 3) Should I buy now, save and buy later, or find an alternative? Show the math."

Why it works: "Show the math" and "opportunity cost" add financial depth most purchase decisions skip.

#46 FINANCE
Subscription Audit

"Here are my monthly subscriptions: [list with prices]. For each one, tell me: am I likely getting enough value to justify the cost? Is there a free alternative? What would I lose if I cancelled? Then rank them from 'definitely keep' to 'cancel today.' Calculate my total monthly and yearly subscription spend."

Why it works: Ranking and "what would I lose" makes cancellation decisions easier than looking at everything equally.

Bonus: Thinking and Strategy

#47

STRATEGY

Assumption Buster

"I am planning to [describe plan]. List the 5 biggest assumptions I am making that could be wrong. For each assumption, explain: why I probably believe it, what would happen if it turns out false, and one way to test it cheaply before committing."

Why it works: Tests your plan against reality before you invest time or money. Most people skip this step.

#48

STRATEGY

Devil's Advocate

"I believe [your position or plan]. Argue against me. Be specific, logical, and use real world examples. Do not be polite about it. Point out the weakest parts of my reasoning, the risks I am ignoring, and the scenarios where this fails. Then tell me: is my position still worth holding after your critique?"

Why it works: "Do not be polite" overrides ChatGPT's tendency to agree with you and validate weak ideas.

#49

STRATEGY

First Principles Breakdown

"Break down [problem or goal] to its first principles. What are the fundamental truths here that cannot be reduced further? Then rebuild a solution from those fundamentals without using conventional approaches. I want to see if there is a better path that everyone misses because they copy what already exists."

Why it works: Forces novel solutions by stripping away assumptions and industry conventions.

Weekly Review System

"Act as my thinking partner. Ask me these questions one at a time, then compile my answers into a structured weekly review: 1) What moved forward this week? 2) What got stuck and why? 3) What did I avoid and what was I afraid of? 4) What should I do differently next week? 5) One thing I am overthinking that I should just decide on now."

Why it works: "What did I avoid and what was I afraid of" goes deeper than standard productivity reviews.

HOW TO USE THESE PROMPTS

These are starting points, not magic spells. Replace every bracket with your real details. The more specific you make them, the better they work. If the output is not right, do not start over. Diagnose which element failed (Chapter 3) and fix that one thing.

This is a system. Not a collection of tips.

Be specific. Give a role. Provide context. Define the format.

Check the output. Protect your data.

Now you know the structure. Use it.

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