

50 AI Prompts Everyone Should Know

Simple Prompts to Help You Work Smarter Every Day

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Introduction

You don't need to be an AI expert to get useful results.

The best way to learn AI is by asking simple, clear questions. This guide contains 50 beginner-friendly prompts that you can copy, paste and customise to save time at work, at home or while studying.

These prompts are designed to help you get started—they're not advanced workflows, but they'll show you just how useful AI can be.

Productivity

1.

Create a simple to-do list based on these tasks: [paste tasks].

2.

Help me plan my day based on these appointments: [list appointments].

3.

Write a polite reminder email for an overdue payment.

4.

Summarise the following text into five key points.

5.

Turn these notes into a clear action list.

Writing

6.

Write a professional email thanking a customer.

7.

Rewrite this paragraph to make it easier to read.

8.

Check this text for spelling and grammar mistakes.

9.

Write a short introduction for my report.

10.

Create a conclusion for this article.

Business

11.

Write a simple business mission statement.

12.

Suggest five ideas to improve customer service.

13.

Write a professional out-of-office email.

14.

Create a meeting agenda for a team meeting.

15.

Summarise this meeting into key action points.

Marketing

16.

Write a Facebook post promoting my business.

17.

Create an Instagram caption for this product.

18.

Suggest five blog ideas for my business.

19.

Write a simple call-to-action for my website.

20.

Suggest ten marketing ideas for a small business.

Social Media

21.

Write a LinkedIn post about starting a new project.

22.

Suggest five social media post ideas.

23.

Write a short caption for a behind-the-scenes photo.

24.

Create a week's worth of social media ideas.

25.

Suggest hashtags for this post.

Study & Learning

26.

Explain this topic in simple language: [topic].

27.

Create a quiz based on this information.

28.

Summarise this chapter.

29.

Explain the difference between these two ideas.

30.

Create revision notes from this text.

Everyday Life

31.

Plan a healthy week's worth of meals.

32.

Create a shopping list for four people.

33.

Suggest five easy dinner ideas.

34.

Plan a weekend trip to [location].

35.

Create a packing list for a holiday.

Creativity

36.

Suggest ten names for my business.

37.

Give me five logo ideas.

38.

Write a short product description.

39.

Suggest ten YouTube video ideas.

40.

Give me ten podcast episode ideas.

Career

41.

Improve my CV summary.

42.

Write a professional cover letter.

43.

Suggest interview questions for this job.

44.

Explain this job description in simple terms.

45.

Help me prepare for a job interview.

General

46.

Explain this in plain English: [paste text].

47.

Give me a simple checklist for [task].

48.

Compare these two products.

49.

Suggest three ways to improve this idea.

50.

Give me a step-by-step plan to achieve this goal: [goal].