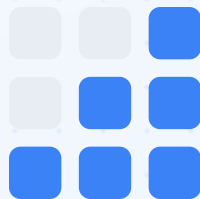


37 COPY-PASTE PROMPTS



aiopentec

quiet product machines

AI Prompts Library

- ✓ Get Better Results from ChatGPT & Claude
- ✓ Ready-to-Use Prompts for Every Business
- ✓ Just Copy, Customize, and Execute

37 PROFESSIONAL AI PROMPTS • 5 CATEGORIES • CHATGPT • CLAUDE • ANY AI ASSISTANT

[AIOPENDEC.GITHUB.IO/PROMPTS](https://aiopentec.github.io/prompts) • FREE • NO SIGN-UP

WELCOME

How to Use This Library

This library contains 37 professional AI prompts organized by business category. Each prompt is designed to give you the best possible results from ChatGPT, Claude, or any AI assistant.

USING THE PROMPTS:

- 1 Find the prompt category that matches your need
- 2 Copy the entire prompt text
- 3 Replace **[BRACKETED]** sections with your specific information
- 4 Paste into ChatGPT or Claude
- 5 Review and refine the output
- 6 Save successful variations for future use

 COPY CUSTOMIZE EXECUTE

■ **Pro Tip:** The more specific you are when filling in the **[BRACKETED]** sections, the better your results will be. Include context, examples, and desired outcomes.

THE LIBRARY AT A GLANCE

	Content Creation Prompts	N° 1-15	15 prompts	p. 4
	Business Services Prompts	N° 16-25	10 prompts	p. 13
	Personal Tools Prompts	N° 26-30	5 prompts	p. 21
	Research & Data Prompts	N° 31-33	3 prompts	p. 25
	Universal Prompts	N° 34-37	4 prompts	p. 28



SECTION 01

Content Creation Prompts

Newsletters, social media, video scripts, SEO articles, email sequences, product copy, ads, press releases, and case studies — everything you need to create content that performs.

15 PROMPTS · N° 1-15

[01](#) Newsletter Writer - Full Issue Generator[02](#) Newsletter - Curated Links Section[03](#) Social Media - Month of Posts[04](#) Social Media - Single Post Variations[05](#) YouTube Script - Full Video[06](#) YouTube Script - Hook Variations[07](#) SEO Blog Post - Complete Article[08](#) SEO - Meta Titles & Descriptions[09](#) Email Sequence - Welcome Series[10](#) Email - Single Promotional Email[11](#) Product Descriptions - E-commerce[12](#) Instagram Captions - Batch Creation[13](#) Ad Copy - Facebook/Instagram Ads[14](#) Press Release - Product Launch[15](#) Case Study - Customer Success Story

1 Newsletter Writer - Full Issue Generator



I need you to write a newsletter issue for [NICHE/INDUSTRY] professionals.

- **TARGET AUDIENCE:** [describe your audience]
- **NEWSLETTER NAME:** [your newsletter name]
- **tone:** [professional/casual/witty/educational]

Please include:

- 1 Catchy subject line (under 50 characters)
- 2 Opening hook (2-3 sentences that grab attention)
- 3 Main story/article (300-400 words on [TOPIC])
- 4 3 quick news items from this week in [INDUSTRY]
- 5 Tool/resource recommendation
- 6 Closing CTA

Format it ready to copy-paste into email platform.

2 Newsletter - Curated Links Section



Create a "What We're Reading" section for my [INDUSTRY] newsletter.

Find and summarize 5 articles/resources from this week about:

- [Topic 1]
- [Topic 2]
- [Topic 3]

For each item provide:

- Catchy headline (rewrite the original)
- 2-sentence summary
- Why it matters to [TARGET AUDIENCE]
- Link placeholder [URL]

Make it scannable and engaging.

3 Social Media - Month of Posts



Create 20 social media posts for [BUSINESS TYPE: e.g., dental practice, gym, cafe].

BUSINESS INFO:

- **Industry:** [industry]
- **Target audience:** [audience]
- **Unique selling point:** [USP]
- **Location:** [if relevant]

POST MIX:

- 8 educational posts (tips, how-tos)
- 5 engagement posts (questions, polls, fill-in-blank)
- 4 promotional posts (services, offers)
- 3 behind-the-scenes/culture posts

For each post provide:

- 1 Caption (150 characters max for Instagram)
- 2 Suggested image description
- 3 5-10 relevant hashtags
- 4 Best time to post

Format: Ready to schedule.

4 Social Media - Single Post Variations



I need to announce [ANNOUNCEMENT: new service/product/hire/milestone].

Create 5 different versions of this announcement for:

- 1 LinkedIn (professional tone, 200 words)
 - 2 Instagram (casual, visual, emojis, 150 chars)
 - 3 Twitter/X (punchy, 280 chars max)
 - 4 Facebook (friendly, longer form, 250 words)
 - 5 TikTok script (conversational, 30-second video)
- **Key points to include:** [list 3-5 key points]

Make each platform-optimized and ready to post.

■ **Power Tip:** Give the AI 2–3 real example posts you love — it will match your voice far better than any adjective can.

5 YouTube Script - Full Video

Write a YouTube script for a [LENGTH]-minute video.

- **VIDEO TOPIC:** [your topic]
- **CHANNEL NICHE:** [your niche]
- **TARGET AUDIENCE:** [describe viewers]
- **VIDEO GOAL:** [educate/entertain/sell/explain]

SCRIPT STRUCTURE:

- 1 HOOK (0:00-0:15): Grab attention immediately
- 2 INTRO (0:15-0:45): What they'll learn, why it matters
- 3 MAIN CONTENT (split into 3-5 sections with timestamps)
- 4 EXAMPLES/STORIES (make it relatable)
- 5 CONCLUSION (recap + CTA)

Include:

- [BRACKETS] for B-roll suggestions
- Emphasis on KEY POINTS
- Natural speaking rhythm (contractions, pauses)
- Engagement cues (ask viewers to comment)

Make it conversational, not robotic.

6 YouTube Script - Hook Variations

Create 10 different opening hooks (first 15 seconds) for a YouTube video about [TOPIC].

- **VIDEO PREMISE:** [brief description]

For each hook provide:

- 1 The exact words to say
- 2 Suggested visual/B-roll
- 3 Why this hook works (psychological trigger used)

HOOK TYPES TO INCLUDE:

- | | |
|-----------------------------|----------------------------|
| ■ Question hook | ■ Curiosity gap |
| ■ Shocking statement | ■ Pattern interrupt |
| ■ Personal story teaser | ■ Controversy/debate |
| ■ "Avoid this mistake" hook | ■ Before/after |
| ■ Results preview | ■ Direct value proposition |

Make them punchy and skip-proof.

7 SEO Blog Post - Complete Article



Write a complete SEO blog post.

- **TARGET KEYWORD:** [your keyword]
- **SEARCH INTENT:** [informational/commercial/transactional]
- **TARGET AUDIENCE:** [describe readers]
- **WORD COUNT:** [1500/2000/2500]

ARTICLE STRUCTURE:

- 1 SEO Title (60 chars, include keyword)
- 2 Meta Description (155 chars, include keyword + CTA)
- 3 Introduction (100-150 words, hook + what they'll learn)
- 4 H2 Section 1: [topic]
 - 5 2-3 H3 subsections with content
- 6 H2 Section 2: [topic]
 - 7 2-3 H3 subsections with content
- 8 H2 Section 3: [topic]
 - 9 2-3 H3 subsections with content
- 10 Conclusion (100 words, recap + CTA)
- 11 FAQ section (5 questions answered)

REQUIREMENTS:

- Natural keyword placement (don't stuff)
- Internal linking suggestions [brackets]
- External link opportunities
- Short paragraphs (2-3 sentences max)
- Bullet points and numbered lists
- Conversational but authoritative tone

8 SEO - Meta Titles & Descriptions



Create 10 variations of SEO meta titles and descriptions for:

- **PAGE TOPIC:** [your topic]
- **TARGET KEYWORD:** [keyword]
- **BUSINESS/SITE:** [your business]

For each variation provide:

- Title (55-60 characters, include keyword)
- Description (150-155 characters, include keyword + CTA)
- Emotional trigger used (curiosity/urgency/benefit/social proof)

Make them click-worthy while staying honest and relevant.



9 Email Sequence - Welcome Series

Create a 5-email welcome sequence for new subscribers to [BUSINESS/NEWSLETTER] .

SUBSCRIBER INFO:

- **They signed up for:** [lead magnet/newsletter/update]
- **Target audience:** [describe]
- **Your offer:** [product/service you'll eventually pitch]

EMAIL 1 (Immediate):

- Subject line
- Deliver promised content
- Set expectations
- Soft intro to you/brand

EMAIL 2 (Day 2):

- Subject line
- Valuable tip/insight
- Build relationship
- No selling

EMAIL 3 (Day 4):

- Subject line
- Story or case study
- Show results possible
- Soft mention of offer

EMAIL 4 (Day 7):

- Subject line
- Address common objection
- More value
- Introduce offer

EMAIL 5 (Day 10):

- Subject line
- Clear pitch
- Benefits, features, CTA
- Urgency or bonus

For each email: Subject + 200-300 word body + CTA.

■ **Power Tip:** Paste the full prompt once, then simply reply "Now write Email 2" — the AI keeps all the context and you avoid re-explaining the setup.

10 Email - Single Promotional Email



Write a sales email for [PRODUCT/SERVICE] .

OFFER DETAILS:

- **What you're selling:** [product/service]
- **Price:** [price]
- **Target audience:** [who needs this]
- **Main benefit:** [primary value]
- **Unique angle:** [what makes it different]

EMAIL COMPONENTS:

- 1 5 subject line options (A/B test ready)
 - 2 Preview text (40-50 chars)
 - 3 Opening hook (empathy or pain point)
 - 4 The problem (agitate slightly)
 - 5 The solution (your offer)
 - 6 Benefits (3-5 bullet points)
 - 7 Social proof (testimonial placeholder)
 - 8 Clear CTA (what to do next)
 - 9 P.S. (urgency or bonus)
- **TONE:** [conversational/professional/urgent/friendly]
 - **LENGTH:** 300-400 words

Make it persuasive without being pushy.

11 Product Descriptions - E-commerce



Write 5 product descriptions for [PRODUCT TYPE] .

PRODUCT INFO:

- **Name:** [product name]
- **Category:** [category]
- **Key features:** [list 5-7 features]
- **Benefits:** [list 3-5 benefits]
- **Target customer:** [who buys this]
- **Price point:** [budget/mid/premium]

For EACH description provide:

- 1 Headline (10 words max, benefit-focused)
- 2 Opening hook (1-2 sentences)
- 3 Feature bullets (5-7 items)
- 4 Benefit-driven paragraph (50 words)
- 5 Social proof element (how many sold, rating)
- 6 Urgency element (if applicable)
- 7 SEO keywords naturally included

VARIATION STYLES:

- **Version 1:** Professional/technical
- **Version 2:** Lifestyle/emotional
- **Version 3:** Problem/solution focused
- **Version 4:** Feature-heavy (for researchers)
- **Version 5:** Short/scannable (mobile-optimized)

12 Instagram Captions - Batch Creation



Create 15 Instagram captions for [BUSINESS TYPE / NICHE] .

BUSINESS INFO:

- **Niche:** [your niche]
- **Target audience:** [describe]
- **Brand voice:** [personality traits]
- **Goals:** [engagement/sales/awareness/education]

CAPTION MIX:

- 5 educational (teach something)
- 5 engagement (questions, fill-in-blank, tag a friend)
- 3 storytelling (personal story or customer story)
- 2 promotional (soft sell your offer)

For EACH caption include:

- 1 Hook first line (grab attention in feed)
- 2 Main caption (100-150 words)
- 3 CTA (what to do: comment, share, click bio)
- 4 10-15 relevant hashtags (mix of sizes)
- 5 Suggested post type (carousel/reel/single image)

Make them authentic, not salesy.

13 Ad Copy - Facebook/Instagram Ads



Create Facebook/Instagram ad copy for [PRODUCT/SERVICE] .

CAMPAIGN INFO:

- **Offer:** [what you're selling]
- **Audience:** [who you're targeting]
- **Campaign goal:** [awareness/consideration/conversion]
- **Budget level:** [small/medium/large]

Create 3 complete ad variations:

FOR EACH AD:

- 1 Primary text (125 characters - what shows in feed)
- 2 Headline (40 characters)
- 3 Description (30 characters)
- 4 CTA button text
- 5 Image/video description
- 6 Targeting suggestions

AD VARIATION STYLES:

- **Ad 1:** Problem/agitate/solve
- **Ad 2:** Social proof/testimonial focus
- **Ad 3:** Direct benefit/offer focus

Make them scroll-stopping and conversion-focused.

14 Press Release - Product Launch



Write a press release for [COMPANY] announcing [NEWS/LAUNCH].

DETAILS:

- **Company name:** [name]
- **Location:** [city, state]
- **News:** [what you're announcing]
- **Why it matters:** [significance]
- **Quote source:** [CEO name/title]
- **Launch date:** [date]
- **Availability:** [where/how to get it]

PRESS RELEASE FORMAT:

- 1 Headline (compelling, under 80 chars)
- 2 Subheadline (additional context, 120 chars)
- 3 Dateline: [CITY, State, Date]
- 4 Lead paragraph (who, what, when, where, why - 50 words)
- 5 Body paragraphs (expand on the news - 200 words)
- 6 Quote from executive (60-80 words)
- 7 Company background (boilerplate - 100 words)
- 8 Call to action (where to learn more)
- 9 Media contact information

Write in AP style, third person, newsworthy tone.

15 Case Study - Customer Success Story



Write a case study about [CLIENT/CUSTOMER] success with [PRODUCT/SERVICE].

CLIENT INFO:

- **Company/Person:** [name]
- **Industry:** [industry]
- **Challenge they faced:** [problem]
- **Solution provided:** [what you did]
- **Results achieved:** [specific metrics]
- **Timeframe:** [how long]

CASE STUDY STRUCTURE:

- 1 Title: How [Client] achieved [Result] using [Solution]
- 2 Executive Summary (100 words)
- 3 The Challenge (150 words)
 - 4 Situation before
 - 5 Pain points
 - 6 What they tried before
- 7 The Solution (200 words)
 - 8 What you provided
 - 9 Implementation process
 - 10 Key features used
- 11 The Results (150 words)
 - 12 Specific metrics (X% increase, \$Y saved)
 - 13 Qualitative benefits
 - 14 Timeline
- 15 Customer Quote (50-80 words)
- 16 Key Takeaways (3-5 bullet points)

Make it story-driven with data to back it up.



SECTION 02

Business Services Prompts

Resumes, cold outreach, proposals, meeting notes, competitor research, brand naming, customer support, and sales scripts — AI that helps you run the business.

10 PROMPTS · N° 16-25

[16](#) Resume Optimization - ATS-Friendly[17](#) Resume - Achievement Bullet Points[18](#) Cold Email - B2B Outreach[19](#) Cold Email - Personalization Research[20](#) Business Proposal - Client Project[21](#) Meeting Notes - Action Items Extraction[22](#) Market Research - Competitor Analysis[23](#) Business Name Generator - Brand Naming[24](#) Customer Support - Response Templates[25](#) Sales Script - Discovery Call

16 Resume Optimization - ATS-Friendly



Optimize this resume for [JOB TITLE] position.

JOB DESCRIPTION:

- [Paste job description here]

CURRENT RESUME:

- [Paste current resume here]

OPTIMIZATION TASKS:

- 1 Extract 15-20 key skills/keywords from job description
- 2 Rewrite bullet points to include these keywords naturally
- 3 Quantify achievements where possible (%, \$, numbers)
- 4 Match job title format
- 5 Optimize summary/objective for this specific role
- 6 Suggest skills section improvements
- 7 Format for ATS compatibility (no tables, simple formatting)
- 8 Create "tailoring notes" explaining changes made

Provide:

- ATS Optimization Score (estimate 1-100)
- Keyword match percentage
- Rewritten sections
- Areas still needing improvement

17 Resume - Achievement Bullet Points



Transform these resume bullet points from task-focused to achievement-focused.

CURRENT BULLETS:

- [Paste their current bullet points]

JOB CONTEXT:

- **Role:** [their job title]
- **Industry:** [industry]
- **Key responsibilities:** [list main duties]

For EACH bullet point, rewrite using this formula:

- [Action Verb] + [What you did] + [How you did it] + [Quantifiable result]

Examples:

- Managed social media → Grew Instagram following 312% (0 to 15K) in 6 months through daily engagement and UGC campaigns
- Handled customer service → Resolved 50+ customer inquiries daily, maintaining 4.9/5 satisfaction rating and reducing response time by 40%

Provide 2-3 variations per bullet so they can choose the best fit.

18 Cold Email - B2B Outreach



Write a cold email sequence for [YOUR SERVICE] targeting [PROSPECT TYPE] .

YOUR INFO:

- **Service:** [what you offer]
- **Target:** [who you're reaching out to]
- **Value prop:** [main benefit]
- **Differentiator:** [why you vs. competitors]

CREATE 3-EMAIL SEQUENCE:

EMAIL 1 (Initial outreach):

- Subject line (personalized, curiosity-driven)
- 75-100 words
- Problem they likely have
- Soft question or value offer
- No hard pitch yet

EMAIL 2 (Follow-up Day 3):

- Subject line (reference first email)
- 50-75 words
- Share quick insight or tip
- Build credibility
- Soft CTA (reply with interest)

EMAIL 3 (Follow-up Day 7):

- Subject line (breakup email approach)
- 40-60 words
- Assume they're not interested
- Last piece of value
- Easy out ("should I close your file?")

Keep it conversational, not salesy. Personalization placeholders: [FIRST_NAME], [COMPANY], [RECENT_ACCOMPLISHMENT]

19 Cold Email - Personalization Research



I'm about to cold email [COMPANY NAME] offering [YOUR SERVICE] .

Research this company and help me personalize the email:

FIND AND SUMMARIZE:

- 1 Recent company news (funding, launches, hires, expansions)
- 2 Pain points in their industry right now
- 3 Their current [relevant area: marketing, hiring, tech stack]
- 4 Decision maker: [NAME if known] - their background, recent posts
- 5 Potential trigger events (why reach out NOW)
- 6 Competitors they likely watch
- 7 Their company values/culture (from website/social)

Then write:

- 3 personalized opening lines I could use
- 1 relevant insight I can share
- 1 specific value I can offer based on their situation

Make it feel researched, not generic.

20 Business Proposal - Client Project



Create a business proposal for [CLIENT] for [PROJECT] .

PROJECT DETAILS:

- **Client name:** [company/person]
- **Project:** [what they need]
- **Their goals:** [what they want to achieve]
- **Timeline:** [deadline or duration]
- **Your proposed solution:** [your approach]
- **Investment:** [your pricing]

PROPOSAL STRUCTURE:

- 1 Cover letter (warm, personal, 150 words)
- 2 Executive Summary (the win for them, 100 words)
- 3 Understanding of Need (show you get their problem, 150 words)
- 4 Proposed Solution (your approach, 200 words)
- 5 Scope of Work (detailed deliverables, bullet points)
- 6 Timeline (phases with dates)
- 7 Investment (pricing breakdown)
- 8 Why Us (credentials, past results, 100 words)
- 9 Next Steps (clear CTA)
- 10 Terms & Conditions (payment, revisions, etc.)

Make it benefits-focused, not features-focused.

21 Meeting Notes - Action Items Extraction



Summarize this meeting and extract action items.

MEETING RECORDING/TRANSCRIPT:

- [Paste transcript or notes here]

MEETING CONTEXT:

- **Topic:** [meeting subject]
- **Attendees:** [list participants]
- **Date:** [date]

PROVIDE:

- 1 Executive Summary (3-4 sentences of key discussion points)
- 2 Decisions Made (bullet list)
- 3 Action Items (format below)
- 4 Open Questions/Parking Lot items
- 5 Next Meeting: [if scheduled]

ACTION ITEM FORMAT:

- [] [Task] - Owner: [Name] - Due: [Date] - Priority: [High/Med/Low]

Make action items specific and assignable.

22 Market Research - Competitor Analysis



Conduct a competitive analysis for [YOUR COMPANY/PRODUCT] in [INDUSTRY] .

YOUR INFO:

- **Product/Service:** [what you offer]
- **Target market:** [your audience]
- **Current positioning:** [how you position yourself]

COMPETITORS TO ANALYZE:

- 1 [Competitor 1]
- 2 [Competitor 2]
- 3 [Competitor 3]

FOR EACH COMPETITOR PROVIDE:

- 1 Products/Services offered
- 2 Pricing strategy
- 3 Target audience
- 4 Unique selling proposition
- 5 Marketing channels used
- 6 Strengths (what they do well)
- 7 Weaknesses (gaps we can exploit)
- 8 Customer reviews (common complaints)
- 9 Recent changes or news

Then create:

- Competitive positioning matrix
- Our differentiation opportunities (5 specific ways we can stand out)
- Threats to watch
- Opportunities to capture

Be specific and actionable.

23 Business Name Generator - Brand Naming



Generate business name ideas for [BUSINESS DESCRIPTION] .

BUSINESS INFO:

- **Industry:** [your industry]
- **Products/Services:** [what you offer]
- **Target audience:** [who you serve]
- **Brand personality:** [adjectives: modern, trustworthy, playful, etc.]
- **Key values:** [what you stand for]

GENERATE 30 NAME IDEAS across these categories:

- 1 Descriptive names (5) - clearly state what you do
- 2 Invented names (5) - made-up words, brandable
- 3 Compound names (5) - two words combined
- 4 Metaphor names (5) - symbolic, evocative
- 5 Founder names (5) - personal touch
- 6 Acronym names (5) - initials that mean something

For EACH name provide:

- The name
- .com domain availability (assume - I'll verify)
- Pros (why it works)
- Cons (potential issues)
- Tagline suggestion

Prioritize: memorable, easy to spell, not too similar to existing brands.

24 Customer Support - Response Templates



Create customer support response templates for [BUSINESS TYPE] .

- **BUSINESS:** [your business]
- **COMMON ISSUES:** [list 5-10 common customer problems/questions]

Create templates for:

1. ORDER ISSUES

- Order not received
- Wrong item received
- Damaged product
- Order cancellation request

2. ACCOUNT ISSUES

- Password reset
- Account access problems
- Subscription changes
- Billing questions

3. PRODUCT QUESTIONS

- How to use [product]
- Compatibility questions
- Feature requests
- Availability questions

4. GENERAL

- Thank you for feedback
- Escalation needed
- Cannot fulfill request
- Follow-up check-in

For EACH template:

- Subject line
- Greeting
- Body with [PLACEHOLDER] for personalization
- Solution/next steps
- Closing
- **Tone:** [empathetic/professional/friendly]

Make them helpful and human, not robotic.

■ **Power Tip:** Add your actual refund policy and tone guidelines — support templates only sound human when the AI knows your real constraints.

25 Sales Script - Discovery Call



Create a discovery call script for selling [YOUR SERVICE/PRODUCT] .

OFFER INFO:

- **Service:** [what you sell]
- **Price range:** [your pricing]
- **Ideal client:** [who needs this]
- **Common objections:** [list 3-5]

SCRIPT STRUCTURE:

- 1 Opening (build rapport, 2 min)
- 2 Set agenda (what we'll cover, 1 min)
- 3 Discovery questions (10-15 questions, 15 min)
- 4 Present solution (based on their answers, 10 min)
- 5 Address objections (handle pushback, 5 min)
- 6 Close (ask for the sale, 3 min)
- 7 Next steps (if yes or no, 2 min)

For DISCOVERY QUESTIONS include:

- Open-ended questions about their situation
- Pain point questions
- Budget qualification
- Decision-making process
- Timeline questions
- Success criteria

Include:

- Transition phrases between sections
- Objection handling scripts
- Closing questions

Make it conversational, not rigid.

■ **Power Tip:** Rehearse the discovery questions out loud. If any question feels awkward to ask, rewrite it in the prompt before your next call.



SECTION 03

Personal Tools Prompts

Career coaching, meal planning, study guides, habit building, and travel planning — put AI to work on everyday life.

5 PROMPTS · N° 26-30

[26](#) Career Coaching - Skills Gap Analysis[27](#) Meal Planning - Weekly Menu[28](#) Study Guide - Topic Breakdown[29](#) Habit Formation - 30-Day Challenge[30](#) Travel Itinerary - Trip Planning

26 Career Coaching - Skills Gap Analysis

Help **[CLIENT NAME]** identify skills needed for **[TARGET ROLE]**.

CURRENT SITUATION:

- **Current role:** **[their current job]**
- **Target role:** **[where they want to be]**
- **Years of experience:** **[number]**
- **Industry:** **[current industry]**
- **Desired industry:** **[target industry if different]**

ANALYZE:

- 1 Research **[TARGET ROLE]** requirements
- 2 List required skills (technical + soft skills)
- 3 Compare to their current skills
- 4 Identify gaps

PROVIDE:

- 1 Skills Match Matrix (have/don't have)
- 2 Priority Skills (must-have vs. nice-to-have)
- 3 90-Day Learning Plan:
 - 1 Month 1: **[skills to develop + resources]**
 - 2 Month 2: **[skills to develop + resources]**
 - 3 Month 3: **[skills to develop + resources]**
- 7 Recommended certifications or courses
- 8 Portfolio projects to build these skills
- 9 Networking strategy for this role

Make the plan specific and actionable.

27 Meal Planning - Weekly Menu

Create a 7-day meal plan.

DIETARY INFO:

- **Diet type:** **[omnivore/vegetarian/vegan/keto/paleo/etc.]**
- **Allergies:** **[list any]**
- **Dislikes:** **[foods to avoid]**
- **Servings:** **[number of people]**
- **Cooking skill:** **[beginner/intermediate/advanced]**
- **Time available:** **[quick meals or can spend time]**
- **Goals:** **[weight loss/muscle gain/maintenance/health]**

FOR EACH DAY PROVIDE:

- Breakfast (with calories and macros)
- Lunch (with calories and macros)
- Dinner (with calories and macros)
- 2 snacks
- Total daily: calories, protein, carbs, fats

ALSO INCLUDE:

- 1 Grocery shopping list (organized by store section)
 - 2 Meal prep Sunday guide (what to prep ahead)
 - 3 Quick substitutions (if missing an ingredient)
 - 4 Leftover plan (minimize waste)
- **Daily calorie target:** **[if specified]**
 - **Macro split:** **[if specified]**

28 Study Guide - Topic Breakdown

Create a study guide for [SUBJECT/TOPIC] .

- **SUBJECT:** [what they're studying]
- **EXAM DATE:** [if applicable]
- **CURRENT KNOWLEDGE:** [beginner/intermediate/advanced]
- **STUDY TIME AVAILABLE:** [hours per week]

CREATE:

- 1 Topic Breakdown (main topics and subtopics)
- 2 Study Schedule (week-by-week plan until exam)
- 3 Key Concepts to Master (priority order)
- 4 Practice Questions (20 questions with answers)
- 5 Memory Techniques (mnemonics for complex info)
- 6 Study Methods (best approach for this subject)
- 7 Resources (books, videos, websites)
- 8 Self-Assessment Checklist

For each main topic:

- Learning objectives
- Estimated study time
- Difficulty level
- Connection to other topics

Make it comprehensive yet manageable.

29 Habit Formation - 30-Day Challenge

Design a 30-day habit-building challenge for [HABIT] .

- **HABIT:** [what they want to build]
- **WHY:** [their motivation]
- **CURRENT SITUATION:** [starting point]
- **OBSTACLES:** [what might get in the way]

CREATE:

- 1 Habit Stacking (link to existing habit)
- 2 30-Day Progressive Plan:
 - 3 Week 1: [mini version of habit]
 - 4 Week 2: [slight increase]
 - 5 Week 3: [full habit]
 - 6 Week 4: [solidify]
- 7 Daily Checklist/Tracker
- 8 Trigger Design (what reminds them)
- 9 Reward System (celebrate wins)
- 10 Obstacle Solutions (if-then plans)
- 11 Accountability Method
- 12 Relapse Recovery Plan

For EACH DAY provide:

- The specific action
- Time commitment
- Difficulty (easy/medium/hard)
- Motivational reminder

Make it start ridiculously easy to ensure early wins.

30 Travel Itinerary - Trip Planning



Plan a complete travel itinerary for [DESTINATION] .

TRIP DETAILS:

- **Destination:** [city/country]
- **Duration:** [number of days]
- **Travel dates:** [dates if known]
- **Travelers:** [solo/couple/family/group]
- **Budget:** [budget/mid-range/luxury]
- **Interests:** [food/history/nature/adventure/culture/shopping]
- **Pace:** [relaxed/moderate/packed]

FOR EACH DAY CREATE:

- Morning activity (with address, hours, cost)
- Lunch spot (with reservation tips)
- Afternoon activity
- Dinner recommendation
- Evening option
- Getting around (transport between spots)
- Time estimates
- Backup options (if weather bad)

ALSO INCLUDE:

- 1 Pre-trip prep (visa, vaccinations, packing list)
- 2 Where to stay (area recommendations)
- 3 Money tips (budget breakdown)
- 4 Safety considerations
- 5 Local customs/etiquette
- 6 Essential phrases (if language barrier)
- 7 Hidden gems (off-beaten-path spots)
- 8 Food must-tries

Make it balanced - not too rushed.

■ **Power Tip:** Include your real travel dates and a rough daily budget — itineraries improve dramatically when the AI has actual constraints to plan around.



SECTION 04

Research & Data Prompts

Trend analysis, scam detection, and grant research — use AI to gather evidence, spot red flags, and make smarter decisions.

3 PROMPTS · N° 31-33

31 Trend Analysis - Industry Monitoring

32 Scam Detection - Offer Analysis

33 Grant Research - Opportunity Finder

31 Trend Analysis - Industry Monitoring

Analyze current trends in [INDUSTRY] for [TIME PERIOD].

- **INDUSTRY:** [specific industry]
- **FOCUS AREAS:** [what aspects to track]
- **AUDIENCE:** [who will read this]

RESEARCH AND REPORT:

- | | | | |
|--|--------------------------------------|---------------------------------|----------------------------------|
| 1 Emerging Trends (5-7 trends with evidence) | 3 Technologies Impacting Industry | 5 Consumer Behavior Shifts | 7 Investment/Funding Activity |
| 2 Declining Trends (what's fading) | 4 Regulatory Changes (if applicable) | 6 Competitive Landscape Changes | 8 Predictions for Next 12 Months |

For EACH TREND provide:

- What it is (clear explanation)
- Why it matters (impact)
- Who's leading (companies/people driving it)
- Timeline (when will it peak)
- Opportunity rating (1-10)
- Threat level (1-10)
- Action items (what to do about it)

Include data points and specific examples.

32 Scam Detection - Offer Analysis

Analyze this [INVESTMENT/OFFER/OPPORTUNITY] for legitimacy and red flags.

OFFER DETAILS:

- [Paste offer information, sales page, pitch, etc.]

COMPANY/PERSON BEHIND IT:

- [Name, background if known]

ANALYZE:

- | | |
|--|--|
| 1 Business Model Analysis | |
| 2 How do they make money? | |
| 3 Is it sustainable? | |
| 4 Who pays whom? | |
| 5 Claims Verification | |
| 6 What specific claims are made? | |
| 7 Are they realistic? | |
| 8 Any proof provided? | |
| 9 Red Flag Checklist (check for): | |
| 10 Guaranteed returns | 14 Unverifiable testimonials |
| 11 Pressure tactics | 15 Complex compensation plans |
| 12 Unclear fee structure | 16 Limited-time pressure |
| 13 Too good to be true promises | 17 Request for upfront payment |
| 18 Legitimacy Check | |
| 19 Company registration status | 21 Online reviews (patterns in complaints) |
| 20 Better Business Bureau rating | 22 Social media presence authenticity |
| | 23 Leadership background |
| 24 Risk Assessment (1-10 scale) | |
| 25 Recommendation (avoid/proceed with caution/seems legit) | |

Be objective and thorough.

33 Grant Research - Opportunity Finder



Find grant opportunities for [ORGANIZATION/PROJECT] .

ORGANIZATION:

- **Type:** [nonprofit/research/small business/etc.]
- **Mission:** [what you do]
- **Location:** [city, state]
- **Annual budget:** [size]

PROJECT SEEKING FUNDING:

- **Description:** [what needs funding]
- **Budget needed:** [amount]
- **Timeline:** [when needed]
- **Impact:** [who/what benefits]

RESEARCH:

- 1 Federal Grants (list 5-10 with eligibility)
- 2 State/Local Grants (list 5-10)
- 3 Private Foundations (list 10-15)
- 4 Corporate Giving Programs (list 5-10)

FOR EACH GRANT PROVIDE:

- | | |
|--------------------------|--|
| ■ Grant name and funder | ■ Competition level (low/med/high) |
| ■ Funding amount (range) | ■ Match percentage (fit to our project: %) |
| ■ Eligibility criteria | ■ Application requirements |
| ■ Deadline | ■ Success tips |

Prioritize by likelihood of success + funding amount.

■ **Power Tip:** Before writing any application, ask the AI to score each grant for “fit” — pursue the top three matches first to avoid dead-end applications.



SECTION 05

Universal Prompts

Brainstorming, root-cause problem solving, content repurposing, and tone adjustment — four power tools that work for any project, any industry, any goal.

4 PROMPTS · N° 34-37

34 Brainstorming - Idea Generator

35 Problem Solving - Root Cause Analysis

36 Content Repurposing - Multi-Platform

37 Tone Adjustment - Rewrite Content

34 Brainstorming - Idea Generator



I need creative ideas for [TOPIC/PROBLEM] .

CONTEXT:

- **What I'm working on:** [describe]
- **Goal:** [what success looks like]
- **Constraints:** [limitations - budget, time, resources]
- **Target audience:** [who it's for]

Generate 20 ideas using these thinking methods:

- 5 conventional ideas (tried and tested)
- 5 unconventional ideas (outside the box)
- 5 combination ideas (merge existing concepts)
- 5 opposite ideas (reverse assumptions)

For each idea provide:

- The core concept (one sentence)
- Why it could work
- Potential obstacles
- Difficulty to implement (1-10)
- Potential impact (1-10)

Then rank all 20 by: $\text{Impact} \times \text{Feasibility}$.

35 Problem Solving - Root Cause Analysis



Help me solve this problem: [DESCRIBE PROBLEM]

PROBLEM DETAILS:

- **What's happening:** [symptoms]
- **When it started:** [timeline]
- **Who's affected:** [people/dept/customers]
- **What we've tried:** [past solutions]
- **Current impact:** [cost/time/quality]

ANALYZE USING 5 WHYS:

- **Problem:** [state it]
- **Why? [first reason:** !Why? [first reason]
- **Why? [dig deeper:** !Why? [dig deeper]
- **Why? [deeper still:** !Why? [deeper still]
- **Why? [keep going:** !Why? [keep going]
- **Root cause:** [the real issue]

Then provide:

- 1 Root Cause Summary
- 2 3 Potential Solutions (short/med/long term)
- 3 For each solution:
 - 1 Implementation steps
 - 2 Resources needed
 - 3 Timeline
 - 4 Risks
 - 5 Expected outcome
- 9 Recommended approach (which solution and why)

Be systematic and thorough.

36 Content Repurposing - Multi-Platform

Repurpose this [CONTENT TYPE] into multiple formats.

ORIGINAL CONTENT:

- [Paste your content: blog post, video script, podcast episode, etc.]
- **ORIGINAL FORMAT:** [what it is now]
- **TARGET AUDIENCE:** [who it's for]

REPURPOSE INTO:

- 1 Twitter thread (10 tweets)
- 2 LinkedIn post (1500 words)
- 3 Instagram carousel (8 slides with text)
- 4 TikTok/Reel script (60 seconds)
- 5 Email newsletter section (300 words)
- 6 Infographic outline (key data points)
- 7 Podcast talking points (5 main points)
- 8 Quote graphics (5 pull quotes)

For each format:

- Adapt tone for platform
- Include engagement hooks
- Optimize for platform algorithm
- Add relevant hashtags/keywords

Make each piece standalone while maintaining core message.

37 Tone Adjustment - Rewrite Content

Rewrite this content in different tones.

ORIGINAL TEXT:

- [Paste your content]

REWRITE IN THESE TONES:

- | | | | |
|--------------------------|-------------------------|------------------------|--------------------------|
| 1 Professional/Corporate | 2 Casual/Conversational | 4 Authoritative/Expert | 6 Urgent/Action-oriented |
| | 3 Witty/Humorous | 5 Empathetic/Warm | |

For each version:

- Maintain core message
- Adjust vocabulary
- Change sentence structure
- Modify examples if needed
- Keep same length (approximately)

Show me which tone works best for [YOUR AUDIENCE/GOAL].

LEVEL UP

Bonus Tips for Better AI Results

1

Be Specific

Instead of "write a blog post," say "write a 1500-word SEO blog post about email marketing for small businesses in conversational tone."

2

Provide Context

Give the AI background information about your audience, goals, and constraints.

3

Use Examples

Show the AI examples of what you want (or don't want).

4

Iterate

If first result isn't perfect, ask AI to refine specific sections.

5

Save What Works

Keep a swipe file of your best-performing prompts.

6

Combine Prompts

Use multiple prompts in sequence for complex projects.

7

Set Constraints

Specify word count, tone, format, and structure clearly.

8

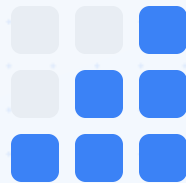
Ask for Variations

Request 3-5 options so you can choose the best one.

Ready to 10X your AI results?

Start with the prompts that match your immediate needs. Customize them for your situation. Track what works best. Soon you'll develop your own prompt-writing skills.

Good luck! ■



aiopentec

quiet product machines

30+ COPY-PASTE PROMPTS

WHAT'S INSIDE



Content Creation Prompts

N° 1-15



Business Services Prompts

N° 16-25



Personal Tools Prompts

N° 26-30



Research & Data Prompts

N° 31-33



Universal Prompts

N° 34-37

Copy. Customize. Execute.

Ready to 10X your AI results? Just copy, customize, and execute —
better outputs from ChatGPT & Claude start here.

[AIOPEN TEC . G I T H U B . I O / P R O M P T S](https://aiopentec.github.io/prompts)

GET BETTER RESULTS FROM CHATGPT & CLAUDE ■ READY-TO-USE PROMPTS FOR EVERY BUSINESS