SMALL SHIFT STUDIOS™

10 AI Prompts for Everyday Tasks.

The free starter pack for getting real things done with AI — today, on a free plan.

Works with ChatGPT and Claude · Free plans are fine

SMALLSHIFTSTUDIOS.COM

EVERYDAY PROMPTS

Ten prompts, ready to use

Swap the [brackets] for your own details. Some prompts will ask you questions first — just answer naturally. Messy answers are fine.

1 Rewrite this in my tone

Here is a sample of how I naturally write: [paste a paragraph you have written — an email, a message, anything]. Now rewrite the following so it sounds like me, keeping the meaning the same: [paste the text to rewrite]. Keep my level of formality and do not make me sound like a robot.

2 Reply to this email

AI ASKS YOU FIRST

Here is an email I received: [paste email]. I want to say: [roughly what you want to say, bullet points are fine]. Write a reply in a [friendly / professional / warm but firm] tone. Keep it short. Before you write it, ask me one question if anything important is unclear.

3 Write my social media post

AI ASKS YOU FIRST

I want to post about [topic] on [platform]. Before writing anything, ask me two quick questions: who I want to reach, and what I want them to do after reading. Then write three versions: one casual, one confident, one short and punchy.

4 Summarise this for me

Here is something long I do not have time to read properly: [paste text]. Give me: the three points that actually matter, anything I am being asked to do, and any dates or deadlines hiding in it.

5 The polite no

AI ASKS YOU FIRST

I need to decline [the request or invitation] from [person] without damaging the relationship. The real reason is [your reason — be honest, only you will see this]. Write a kind, clear message that does not over-apologise or leave the door half open unless I want it to. Ask me first: do I want to offer an alternative?

6 Untangle my to-do list

Here is everything I need to do, in no particular order: [paste your messy list]. Sort it into: must happen today, should happen this week, and can wait. Then tell me which single task to start with and why.

7 Explain it like I'm busy

Explain [topic or thing you do not understand] to me in plain language, in under 200 words, assuming I am smart but have no background in this. End with the one thing I should remember.

8 The message I keep putting off

AI ASKS YOU FIRST

There is a message I have been avoiding sending to [person] about [situation]. Ask me three questions, one at a time, to understand what is going on and what I am worried about. Then draft the message for me in a tone that is honest but kind.

9

Help me decide

AI ASKS YOU FIRST

I am trying to choose between [option A] and [option B]. Before giving any opinion, ask me what matters most to me in this decision. Then compare the options against exactly that, and tell me what you would do in my position — with your reasoning, not just the answer.

10

First draft of anything

AI ASKS YOU FIRST

I need to write [what — a bio, a listing, a letter, a caption, anything] and I am staring at a blank page. Interview me: ask three questions, one at a time, about what it is for, who will read it, and what I want them to feel. Then write me a first draft I can react to. A rough draft I can edit beats a perfect page I never start.

Liked these?

This is the starter. The full packs go deeper — 100+ prompts each, organised by the moments that actually derail your day.

etsy.com/shop/smallshiftstudios

FREE VS PAID, HONESTLY

Everything in this pack works on the free plans of ChatGPT and Claude. Paid plans remove friction if you use AI every day: more messages, stronger models, bigger uploads. Start free. Upgrade only when you feel the ceiling.

Current plans & pricing: chatgpt.com/pricing · claude.com/pricing

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AI handles the busywork, so we can do our best work.

JOIN ME ON THIS AI JOURNEY