



CHAPTER 3 · SECTION 1

300+ CHATGPT PROMPTS BUNDLE

Section 1 ? Productivity, personal assistant, research, learning & writing prompts

01

PROMPTS

Copy · Paste · Customize

02

PRACTICAL

Real-world use cases

03

WEB SOLUTIONS

AI course resource

HOW TO USE

CHAPTER 3 · 300+ CHATGPT PROMPTS BUNDLE

A professionally branded prompt library for productivity, marketing, content, business, e-commerce, freelancing and career workflows.

Create a realistic schedule that:

- Prioritizes high-impact work
- Groups similar tasks together
- Includes short breaks
- Avoids unnecessary multitasking
- Leaves some buffer time for unexpected work

Return:

1. Priority ranking
2. Time-blocked schedule
3. Top 3 must-complete tasks
4. Tasks that can be postponed

How to customize: अपनी actual task list और available hours डालें.

Example input: "Website landing page, 3 client emails, Instagram content, accounting."

Expected result: AI आपके काम को priority और time blocks में organize करेगा.

Pro tip: सभी tasks को urgent मत बताइए. इससे prioritization कमजोर हो जाएगी.

PROMPT 02 — 80/20 Task Prioritizer

What it does: सबसे ज्यादा impact वाले tasks identify करता है.

Best for: Business owners, freelancers, managers.

Analyze the following task list using an 80/20-style prioritization approach:

[TASK LIST]

For each task evaluate:

- Potential impact
- Urgency
- Effort
- Dependency
- Consequence of delaying it

Classify each task as:

- A = High priority
- B = Medium priority
- C = Low priority

Then create the recommended execution order.

Pro tip: यह prompt तब use करें जब आपके पास बहुत सारे pending tasks हों.

PROMPT 03 — Weekly Planner

Act as a productivity strategist.

My goals for this week are:
[GOALS]

My available working hours are:
[HOURS]

Existing commitments:
[COMMITMENTS]

Create a Monday-to-Sunday plan.

For each day include:

- Main objective
- Top 3 tasks
- Deep-work block
- Administrative work
- Buffer time
- End-of-day review

Keep the plan realistic rather than filling every available minute.

PROMPT 04 — Morning Planning Assistant

Help me plan today.

Tasks:
[TASKS]

Meetings:
[MEETINGS]

Deadline-sensitive work:

[DEADLINES]

Available time:
[TIME]

Give me:

1. The three most important outcomes
2. Recommended order
3. Suggested time blocks
4. What I should avoid
5. A 5-minute end-of-day review checklist

PROMPT 05 — Evening Review

Act as my productivity review assistant.

Today's completed tasks:
[COMPLETED]

Incomplete tasks:
[INCOMPLETE]

Problems encountered:
[PROBLEMS]

Review my day and provide:

- What went well
- What slowed me down
- What should change tomorrow
- Tasks to carry forward
- One productivity experiment for tomorrow

PROMPT 06 — Time Audit

Analyze how I currently spend my time:

[DAILY/WEEKLY TIME LOG]

Identify:

- High-value activities

- Low-value activities
- Repetitive activities
- Time-wasting patterns
- Possible automation opportunities

Then suggest a redesigned schedule.

PROMPT 07 — Focus Session

I have [TIME] minutes to work on:

[TASK]

Create a focused work session with:

- 5-minute preparation
- Main work blocks
- Break points
- Completion criteria
- Final review

Do not add unnecessary activities.

PROMPT 08 — Procrastination Breaker

I am procrastinating on:

[TASK]

Analyze why this task may feel difficult.

Then break it into the smallest practical actions I can start immediately.

Give me a first action that takes less than 5 minutes.

PROMPT 09 — Meeting Time Optimizer

Here are my recurring meetings:

[MEETING LIST]

Analyze them for:

- Purpose
- Frequency
- Duration
- Required participants
- Possible alternatives

Suggest which meetings could be:

- Shortened
- Combined
- Replaced with an async update
- Kept unchanged

Do not assume a meeting is unnecessary without considering its purpose.

PROMPT 10 — Task Breakdown

Break this project into actionable tasks:

PROJECT:

[PROJECT]

OBJECTIVE:

[OBJECTIVE]

DEADLINE:

[DEADLINE]

Create:

- Major phases
- Individual tasks
- Dependencies
- Suggested order
- Completion criteria
- Potential blockers

CATEGORY B — PERSONAL AI ASSISTANT

PROMPT 11 — Personal Assistant

Act as my personal productivity assistant.

Here is what I need to manage:

[INFORMATION]

Help me organize:

- Tasks
- Appointments
- Deadlines
- Follow-ups
- Important notes

Create a simple action list prioritized by importance.

PROMPT 12 — Personal Decision Assistant

Help me think through this decision:

[DECISION]

My options:

[OPTIONS]

My priorities:

[PRIORITIES]

My constraints:

[CONSTRAINTS]

Compare the options objectively.

Show:

- Advantages
- Disadvantages
- Risks
- Trade-offs

- Questions I should consider

Then provide a recommendation based only on the information provided.

PROMPT 13 — Reminder List Generator

Convert these notes into a structured reminder list:

[NOTES]

Group reminders into:

- Today
- This week
- Later
- Waiting for someone else

Include deadlines when explicitly provided.

Do not invent deadlines.

PROMPT 14 — Personal Goal Planner

Turn this goal into an actionable plan:

GOAL:

[GOAL]

CURRENT SITUATION:

[CURRENT SITUATION]

AVAILABLE TIME:

[TIME]

Create:

- Milestones
- Weekly actions
- Progress indicators
- Possible obstacles
- Review schedule

PROMPT 15 — Habit Planning Assistant

Help me design a practical habit-building plan.

Habit:
[HABIT]

Why I want it:
[REASON]

Current routine:
[ROUTINE]

Create:

- Trigger
- Smallest starting action
- Ideal timing
- Tracking method
- Common obstacles
- Recovery plan after missed days

PROMPT 16 — Personal Notes Organizer

Organize these unstructured notes:

[NOTES]

Convert them into:

1. Key ideas
2. Tasks
3. Decisions
4. Questions
5. Important information
6. Follow-ups

Do not add information that isn't contained in the notes.

PROMPT 17 — Email Inbox Prioritizer

Analyze these email subjects/snippets:

[EMAIL LIST]

Classify them as:

- Urgent
- Important
- Reply required
- Read later
- Low priority

Explain the classification briefly and suggest the order in which I should handle them.

PROMPT 18 — Follow-Up Tracker

Create a follow-up tracker from these notes:

[CONTACT/PROJECT NOTES]

Return a table with:

- Person/company
- Topic
- Last interaction
- Required follow-up
- Suggested priority
- Deadline, only if explicitly available

PROMPT 19 — Personal Weekly Review

Conduct a weekly review based on:

Completed:

[COMPLETED]

Incomplete:

[INCOMPLETE]

Important events:
[EVENTS]

Problems:
[PROBLEMS]

Goals:
[GOALS]

Return:
- Wins
- Problems
- Lessons
- Pending work
- Next week's top priorities

PROMPT 20 — Personal Knowledge Organizer

Organize the following information into a personal knowledge base:

[CONTENT]

Create categories, subcategories and concise summaries.

Identify:
- Important concepts
- Related ideas
- Actionable information
- Questions requiring further research

CATEGORY C — RESEARCH PROMPTS

PROMPT 21 — Research Plan

Act as a research strategist.

Research topic:
[TOPIC]

Research objective:
[OBJECTIVE]

Create a research plan containing:

- Main research questions
- Sub-questions
- Information required
- Recommended source types
- Source-quality criteria
- Potential biases
- Final deliverable structure

Do not invent research findings.

PROMPT 22 — Research Question Generator

I am researching:

[TOPIC]

Generate 25 high-quality research questions.

Group them into:

- Basic
- Customer
- Market
- Competitive
- Technical
- Financial
- Strategic

Prioritize questions that could materially change the final conclusion.

PROMPT 23 — Source Evaluation

Evaluate these sources:

[SOURCES]

For each source assess:

- Authority
- Relevance
- Recency
- Evidence quality
- Potential bias
- Primary vs secondary source

Do not claim a source is reliable without explaining why.

PROMPT 24 — Research Summarizer

Summarize the following research material:

[CONTENT]

Return:

- Executive summary
- Key findings
- Important evidence
- Contradictions
- Unanswered questions
- Practical implications

Do not introduce facts that are not present in the source.

PROMPT 25 — Competitor Research Framework

Create a competitor research framework for:

MARKET:

[MARKET]

PRODUCT:

[PRODUCT]

Identify what I should research about each competitor:

- Target audience
- Positioning
- Offer

- Product features
- Pricing
- Marketing channels
- Customer reviews
- Strengths
- Weaknesses
- Differentiation

Do not invent competitor information.

PROMPT 26 — Customer Research

Create a customer research questionnaire for:

PRODUCT:
[PRODUCT]

TARGET CUSTOMER:
[CUSTOMER]

My research goals are:
[GOALS]

Create 20 questions covering:

- Current problems
- Existing solutions
- Frustrations
- Desired outcomes
- Buying behavior
- Objections
- Decision factors

Avoid leading questions.

PROMPT 27 — Market Research Framework

Act as a market research consultant.

Market:
[MARKET]

Product:
[PRODUCT]

Create a framework to investigate:

- Customer segments
- Problems
- Existing solutions
- Competitors
- Distribution channels
- Market trends
- Barriers
- Opportunities

Separate facts from assumptions.

PROMPT 28 — Research Gap Finder

Review this research:

[RESEARCH]

Identify:

- What is well established
- What is uncertain
- What information is missing
- Contradictory findings
- Questions requiring additional research

Prioritize the most important gaps.

PROMPT 29 — Interview Question Generator

Create an interview guide for researching:

[TOPIC]

Interviewee:

[TYPE OF PERSON]

Research objective:
[OBJECTIVE]

Create:

- Warm-up questions
- Core questions
- Follow-up questions
- Experience-based questions
- Closing questions

Avoid questions that unnecessarily lead the participant toward a desired answer.

PROMPT 30 — Research-to-Action

Analyze these research findings:

[FINDINGS]

Convert them into:

1. Key insights
2. Business implications
3. Opportunities
4. Risks
5. Recommended actions
6. Questions requiring further validation

Clearly distinguish evidence from interpretation.

CATEGORY D — LEARNING PROMPTS

PROMPT 31 — Learn Any Topic

Act as an expert teacher.

Teach me:
[TOPIC]

My current level:
[BEGINNER/INTERMEDIATE/ADVANCED]

My goal:

[GOAL]

Create a learning path:

1. Fundamentals
2. Core concepts
3. Practical examples
4. Exercises
5. Common mistakes
6. Assessment
7. Next-level topics

PROMPT 32 — Explain Like a Beginner

Explain [TOPIC] as if I have never studied it before.

Use:

- Simple language
- Real-world analogy
- Simple example
- Practical example

Then give me:

- 5 key takeaways
- 5 questions to test my understanding

PROMPT 33 — Study Plan

Create a [NUMBER]-day study plan for:

SUBJECT:

[SUBJECT]

Current level:

[LEVEL]

Daily available time:

[TIME]

Target outcome:
[OUTCOME]

Each day must include:

- Topic
- Learning objective
- Study task
- Practice task
- Review task

PROMPT 34 — Flashcard Generator

Create [NUMBER] flashcards from:

[STUDY MATERIAL]

Format:

Question:

Answer:

Why it matters:

Prioritize concepts that are important for understanding the subject.

PROMPT 35 — Quiz Me

Act as my tutor.

Topic:

[TOPIC]

Ask me one question at a time.

After I answer:

1. Tell me whether my answer is correct.
2. Explain the correct concept.
3. Identify what I misunderstood.
4. Ask the next question.

Gradually increase the difficulty.

PROMPT 36 — Teach Through Examples

Teach me [TOPIC] using 5 progressively more realistic examples.

For each example:

- Situation
- Explanation
- Solution
- Lesson

Start very simple and gradually increase complexity.

PROMPT 37 — Find My Knowledge Gaps

I am learning:

[TOPIC]

My current understanding is:

[EXPLANATION]

Analyze my explanation and identify:

- What I understand correctly
- What is incomplete
- What is incorrect
- What I should learn next

Do not criticize unnecessarily; focus on useful corrections.

PROMPT 38 — Revision Assistant

Create a revision sheet from:

[CONTENT]

Include:

- Core concepts
- Definitions
- Important relationships
- Examples
- Common mistakes
- Quick-review questions

PROMPT 39 — Concept Connection Builder

Explain how these concepts are connected:

[CONCEPTS]

Create:

- Relationship between concepts
- Cause/effect relationships where supported
- Similarities
- Differences
- Practical example

PROMPT 40 — Learning Roadmap

Create a roadmap to become competent in:

[SKILL]

Starting level:

[LEVEL]

Target level:

[TARGET]

Divide the roadmap into:

Beginner → Intermediate → Advanced

For each stage include:

- Skills
- Projects
- Practice

- Recommended learning order
- Readiness criteria

CATEGORY E — WRITING PROMPTS

PROMPT 41 — Professional Writer

Act as a professional writer.

Write about:
[TOPIC]

Audience:
[AUDIENCE]

Purpose:
[PURPOSE]

Tone:
[TONE]

Length:
[LENGTH]

Requirements:
[REQUIREMENTS]

Create a clear, natural and well-structured piece.

Do not invent facts.

PROMPT 42 — Rewrite Naturally

Rewrite the following text:

[TEXT]

Improve:
- Clarity

- Flow
- Grammar
- Naturalness
- Readability

Preserve the original meaning.

Do not make it unnecessarily formal.

PROMPT 43 — Professional Rewrite

Rewrite this text in a polished professional style:

[TEXT]

Audience:
[AUDIENCE]

Purpose:
[PURPOSE]

Keep the message concise and confident.

Do not change facts or introduce new claims.

PROMPT 44 — Long-Form Article

Act as an experienced content writer.

Topic:
[TOPIC]

Audience:
[AUDIENCE]

Objective:
[OBJECTIVE]

Create a detailed article containing:

- Strong introduction

- Logical sections
- Practical examples
- Actionable recommendations
- Common mistakes
- Conclusion

Avoid filler and repetition.

PROMPT 45 — Storytelling

Turn this information into a compelling story:

[INFORMATION]

Audience:
[AUDIENCE]

Purpose:
[PURPOSE]

Use:

- Strong opening
- Problem
- Tension
- Turning point
- Resolution
- Lesson

Do not fabricate real-world facts or events.

PROMPT 46 — Headline Generator

Create 30 headlines for:

[CONTENT/TOPIC]

Audience:
[AUDIENCE]

Generate different styles:

- Curiosity
- Benefit
- Problem
- Educational
- Contrarian
- Direct
- Emotional

Avoid misleading clickbait.
Rank the strongest 5.

PROMPT 47 — Introduction Generator

Write 5 different introductions for:

TOPIC:
[TOPIC]

AUDIENCE:
[AUDIENCE]

Purpose:
[PURPOSE]

Create:

1. Direct
2. Story-driven
3. Question-based
4. Problem-focused
5. Curiosity-driven

Keep each introduction natural and relevant.

PROMPT 48 — Editing Assistant

Edit the following content:

[CONTENT]

Check:

- Grammar
- Spelling
- Clarity
- Structure
- Repetition
- Awkward wording
- Tone consistency

First list important issues.

Then provide the corrected version.

PROMPT 49 — Content Expansion

Expand this short piece of content:

[CONTENT]

Add useful detail, examples and explanations while preserving the original message.

Do not add unsupported facts.

Maintain this tone:

[TONE]

Target length:

[LENGTH]

PROMPT 50 — Content Compression

Shorten the following content:

[CONTENT]

Goal:

[GOAL]

Reduce unnecessary words while preserving:

- Meaning

- Important information
- Key argument
- Tone

Return:

1. Concise version
2. Ultra-short version
3. One-sentence summary

SECTION 1 — QUICK REFERENCE

Productivity

Use AI to:

PLAN → PRIORITIZE → ORGANIZE → EXECUTE → REVIEW

Research

Use AI to:

DEFINE → QUESTION → COLLECT → ANALYZE → VERIFY → ACT

Learning

Use AI to:

LEARN → PRACTICE → TEST → IDENTIFY GAPS → REVISE

Writing

Use AI to:

IDEA → OUTLINE → DRAFT → CRITIQUE → EDIT → FINALIZE

PRO TIP: Don't Just Copy Prompts

The real value of a prompt library isn't the number of prompts.

It is your ability to **adapt a prompt to your specific situation**.

For example:

Generic:

Create a marketing plan.

Customized:

Act as a performance marketing strategist. Create a 30-day marketing plan for a ₹99 digital AI prompt bundle targeting Indian freelancers and small-business owners. My primary goal is direct sales. Divide the plan into organic content, paid advertising, landing-page optimization and follow-up. For every activity provide the objective, execution steps, required asset and success metric. Avoid unrealistic claims.

The second prompt gives AI a much clearer operating environment.

YOUR PROMPT FORMULA

Whenever you don't know what to write, use:

ROLE

+

CONTEXT

+

GOAL

+

AUDIENCE

+

TASK

+

CONSTRAINTS

+

OUTPUT FORMAT

+

QUALITY CHECK

=

PROFESSIONAL PROMPT