

# Everyday AI Prompts

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Copy, paste, and edit these prompts. You do not need special setup, plugins, or paid tools.

Reminder: do not paste private, sensitive, workplace-confidential, medical, legal, financial, password, account, or personal identity information into AI tools.

How to use these

Replace anything in brackets with your own words.

Example:

“Explain [topic] in plain English.”

Could become:

“Explain property taxes in plain English.”

For important topics, use AI to get oriented, then verify with a reliable source.

Explain something simply

“Explain [topic] in plain English for someone who is brand new to it. Avoid jargon.”

“Explain [topic] using a simple everyday analogy.”

“What are the five most important things a normal person should understand about [topic]?”

“Explain the difference between [thing 1] and [thing 2] without assuming I know the background.”

“Give me a beginner-friendly overview of [topic], then list what I should ignore for now.”

Summarize and organize

“Summarize this in plain English. Give me the main point, three key details, and any action items: [paste non-sensitive text].”

“Turn these messy notes into a clean checklist: [paste non-sensitive notes].”

“Make this shorter without losing the important meaning: [paste non-sensitive text].”

“Create a simple outline from this: [paste non-sensitive text].”

“What questions should I ask after reading this? [paste non-sensitive text].”

Write a polite message

“Help me write a short, polite email about [situation]. I want to sound calm and clear, not angry. Keep it under [number] words.”

“Help me write a friendly text saying [message]. Keep it natural and not too formal.”

“Rewrite this so it sounds warmer and clearer: [paste non-sensitive draft].”

“Rewrite this so it sounds professional but not stiff: [paste non-sensitive draft].”

“Help me say no politely to [invitation/request]. I want to be kind but clear.”

“Help me ask for an update on [situation]. Keep the tone respectful and direct.”

Compare options

“Compare [option 1] and [option 2] in a simple pros-and-cons list. Do not make the decision for me.”

“I am choosing between [option 1], [option 2], and [option 3]. Ask me five practical questions that would help me decide.”

“What are the tradeoffs between [choice A] and [choice B] for an ordinary person?”

“Make a simple decision checklist for choosing [product/service]. Include things people often forget.”

Plan ordinary tasks

“Make a simple checklist for [task]. Assume I am busy and want the easiest reasonable version.”

“Help me plan [event/task] step by step. Keep it practical and not fancy.”

“Create a packing list for [trip type] for [number] days. Include common things people forget.”

“Make a weekly meal plan using [ingredients/preferences]. Keep it simple.”

“Help me break [overwhelming task] into small steps I can do over the next week.”

Learn a new topic

“Teach me the basics of [topic] in 10 minutes. Start simple. Ask me one question at the end to check whether I understood.”

“Give me a one-week beginner plan for learning [topic]. Keep it realistic.”

“What vocabulary do I need to know to understand [topic]? Define each term in plain English.”

“What are common beginner mistakes with [topic]?”

“Give me three reliable types of sources to check for learning more about [topic].”

Think more clearly

“Here is what I am thinking: [non-sensitive summary]. What assumptions might I be making?”

“Give me the strongest argument for and against [decision]. Keep it balanced.”

“What could go wrong with this plan? [paste non-sensitive plan].”

“Help me simplify this plan. What is the smallest useful next step?”

“Ask me five questions that would make this decision clearer.”

Household and life admin

“Make a checklist for calling customer service about [issue]. What information should I have ready?”

“Help me prepare questions before hiring someone for [repair/service].”

“Make a simple home maintenance checklist for [season/month].”

“Help me organize a folder of documents for [purpose]. Do not ask for private details.”

“Create a simple phone script for asking about [bill/appointment/service]. Keep it polite and clear.”

Safer scam-checking prompts

Important: AI cannot tell you for sure whether something is a scam. Use these prompts to slow down and think, then verify through official channels.

“List common warning signs in a message that asks for urgent money or account action.”

“Someone is asking me to act urgently and keep it secret. What verification steps should I take before doing anything?”

“What are safer ways to verify whether a message from a bank, delivery company, or government agency is real?”

“Create a short checklist for verifying a surprising request from a family member before sending money.”

Do not paste the full suspicious message if it contains private information, links, account numbers, or personal details.

Improve an AI answer

After AI gives an answer, try these:

“Make this shorter.”

“Use plainer English.”

“Remove jargon.”

“Give me a checklist version.”

“What might be wrong or incomplete about this?”

“What assumptions are you making?”

“Give me a calmer version.”

“Give me three options: short, medium, and detailed.”

“Tell me what I should verify before relying on this.”

A good all-purpose beginner prompt

“Help me understand [topic or situation]. Explain it in plain English. Tell me what matters, what I can ignore for now, what mistakes beginners make, and what I should verify before relying on the answer.”

Educational-only note

These prompts are general educational tools. They are not legal, financial, medical, cybersecurity, fraud-prevention, employment, or compliance advice. For serious matters, use AI to prepare and organize your thinking, then verify with qualified people or official sources.