10 AI prompts that save you an hour this week

Copy one, fill in the [brackets], paste it into any AI chat app. Each one turns a 10-minute job into a 2-minute one.

AT WORK

1 Turn notes into a clear email

Turn these notes into a short, friendly email to [who]. My goal: [what I need]. Keep it under 120 words and don't add any facts. Notes: [paste]

2 Meeting notes to action list

Here are my meeting notes. List the decisions, who does what, and every deadline, as a short checklist. Notes: [paste, private details removed]

3 Reply to a customer

Draft a warm, professional reply to this customer message. Thank them, address [the issue] and offer [next step]. Under 100 words. Message: [paste]

AT HOME

4 A week of dinners and one list

Plan 5 easy weeknight dinners for [number] people, each ready in 30 minutes, using foods we like: [list]. Avoid [allergies or dislikes]. Then give me one shopping list grouped by store aisle.

5 Decode a form or letter

Explain this letter or form simply: what it's asking, what I need to do, and by when. Text: [paste, ID and account numbers removed]

6 Untangle the family week

Here's our week: [activities, days and times]. Make a simple schedule table and flag any clashes or tight pickups.

YOUR WEEK

7 Plan my week

Here's everything on my plate this week: [list]. Sort it into must-do, should-do and can-wait, then suggest a day-by-day plan that fits about [hours] of focused time.

MONEY

8 Budget snapshot

My take-home pay is about [amount] a month. My regular bills are [list with rough amounts]. Put this in a simple table, show what's left, and point out 3 places I could most easily save.

9 Ask for a lower bill

Write a short, polite script for calling [company] to ask for a lower rate on my [bill]. I've been a customer for [time]. Include what to say if they say no.

10 Compare two options

Compare [option A] and [option B] for [what I need]. Make a table of cost, pros, cons and hidden costs, then ask me 3 questions to help me decide.

Three habits: leave out passwords, codes and account numbers · check names, dates and amounts · AI drafts, you decide.