

The Daily Prompt Card

Ready-to-use prompts for the things that come up every day.

THE BRAIN DUMP PROMPT

When you are overwhelmed and don't know where to start — pour everything in.

Step 1 — Context: "I am overwhelmed by [situation] and need help thinking through it."

Step 2 — The dump: Write every concern, task, thought, question, and uncertainty — in whatever order they come. Do not edit yourself.

Step 3 — Ask: "Please organise this into a clear structure" — or — "Pull out the action items" — or — "Help me figure out where to start."

WHEN TO USE IT

- A project that has grown too large to hold in your head
- An event or gathering you are planning
- A problem at work you can't see clearly yet
- A decision you keep going back and forth on
- A difficult conversation you need to prepare for
- Anything where the first symptom is: I don't know where to start

EVERYDAY PROMPT STARTERS

Planning	Help me plan [event/project]. Here's what I know so far: [details]. What am I missing and where should I start?
Understanding	Explain [confusing thing] to me in plain English. I have no background in this. Keep it simple and practical.
Writing a message	Help me write a [short/warm/direct] message to [person] about [situation]. Tone: [tone]. Avoid: [anything].
Comparing options	I'm deciding between [option A] and [option B]. My situation is [context]. Help me think through the tradeoffs.
Simplifying	I need to explain [complex thing] to someone who knows nothing about it. Make it simple, clear, and reassuring.
Getting unstuck	I've been putting off [task]. Here's why it feels hard: [reasons]. Help me break it into the smallest possible first step.