

Your Personal Prompt Toolkit

Write your own versions once. Use them forever.

A personal prompt toolkit is a saved collection of your most useful prompts, customised for your situation. Generic prompts give generic results. Personal prompts — built around your actual life and work — give you near-instant, useful outputs.

FILL IN YOUR TOOLKIT — PICK YOUR FIVE

1 THE DIFFICULT EMAIL PROMPT For messages you find yourself needing to write regularly but finding hard to start.	Help me write a [short/formal/warm] email to [type of person] about [situation]. My goal is [what you want them to do]. Tone: [tone]. Avoid: [anything].
2 THE PLANNING PROMPT For the type of logistics you handle most often.	Help me plan [event/project]. Here's what I know: [details]. I need a clear structure and the most important first steps.
3 THE UNDERSTANDING PROMPT For confusing documents or language you encounter often.	Explain [confusing thing] to me in plain English. I have no background in this. Make it clear and practical.
4 THE WORK SUMMARY PROMPT For your most common meeting or note type.	Turn these notes into: a 3-sentence summary, a list of action items with owners, and any open questions. Notes: [paste notes]
5 THE BRAINSTORM PROMPT For creative or strategic thinking you do regularly.	Give me [number] ideas for [topic]. My situation: [context]. I want [type of ideas]. Avoid: [anything].
6 THE DECISION PROMPT For comparisons and decisions you face most.	I'm deciding between [A] and [B]. My situation: [context]. Help me think through the tradeoffs clearly.
7 THE BRAIN DUMP PROMPT For your most common source of overwhelm.	I'm overwhelmed by [situation]. Here's everything on my mind: [dump everything]. Please organise this and tell me where to start.
8 THE VOICE CHECK PROMPT A reminder of the edits that make AI sound like you.	Review this draft and flag anywhere it sounds too formal, too generic, or not like me. I tend to [your style notes]. Make it sound more natural.

You don't need all eight. Pick five that feel most relevant to your life right now. Save them somewhere you'll actually find them — a note on your phone, a pinned doc, a sticky note. Revisit in a month. Some prompts will have evolved. That's the point.