

PERKYX

50 Free AI Prompts

for Work, Business & Everyday Life

A practical collection of ready-to-use prompts designed to help you save time, generate ideas, learn faster, and handle everyday tasks.

How to use this pack

Copy any prompt into your preferred AI assistant. Replace the text inside [square brackets] with your own information. The more useful context you provide, the more relevant the response can be.

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Tip: Treat AI output as a draft. Check important facts, calculations, legal/financial/medical information, and anything that could materially affect a decision.

Productivity & Work

Copy a prompt, replace the placeholders with your details, and refine the result as needed.

1. Act as my productivity assistant. I need to complete [task/project] by [deadline]. Break it into clear steps, estimate the effort for each step, and suggest the best order to complete them.
2. Turn this rough to-do list into a realistic daily plan: [paste list]. Prioritize urgent and high-impact tasks, group similar work together, and include short breaks.
3. Rewrite this email so it is clear, professional, friendly, and concise: [paste email]. Keep the meaning the same and suggest a strong subject line.
4. Create a meeting agenda for [meeting topic] lasting [number] minutes. Include objectives, discussion points, decisions needed, and action items.
5. Summarize the following notes into key points, decisions, deadlines, and next actions: [paste notes]. Use simple headings and do not add information that is not in the notes.
6. Help me prepare for a conversation about [topic]. Give me the main points to cover, likely questions, and concise responses I can use.
7. Create a reusable checklist for completing [work task]. Organize it into before, during, and after sections and include a final quality check.
8. Review this document or message for clarity: [paste text]. Identify anything confusing, repetitive, or missing, then provide an improved version.
9. Create a weekly planning template for someone whose main goals are [goals]. Include top priorities, appointments, focused work, admin tasks, and a weekly review.
10. Help me make a decision between [option A] and [option B]. Build a neutral comparison using these criteria: [criteria]. Highlight trade-offs and questions I should answer before deciding.

Business & Marketing

Copy a prompt, replace the placeholders with your details, and refine the result as needed.

11. Act as a small-business marketing assistant. Create a simple marketing plan for [business/product] aimed at [target audience]. Include positioning, channels, content ideas, and a 30-day action plan.
12. Write three versions of a clear value proposition for [product/service]. Focus on the customer problem, the benefit, and what makes the offer useful.
13. Create a customer persona for [product/service] using only these facts: [facts]. Include goals, frustrations, buying considerations, and questions they may ask.
14. Generate 15 ethical promotional ideas for [business/product] that provide real value and do not rely on misleading claims, fake scarcity, or spam.
15. Write a landing-page outline for [product/service]. Include headline, problem, solution, benefits, how it works, proof I can genuinely support, FAQ, and call to action.
16. Turn these product features into customer-focused benefits: [features]. Avoid exaggeration and keep each benefit specific and easy to understand.
17. Create a 4-week content calendar for [business] targeting [audience]. Include educational, trust-building, product, and engagement content.
18. Analyze this customer feedback: [paste feedback]. Group recurring themes, identify the most important problems, and suggest practical improvements.
19. Write five follow-up messages for a potential customer who asked about [service] but has not replied. Keep them polite, short, and non-pushy.
20. Brainstorm 20 digital product ideas for [audience/niche]. For each, state the problem it solves and a simple format such as PDF, checklist, template, or worksheet.

Content & Social Media

Copy a prompt, replace the placeholders with your details, and refine the result as needed.

21. Generate 20 useful content ideas about [topic] for [audience]. Mix tutorials, common mistakes, checklists, comparisons, FAQs, and quick tips.
22. Turn this topic into a short social post with a strong opening, useful body, and natural call to action: [topic]. Avoid clickbait.
23. Create five different hooks for a post about [topic]. Make them specific and curiosity-driven without making exaggerated promises.
24. Repurpose this article into one short post, one carousel outline, one email idea, and one 60-second video script: [paste article or summary].
25. Write a 60-second educational video script about [topic]. Use a simple hook, three useful points, and a concise ending.
26. Create a 7-day social content series teaching beginners about [topic]. Each day should build naturally on the previous one.
27. Improve this social caption: [paste caption]. Make it easier to read, remove filler, preserve my meaning, and give me three alternative endings.
28. Create 10 FAQ questions and answers about [topic/product] based only on these facts: [facts]. If information is missing, flag it instead of inventing an answer.
29. Give me 15 headline ideas for an article about [topic]. Use a mix of how-to, list, question, benefit-focused, and beginner-friendly formats.
30. Create a content brief for an article targeting the search topic [topic]. Include reader intent, suggested headings, questions to answer, examples to include, and a concise conclusion.

Learning & Research

Copy a prompt, replace the placeholders with your details, and refine the result as needed.

31. Teach me [topic] as a beginner. Start with the core idea, explain important terms in plain language, then give a simple example and three questions to check my understanding.
32. Create a 14-day study plan for learning [skill/topic]. I can spend [time] per day. Include daily objectives, practice, and review sessions.
33. Explain the difference between [concept A] and [concept B]. Use a simple comparison table, practical examples, and explain when each concept matters.
34. Quiz me on [topic] with 10 questions, one at a time. Do not reveal the answer until I respond. After each answer, explain briefly why it is correct or incorrect.
35. Summarize this source for study purposes: [paste text]. Separate main ideas, important details, terminology, and unanswered questions. Do not add claims not supported by the source.
36. Help me research [question]. First create a research plan listing the types of reliable sources I should look for, the key questions to answer, and common pitfalls or biases to watch for.
37. Create flashcards from these notes: [paste notes]. Use a question on the front and a concise answer on the back. Cover the most important ideas without inventing facts.
38. Explain [complex topic] using an everyday analogy, then explain where the analogy stops being accurate.
39. Review my understanding of [topic]: [write your explanation]. Point out what is correct, what may be incomplete, and what I should study next.
40. Create a practice exercise for [skill] at beginner, intermediate, and advanced level. Include clear instructions and a model answer or evaluation criteria.

Everyday Life

Copy a prompt, replace the placeholders with your details, and refine the result as needed.

41. Help me plan a realistic weekly meal schedule using these foods and preferences: [details]. Keep preparation simple, reduce waste, and create a shopping list.
42. Create a household cleaning schedule for [home size/rooms]. Divide tasks into daily, weekly, monthly, and seasonal jobs.
43. Help me plan a trip to [destination] for [number] days with a budget of [budget]. Organize a flexible itinerary and list the information I should verify before booking.
44. Create a simple monthly budget template using these income and expense categories: [details]. Separate essentials, flexible spending, savings, and irregular costs.
45. Help me compare these purchases: [options]. Use price, durability, features I actually need, ongoing costs, and value over time. Do not assume the most expensive option is best.
46. Create a packing checklist for [trip/event] lasting [duration]. Consider weather, activities, documents, electronics, clothing, and items people commonly forget.
47. Turn this goal into a practical 30-day plan: [goal]. Give me one manageable action per day and a simple way to track progress.
48. Suggest 20 low-cost activities for [family/friends/solo] based on these interests: [interests]. Include indoor and outdoor options where appropriate.
49. Help me organize this list of errands: [paste errands]. Group them by location or type, prioritize time-sensitive items, and suggest an efficient order.
50. Create a simple decision checklist for [personal decision]. Include practical factors, costs, risks, benefits, questions to ask, and a final reflection section.

Bonus: Quick Guide to Writing Better AI Prompts

1. Give the AI a clear task. Say exactly what you want: explain, summarize, compare, rewrite, brainstorm, plan, or review.
2. Add useful context. Include your goal, audience, constraints, background, examples, or source material when they matter.
3. Specify the output. Ask for a checklist, table, short email, step-by-step plan, outline, questions, or another format that is easy to use.
4. Set boundaries. Tell the AI what not to do, such as inventing facts, changing your meaning, using jargon, or exceeding a word limit.
5. Ask for a second pass. Good prompting is iterative. Ask the AI to simplify, expand, critique, reorganize, or provide alternatives after the first response.
6. Verify important information. AI can make mistakes. Check reliable sources for important facts and use qualified professionals for high-stakes advice.

Simple prompt formula

Role/Task + Context + Constraints + Desired Output

Example: Act as a planning assistant. I am organizing a two-day home renovation job for a client. The work includes [tasks]. Create a realistic schedule for two workers, identify dependencies, and format the result as a day-by-day checklist. Do not invent tasks that I have not listed.

Make it yours

The prompts in this pack are starting points. Replace the placeholders, add relevant details, and refine the result until it fits your real situation.