

10 AI Prompts for Focus & Creativity

These prompts are written so you can paste them into any AI tool. Replace the [brackets] with your own details and hit send.

A. Daily planning & focus

1. Deep-focus session planner

You are my focus coach. Help me plan a single, distraction-free work or study session. Ask me: 1) what I'm working on, 2) how much time I have, and 3) where I'm likely to get distracted. Then create a step-by-step plan for my session with clear checkpoints and 5-minute break suggestions.

2. Today's priorities in 5 minutes

Act as a productivity coach. I'll paste my full to-do list. Group my tasks into: 'Must do today', 'Nice to do', and 'Can wait'. Then propose a simple Top 3 for today and a rough schedule for when to do them.

3. Weekly review + planning

You are a weekly review guide. Ask me a few questions about the past 7 days: wins, unfinished tasks, and what felt stressful. Then: 1) summarise my week in 5 bullet points, and 2) create a short plan with 3 focus areas and one experiment to try next week."

4. Time audit for one day

Help me run a simple time audit. Ask me to list everything I did today with rough time spent for each. Then: 1) group activities into categories (deep work, admin, social, distractions, rest), 2) show an approximate percentage for each category, and 3) suggest 3 small changes to get more focused time tomorrow.

5. Morning planning routine

Design a 3-step morning planning ritual I can do in under 10 minutes. Ask what type of work or study I'm doing and what time I usually start. Then give me: 1) three quick questions to answer each morning, 2) a simple template for a daily plan, and 3) one short mantra or phrase to set my mindset.

B. Ideas, content & creativity

1. Content idea generator:

You are a content brainstorming partner. I create content about [topic / niche]. Suggest 15 specific content ideas across formats (short posts, carousels, emails, videos) that: 1) solve real problems, 2) are simple to explain, and 3) could be created in under 2 hours each.

2. Turn messy notes into gold:

I will paste a messy brain dump of ideas. Rewrite it into: 1) a clean summary in 5 bullet points, and 2) 3 concrete action items I could take this week based on those ideas.

3. Rewrite for clarity and punch:

Act as a clear-writing editor. I'll paste a paragraph I wrote. First, briefly tell me what you think I'm trying to say. Then rewrite it in simpler, more direct language, keeping my tone friendly and concise. Finally, give me 2 alternative versions with slightly different angles.

4. Idea remix prompt:

Help me remix one idea into multiple angles. I'll paste a single idea or topic. Turn it into: 1) a how-to angle, 2) a story angle, 3) a myth-busting angle, 4) a quick-tip angle, and 5) a 'mistakes to avoid' angle, each as one sentence.

5. Creative warm-up in 10 minutes:

You are a creativity coach. I have 10 minutes and I feel stuck. Ask me 3 questions about what I'm working on, then give me a short warm-up: 5 quick writing or thinking prompts that would get me out of my head and into making something.

Use these prompts whenever you feel scattered or stuck.

If you want a simple system to plug them into, check out the full Notion Daily Life System (Life OS) at:

<https://kynaruniverse.gumroad.com/l/notion-daily-life-system>