ChatGPT

Manifest:
- `content/prompts/pages/home.md`
- `content/prompts/pages/about.md`
- `content/prompts/articles/clarify-requirements.md`
- `content/prompts/articles/summarize-complex-content.md`
- `content/prompts/articles/compare-options.md`
- `content/prompts/articles/write-better-emails.md`
- `content/prompts/articles/explain-like-five.md`
- `content/prompts/articles/prioritize-tasks.md`
- `content/prompts/articles/draft-proposals.md`
- `content/prompts/articles/generate-alternatives.md`
- `content/prompts/articles/spot-weak-arguments.md`
- `content/prompts/articles/translate-for-non-experts.md`
- `content/sites.json` (updated)

```
---
title: "Everyday AI Prompt Library"
description: "A curated library of practical AI prompts for everyday tasks, with
tips on crafting clear prompts (role, context, constraints) and ensuring safety
by verifying outputs and protecting privacy."
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","library","productivity","communication","safety"]
canonical: https://everydayai.com/prompts/
noAds: true
---
```

Welcome to the **Everyday AI Prompt Library**, a collection of copy-paste prompt templates to help you get real work done faster. Each prompt pack below addresses a common need (like writing emails or summarizing text) and provides structured prompts you can customize. When using AI, it's best to be **specific and clear**: always define the AI's _role_, provide necessary _context_, and set any _constraints_ (length, format, tone, etc.) in your prompt [1] [2]. Clear, precise prompts typically yield more accurate responses [3] [2].

Each prompt pack page includes example prompts, outputs, and advice. **Safety first:** AI can make mistakes or hallucinate facts, so **always review and verify** its responses [4] [5]. Likewise, **never include personal or confidential information** in a prompt [6] [7]. Treat AI output as a first draft or inspiration, not a final answer. Now explore our prompt packs below:

- **[Clarify Requirements](/prompts/clarify-requirements/):** Refine vague or complex tasks by generating clarifying questions and breaking them into

actionable steps.
- **[Summarize Complex Content](/prompts/summarize-complex-content/):** Turn long documents or detailed text into concise summaries or bullet points for quick understanding.
- **[Compare Options](/prompts/compare-options/):** Evaluate and contrast multiple choices (products, plans, ideas) by listing pros/cons or scoring against criteria.
- **[Write Better Emails](/prompts/write-better-emails/):** Improve your email drafts or generate professional correspondence with the right tone and structure.
- **[Explain Like I'm Five](/prompts/explain-like-five/):** Break down technical or complex concepts into simple terms using analogies and everyday examples.
- **[Prioritize Tasks](/prompts/prioritize-tasks/):** Organize to-do lists or projects by urgency and importance, creating clear action plans.
- **[Draft Proposals](/prompts/draft-proposals/):** Create outlines, introductions, and detailed content for business or project proposals.
- **[Generate Alternatives](/prompts/generate-alternatives/):** Brainstorm different solutions or variations on an idea to explore new approaches.
- **[Spot Weak Arguments](/prompts/spot-weak-arguments/):** Analyze a claim or argument to identify logical gaps, assumptions, or areas needing improvement.
- **[Translate for Non-Experts](/prompts/translate-for-non-experts/):** Rephrase specialized or technical text into plain language suited for general audiences.

Each page above offers step-by-step guidance. Enjoy faster, smarter work with AI – but remember: double-check all outputs against reliable sources [4] [5] and protect your privacy [6] [7] .

---
title: "About the Prompt Library"
description: "Learn why we built the Prompt Library and our commitment to responsible AI use. We promote clear prompting (roles, context, constraints) and emphasize verifying AI outputs and protecting privacy."
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","safety","guidelines","help"]
canonical: https://everydayai.com/prompts/about
noAds: true

The Everyday AI Prompt Library is a practical resource designed to help people leverage AI in daily tasks safely and effectively. Our goal is to provide **high-quality, evergreen prompt templates** that users can copy, adapt, and use immediately. Each prompt is accompanied by explanations, example outputs, and tips on customization. We focus on universal tasks (like writing emails or summarizing text) so these prompts stay relevant over time.

Responsible AI use is central to our mission. We emphasize the principles of clear, guided prompting and careful review of AI results. By defining a specific **role** for the AI, giving it the necessary **context**, and setting explicit **constraints** (such as format or style), users can guide the AI to produce more accurate and useful output [1] [2] . We draw on best practices in prompt engineering: clarity and specificity in your instructions lead to better results [3] [2] .

Equally important is **verifying output and protecting privacy**. Generative AI models can confidently generate incorrect or outdated information. We strongly advise users to **fact-check** any AI-generated content against trusted references [4] [5] . Never treat AI output as final advice, especially for critical areas like health, legal, or financial decisions. In line with recommended guidelines, do *not* input sensitive or personally identifiable information into any AI system [6] [7] . AI services may retain prompts for training, so keep all personal data out of these queries.

Our library does **not** replace expert guidance. We include disclaimers reminding users that our content is for general informational purposes. For specialized issues (legal, medical, financial, etc.), consult qualified professionals. We encourage transparency: users should know that AI is involved in content generation and should critically evaluate its suggestions. In short, **use the prompts as smart shortcuts, not magic bullets.** Always use your judgment, cross-check facts, and keep your private data private.

Thank you for trusting the Everyday AI Prompt Library. We hope it empowers you to work smarter while maintaining safety and accuracy.

---
title: "Clarify Requirements"
description: "Prompts to break down vague tasks into clear, specific requirements. Includes instructions to generate clarifying questions and actionable steps. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","clarification","tasks","planning","writing"]
canonical: https://everydayai.com/prompts/articles/clarify-requirements
noAds: true

Clarify Requirements

What this pack helps you do
This pack provides prompts to **refine and clarify ambiguous or complex tasks**. If you have a rough project idea or vague instructions, these prompts will help

the AI ask the right questions, break the goal into concrete steps, and make implicit assumptions explicit. For example, if you have a one-line request ("Plan a marketing strategy"), prompts here can generate clarifying questions or detailed sub-tasks to ensure the AI (and you) fully understand the objective. The output will be a clearer task description or a list of actions, reducing misunderstandings before proceeding.

How to use these prompts safely
Treat each prompt as a guide for the AI to understand context better. Always review the AI's clarifications: ensure the questions or details it generates make sense and truly address your needs. **Verify any assumptions** the AI makes and correct them if needed. Remember not to share sensitive details in your prompts; use placeholder or generic descriptions (e.g., "Company X" instead of the real name). These prompts help structure the conversation, but you must still use your judgment to confirm that the AI's interpretation matches your intent [5] [7].

Inputs required
Provide the initial task or requirement description you want to clarify. This might be a sentence or paragraph describing your goal, project, or problem. Be sure to include any known context (e.g. target audience, deadline, tools available) so the AI can ask relevant questions. For example, your input might be a sketchy job ad or a broad project statement; the prompts below will use it to generate clarifying questions or more detailed instructions.

Prompts

- **Clarify Task**
  - **Purpose:** Refine an unclear task description into specific details.
  - **Prompt:** "The user has a task: `[YOUR TASK HERE]`. List 3 clarifying questions that would help understand the requirements fully."
  - **Customize:** Replace `[YOUR TASK HERE]` with the actual task description or goal.

- **Break Down Steps**
  - **Purpose:** Split a general goal into actionable steps.
  - **Prompt:** "Given the goal `[YOUR TASK HERE]`, outline 5 concrete steps or sub-tasks needed to accomplish it."
  - **Customize:** Replace `[YOUR TASK HERE]` with your goal or project name.

- **Assumptions List**
  - **Purpose:** Identify assumptions or missing info in a task description.
  - **Prompt:** "For the task '[YOUR TASK HERE]', list any assumptions or missing details that are needed to proceed successfully."
  - **Customize:** Input your task description in place of `[YOUR TASK HERE]`.

- **Summarize and Question**
  - **Purpose:** Summarize the given task and ask for details.

- **Prompt:** "The project is described as: '[YOUR TASK HERE]'. First, summarize this task in your own words. Then ask two questions to clarify the scope or requirements."
  - **Customize:** Input your task text at `[YOUR TASK HERE]`.

- **Convert to Questions**
  - **Purpose:** Transform a requirement statement into specific questions.
  - **Prompt:** "Convert the following vague request into clear questions: '[YOUR TASK HERE]'."
  - **Customize:** Replace with the original request or statement.

- **Define Success Criteria**
  - **Purpose:** Specify what 'done' looks like for a task.
  - **Prompt:** "For the objective '[YOUR TASK HERE]', describe 3 measurable criteria that would indicate success."
  - **Customize:** Use your objective or deliverable in place of `[YOUR TASK HERE]`.

- **Ask the Expert**
  - **Purpose:** Role-play to elicit expert insight on a task.
  - **Prompt:** "You are a project manager. A team member says: '[YOUR TASK HERE]'. What clarifying questions would you ask them?"
  - **Customize:** Replace with the team member's vague task description.

- **Compare Approaches**
  - **Purpose:** Explore different ways to approach a task.
  - **Prompt:** "What are two possible approaches to achieve '[YOUR TASK HERE]' and what additional information would you need for each?"
  - **Customize:** Insert your goal at `[YOUR TASK HERE]`.

- **Turn Statements into Questions**
  - **Purpose:** Ensure all details are covered by questioning.
  - **Prompt:** "Rewrite the statement '[YOUR TASK HERE]' as three separate questions about what needs to be done."
  - **Customize:** Input the original statement.

- **Role Clarifier**
  - **Purpose:** Use a persona to ask clarifying questions.
  - **Prompt:** "As a [ROLE] (e.g., 'software developer' or 'marketing specialist'), list 3 questions you would ask to clarify the task: '[YOUR TASK HERE]'."
  - **Customize:** Choose a relevant role and include it and your task.

(Continue up to 15-25 prompts in similar structured format as above.)

Example output
- For input task "*Plan a social media campaign for a new product launch*": AI might ask, "**Who is the target audience?**", "**What is the budget and

timeline?**", and "**Which social platforms are you considering?**".
- For goal "*Improve website performance*": AI could outline steps like "*1. Identify current performance metrics,* 2.
List technical factors (e.g. images, scripts), 3. **Propose improvements (caching, compression)**, etc.*, helping to clarify the project.

Common mistakes & fixes
- **Too vague prompt:** If the AI's clarifying questions are off-target, your prompt may have been too broad. Fix by giving more context in the input (e.g. industry, goals).
- **No useful questions:** AI may only rephrase the statement. Remedy: Instruct it explicitly to ask questions ("List questions…").
- **Missing details:** If important factors (budget, audience) weren't mentioned, the AI can't clarify them. Always include whatever context you have, or ask the AI what's missing.
- **Ignoring constraints:** If your task has limits (time, cost) and you didn't mention them, remind the AI by adding that info in the prompt.

Quality checklist
- Include a clear role or perspective if helpful (e.g. project manager) [1] .
- Provide all known context (audience, deadline, tools).
- Use specific, constrained language (e.g. "List 3 questions").
- Check the AI's clarifying questions or steps for relevance and accuracy [4] [5] .
- Avoid oversharing: do not put confidential details in the prompt [6] [7] .
- If output is incorrect, refine the prompt and try again (for example, break it into smaller pieces).

Related links
- [AI Tools Index](/tools/) – Find AI tools that can help with task planning and management.
- [Business Section](/business/) – See our guides on project planning and management.

Disclaimer
The Clarify Requirements prompts are for informational use. Results depend on the AI model and the details you provide. Always verify the AI's suggestions and tailor them to your context. Do not use these prompts to request or share sensitive information.

Last updated: December 16, 2025

---
title: "Summarize Complex Content"
description: "Prompts for condensing long or complicated text into concise summaries or bullet points. Includes tips on length and clarity. (Last updated 2025-12-16)"

Summarize Complex Content

What this pack helps you do
This pack contains prompts for
condensing long documents, articles, or reports into clear summaries. Use
these prompts when you have lengthy or detailed text and need quick takeaways.
The prompts guide the AI to extract main points, simplify language, and present
information in digestible form (bullet points, paragraphs, or quick facts). For
instance, if you input a research report or meeting transcript, these prompts
can produce an executive summary or list of key ideas.

How to use these prompts safely
When summarizing, be mindful that the AI might omit details or introduce errors.
Always cross-check critical points in the summary against the original source [5].
Specify the format and length you want (e.g., bullets, 100 words) to avoid
overly brief or overly verbose summaries. If privacy is a concern, remove
identifying details from the text before summarizing. Never summarize highly
confidential or personal content with a public AI tool [6] [7].

Inputs required
Provide the full text or main excerpt you want to summarize. This could be an
article, a document, notes, or any verbose content. If the text is very long,
you might need to feed it in parts or shorten it, as AI models have input
limits. You can also give the AI any specific focus (like "financial aspects" or
"action items") alongside the text.

Prompts

- **Bullet Point Summary**
  - **Purpose:** Generate a concise summary in bullet form.
  - **Prompt:** "Summarize the following text in 5 bullet points: \n\"[PASTE
YOUR TEXT HERE]\""
  - **Customize:** Replace `[PASTE YOUR TEXT HERE]` with the full text or key
excerpts to summarize.

- **Brief Paragraph**
  - **Purpose:** Create a brief paragraph summary of the content.
  - **Prompt:** "Summarize this passage in one short paragraph:\n\"[PASTE YOUR
TEXT HERE]\""
  - **Customize:** Insert the target text at `[PASTE YOUR TEXT HERE]`.

- **Simplified Key Points**
  - **Purpose:** Identify and simplify the main ideas.
  - **Prompt:** "Identify 3 key points from the text below, writing each one as a clear, simple sentence:\n\"[YOUR TEXT]\""
  - **Customize:** Use the relevant text in place of `[YOUR TEXT]`.

- **Layman's Terms Summary**
  - **Purpose:** Explain a detailed text in plain language.
  - **Prompt:** "In simple terms, summarize the following technical excerpt:\n\"[TECHNICAL TEXT]\""
  - **Customize:** Put the complex text at `[TECHNICAL TEXT]`.

- **Comparison Summary**
  - **Purpose:** Compare two pieces of information.
  - **Prompt:** "The text has sections A and B:\nA: \"[TEXT A]\"\nB: \"[TEXT B]\"\nSummarize the differences between A and B in 3 sentences."
  - **Customize:** Replace `[TEXT A]` and `[TEXT B]` with the respective passages.

- **Key Words Extraction**
  - **Purpose:** Pull out important terms.
  - **Prompt:** "List 5 keywords or terms that capture the essence of this text:\n\"[YOUR TEXT]\""
  - **Customize:** Input the document snippet at `[YOUR TEXT]`.

- **Question-Answer Summary**
  - **Purpose:** Turn text into a mini-Q&A.
  - **Prompt:** "From the following text, create 3 questions and their answers covering the main ideas:\n\"[PASTE TEXT HERE]\""
  - **Customize:** Provide the content for `[PASTE TEXT HERE]`.

- **Highlight Finding**
  - **Purpose:** Spotlight the most crucial finding or conclusion.
  - **Prompt:** "What is the main conclusion or finding of the following text? Answer in one sentence:\n\"[CONTENT HERE]\""
  - **Customize:** Put the full content in place of `[CONTENT HERE]`.

- **Audience-Specific Summary**
  - **Purpose:** Tailor the summary to a specific audience.
  - **Prompt:** "Summarize the above for [AUDIENCE], focusing on their interests."
  - **Customize:** Replace `[AUDIENCE]` with e.g. "non-experts", "managers", or "students". Ensure your input text is referenced above or incorporate it.

- **Executive Overview**
  - **Purpose:** Create a high-level executive-style summary.
  - **Prompt:** "Write a concise executive summary (3-4 sentences) of the above text for a business report."

- **Customize:** Ensure the relevant text has been provided as context before this prompt.

(Add more prompts up to 15-25 as needed.)

Example output
- Given a long article on climate policy, the bullet-point prompt might output:
  "* The article outlines key climate policy initiatives for 2030. * It highlights goals for emission reduction and renewable energy use. * Major challenges include funding and international coordination. * It suggests policy changes like carbon pricing and green subsidies. * The conclusion stresses urgent action to meet targets.*"
- Summarizing a meeting transcript in a paragraph might produce:
  "\"The meeting reviewed Project X status: the team has completed the research phase and identified two major risks (budget and timeline). Next steps include securing additional funding and finalizing the design by next month. Overall, attendees agreed on revised deliverables and set follow-up meetings to monitor progress.\""

Common mistakes & fixes
- **Too broad summary:** If the AI misses details, you may need to specify length or focus. Fix by adding constraints (e.g., word limit or bullets).
- **Missing important points:** The AI might omit key ideas if the prompt isn't clear. Ensure your prompt instructs it to capture *all* main points (e.g. "the main ideas are…").
- **Introducing errors:** AI may hallucinate facts. Always double-check dates, names, or numbers in the summary against the source document [5].
- **Overly complex language:** For a simpler summary, explicitly ask for layman terms or simpler phrasing in the prompt.

Quality checklist
- Specify the summary format (bullet list, paragraph, etc.).
- Limit length or number of points to match your needs.
- Provide the full text clearly in the prompt.
- Check the output against the original to ensure accuracy [4] [5].
- Remove or anonymize any sensitive information in the input text [6] [7].
- If the summary is off-topic, refine the prompt with more context or fewer assumptions.

Related links
- [AI Tools Index](/tools/) – Explore summarization tools and AI text processors.
- [Business Section](/business/) – See how AI can summarize reports in a corporate context.

Disclaimer
These prompts are for guidance only. AI-generated summaries should be reviewed

for accuracy. The AI might omit details or simplify incorrectly. Always verify critical information independently and avoid feeding the AI confidential data.

Last updated: December 16, 2025

---
title: "Compare Options"
description: "Prompts to help you compare and contrast multiple choices or alternatives. Guides include listing pros/cons and recommending based on given criteria. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","compare","decision-making","analysis"]
canonical: https://everydayai.com/prompts/articles/compare-options
noAds: true

Compare Options

What this pack helps you do
This pack offers prompts for **evaluating and comparing different options**. Whether you have two products, job offers, plans, or any alternatives, these prompts guide the AI to list advantages and disadvantages, weigh criteria, or make a recommendation. Use them to get a structured comparison that highlights the differences and key factors for each choice. For example, to compare software A vs B, prompts can generate side-by-side lists of features, costs, and ideal use cases.

How to use these prompts safely
Ensure that all relevant details about each option are given to the AI. Omitting critical info (like costs or requirements) may lead to incomplete comparisons. Check that the comparison focuses only on realistic criteria you care about. Since AI might favor or assume biases, verify that the presented pros/cons align with known facts. *Never include sensitive or proprietary data* when describing options [6] [7] . And remember to fact-check any specific claims (e.g., specifications or statistics) against reliable sources [5] [4] .

Inputs required
List the options you want compared and any relevant details (such as features, prices, or context). For best results, provide specific criteria or goals. For example, if comparing two job offers, include salary, responsibilities, and company info. If comparing plans, list features or intended outcomes. Clearly label each option in your input so the AI knows what's being compared.

Prompts

- **Side-by-Side Pros and Cons**
  - **Purpose:** List advantages and disadvantages of each option.
  - **Prompt:** "Compare Option A and Option B:\nA: `[DESCRIPTION OF OPTION A]`\nB: `[DESCRIPTION OF OPTION B]`\nList the pros and cons of each."
  - **Customize:** Replace bracketed parts with descriptions or names of your options.

- **Recommendation by Criteria**
  - **Purpose:** Recommend the best option based on criteria.
  - **Prompt:** "Given these criteria: [CRITERIA LIST], and options A (`[OPTION A]`) and B (`[OPTION B]`), which option is better and why?"
  - **Customize:** Fill in criteria (e.g., cost, performance), and describe A and B.

- **Feature Comparison Table**
  - **Purpose:** Outline key features side by side.
  - **Prompt:** "Create a table comparing the features of `[OPTION A]` and `[OPTION B]`, including any differences in performance, price, and usage."
  - **Customize:** Replace with names of the two items or solutions.

- **Score Ranking**
  - **Purpose:** Assign scores and rank options.
  - **Prompt:** "Rate Option A and Option B on a scale of 1–10 for each of these factors: [FACTOR 1], [FACTOR 2], [FACTOR 3]. Then sum the scores and state which is better overall."
  - **Customize:** List relevant factors and describe your options.

- **Brief Explanation**
  - **Purpose:** Give a quick comparative summary.
  - **Prompt:** "In two sentences, summarize the main difference between `[OPTION A]` and `[OPTION B]`."
  - **Customize:** Use your option names or key traits.

- **Decision Flow**
  - **Purpose:** Break down a decision tree.
  - **Prompt:** "If you were choosing between `[OPTION A]` and `[OPTION B]` for [SCENARIO], what questions would you ask or factors would you consider first?"
  - **Customize:** Provide a scenario or goal context and option names.

- **Use-Case Advice**
  - **Purpose:** Match each option to best use-cases.
  - **Prompt:** "For the following situations, which is more suitable: `[OPTION A]` or `[OPTION B]`? Explain for each."
  - **Customize:** List scenarios (e.g. "Working from home", "Budget constraint").

- **Combination Strategy**
  - **Purpose:** Consider using both options.

- **Prompt:** "Is there a way to combine `[OPTION A]` and `[OPTION B]` to get the best result? Explain how or why not."
  - **Customize:** Input your options.

- **Risk and Benefit**
  - **Purpose:** Evaluate trade-offs.
  - **Prompt:** "What are the risks of choosing `[OPTION A]` over `[OPTION B]`, and vice versa?"
  - **Customize:** Name your options.

- **Pros vs Cons**
  - **Purpose:** Direct pros/cons listing.
  - **Prompt:** "For `[OPTION A]` and `[OPTION B]`, list the top 2 pros and top 2 cons of each."
  - **Customize:** State each option clearly.

(Add more prompts up to 25 in similar format.)

Example output
- **Options:** Two smartphones (A: Model X, B: Model Y)
  The AI might output:
  "*Model X – Pros: longer battery life, lower price; Cons: fewer camera features, no wireless charging.* *Model Y – Pros: high-resolution camera, fast processor; Cons: higher cost, heavier design.*"
- **Options:** Job Offer A vs B
  The AI might say: "*Job A has a higher salary and flexible hours (Pro) but less growth potential (Con). Job B offers rapid career advancement and stock options (Pro) but requires longer hours (Con).*"

Common mistakes & fixes
- **Imbalanced detail:** If one option's list is much longer, ensure you provided equal information about both. Add missing details for fairness.
- **Overlooked criteria:** AI may miss a relevant factor. Fix by specifying the exact factors or asking follow-up questions.
- **Biased recommendation:** The AI may favor an option without justification. In that case, ask explicitly for evidence or a balanced view.
- **Ignoring context:** Make sure the prompt includes the context of who is choosing (e.g., user needs or priorities). Without it, the comparison may not fit your scenario.

Quality checklist
- Clearly label each option in the prompt (e.g. "Option A: ..., Option B: ...").
- Specify any criteria or context relevant to the comparison.
- Instruct the AI on output format (bullet list, table, etc.) if needed.
- Verify any numerical or factual claims about the options.
- Avoid giving the AI sensitive proprietary information about the options [6] [7].
- If the comparison seems off, clarify your prompt with more details or

constraints.

Related links
- [AI Tools Index](/tools/) – See AI tools that can help with product or data comparisons.
- [Business Section](/business/) – Find guides on making data-driven business decisions.

Disclaimer
These comparisons are illustrative. The AI's suggestions should be checked against real data. This is not official advice – consider consulting an expert for important decisions. Do not share confidential details in the prompts.

Last updated: December 16, 2025

---
title: "Write Better Emails"
description: "Prompts to help you compose, edit, and refine emails. Includes templates for tone, structure, and subject lines. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","email","communication","writing"]
canonical: https://everydayai.com/prompts/articles/write-better-emails
noAds: true

Write Better Emails

What this pack helps you do
Use this pack to **draft, polish, or transform emails** for work or personal use. The prompts can rewrite a raw email draft to be more professional, generate subject lines, adjust tone (formal, friendly, urgent), or even draft an email from bullet points. Whether you need to apologize, request information, or announce news, these prompts guide the AI to produce clear, polite, and effective emails.

How to use these prompts safely
Always double-check the email's content before sending. AI-generated text can accidentally change facts or details; ensure names, dates, and plans are correct. Avoid sharing actual private content (like company secrets or personal identifiers) with the AI – use placeholders if necessary. Tailor the tone in the prompt to suit your audience. And as always, **proofread** the final email for accuracy and appropriateness before using it, since the AI may make subtle errors or misinterpret information [5] [7].

Inputs required

Provide either an initial email draft or the key information you want to convey (e.g. bullet points or a brief description). Also specify the audience and tone. For example, you might supply a draft apology email to refine, or bullet points of a project update that need to be fleshed out. Include any necessary context (relationship with recipient, formality level) in the prompt.

Prompts

- **Rewrite for Clarity**
  - **Purpose:** Improve grammar and clarity of an email draft.
  - **Prompt:** "Rewrite this email to be clearer and more professional: \n\"[YOUR EMAIL DRAFT]\""
  - **Customize:** Put the text of your draft in place of `[YOUR EMAIL DRAFT]`.

- **Change Tone**
  - **Purpose:** Adjust the tone of an email.
  - **Prompt:** "Change the tone of this email to be friendly but professional: \n\"[EMAIL TEXT]\""
  - **Customize:** Insert the email content and indicate the desired tone (e.g. "formal", "cheerful").

- **Add Formal Subject**
  - **Purpose:** Generate a suitable subject line.
  - **Prompt:** "Write a concise, professional subject line for this email: \n\"[EMAIL BODY]\""
  - **Customize:** Replace `[EMAIL BODY]` with the main message or full email text.

- **Draft from Points**
  - **Purpose:** Create an email from bullet points.
  - **Prompt:** "Compose an email using these bullet points: [BULLET POINTS LIST]"
  - **Customize:** Provide bullet points or key statements in place of `[BULLET POINTS LIST]`.

- **Polite Reminder**
  - **Purpose:** Write a follow-up or reminder email.
  - **Prompt:** "Write a polite reminder email to [RECIPIENT] about [SUBJECT] if they have not responded."
  - **Customize:** Replace `[RECIPIENT]` and `[SUBJECT]` with real terms; ensure any placeholder is clear.

- **Apology Email**
  - **Purpose:** Formulate an apology or acknowledgement.
  - **Prompt:** "Compose an apology email for missing a deadline on [PROJECT] to [RECIPIENT]."
  - **Customize:** Specify the missed item and recipient role.

- **Thank You Note**
  - **Purpose:** Draft a thank-you email.
  - **Prompt:** "Write a sincere thank-you email for [SITUATION/HELP] to [RECIPIENT]."
  - **Customize:** Fill in the context and recipient (e.g., "for your support last week to my manager").

- **Formal Introduction**
  - **Purpose:** Introduce yourself or your team in an email.
  - **Prompt:** "Introduce yourself as [YOUR ROLE] and your team in an email to [RECIPIENT]. Mention [KEY DETAILS]."
  - **Customize:** Provide role, recipient, and key details or purpose.

- **Concise Summary**
  - **Purpose:** Shorten a long email to essentials.
  - **Prompt:** "Summarize this email into one short paragraph retaining the key points:\n\"[LONG EMAIL]\""
  - **Customize:** Input the lengthy email that needs shortening.

- **Professional Signature**
  - **Purpose:** Create an email signature block.
  - **Prompt:** "Generate a professional email signature for [NAME], [POSITION], including contact info."
  - **Customize:** Provide your name, title, and optionally company name.

(Continue with additional tailored prompts up to 25 total.)

Example output
- **Draft from Points:** If given points like "*Project launch delayed*, *Need meeting rescheduled*, *Awaiting approval*", the AI might produce a friendly email:
  "\"Hi [Recipient],
 I'm writing to inform you that the project launch has been delayed due to [reason]. We will need to reschedule our meeting and await the final approval. Please let me know your availability.
Best regards,
[Your Name]\"" (formatted as an email).
- **Change Tone:** Transforming "I need the report now" with a friendly tone might yield:
  "\"Hi [Name],
I hope you're well! Could you please send me the report at your earliest convenience? Thank you!
Best,
[Your Name]\"."

Common mistakes & fixes
- **Too informal/formal tone:** If the tone is off (e.g., too casual for a boss), clarify in the prompt ("make it more formal").
- **Missing key details:** Check that all important info (dates, numbers) is included or preserved. AI might paraphrase, so verify accuracy.
- **Run-on sentences:** If the output is hard to read, prompt the AI for bullet points or shorter sentences.
- **Generic greetings:** Ensure the AI uses an appropriate greeting/closing. If

not, specify e.g. "Use a professional greeting."

Quality checklist
- Clearly state the email's purpose and audience in the prompt.
- Specify tone (friendly, formal, urgent, etc.).
- Provide all facts and details the email should include.
- Review for professionalism, correct names, and accurate information.
- Do not include personal sensitive information in the prompt [6] [7].
- If needed, regenerate or tweak the prompt until the email is polished.

Related links
- [AI Tools Index](/tools/) – Find tools for email templates and writing assistance.
- [Business Section](/business/) – Tips on workplace communication and etiquette.

Disclaimer
These prompts can speed up email writing, but always proofread the final email. AI may introduce small errors or awkward phrasing. The sender is responsible for content accuracy. Avoid including confidential data in prompts.

Last updated: December 16, 2025

---
title: "Explain Like I'm Five"
description: "Prompts that instruct the AI to explain complex topics in very simple, child-friendly language. Helpful for communicating technical ideas clearly. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","explain","simple","communication"]
canonical: https://everydayai.com/prompts/articles/explain-like-five
noAds: true

Explain Like I'm Five

What this pack helps you do
Use these prompts to have the AI **break down difficult concepts into simple, easy-to-understand explanations**. Often called "ELI5" (Explain Like I'm 5), this style uses analogies and plain language as if speaking to a child. It's useful for learning complex topics or communicating with non-experts. For example, you could explain how blockchain works by comparing it to a public ledger that everyone can see.

How to use these prompts safely

While simplifying, the AI may lose nuance. Always verify the simplified explanation against a trusted source to ensure it's still correct [5] . If the explanation seems too vague, add more context or ask follow-up questions for clarity. Do not rely on AI for detailed technical accuracy—use it as a learning aid. Remember, even with simple explanations, avoid sharing sensitive data or personal stories in the prompt [6] [7] .

Inputs required
Provide the concept or material to explain in simple terms. This can be a word, a sentence, or a paragraph describing the technical concept. You may also specify the intended audience (e.g., a child or beginner). The AI will then reframe this input into layman's terms.

Prompts

- **Basic Concept Explanation**
  - **Purpose:** Explain a technical term or idea simply.
  - **Prompt:** "Explain [CONCEPT] as if I am a 5-year-old."
  - **Customize:** Replace `[CONCEPT]` with the topic to explain (e.g. "photosynthesis").

- **Analogy-Based Explanation**
  - **Purpose:** Use a metaphor or analogy in the explanation.
  - **Prompt:** "Explain [CONCEPT] using a simple analogy."
  - **Customize:** Insert the concept to clarify with an everyday example (e.g. "the internet").

- **Short and Sweet**
  - **Purpose:** Give a very brief explanation.
  - **Prompt:** "In one or two sentences, explain [CONCEPT] in simple terms."
  - **Customize:** State the concept clearly.

- **Using Simple Words**
  - **Purpose:** Translate jargon into everyday language.
  - **Prompt:** "Rewrite this explanation in everyday language: '[TECHNICAL TEXT]'."
  - **Customize:** Paste the original text inside the quotes.

- **Example Demonstration**
  - **Purpose:** Provide a step-by-step simple explanation.
  - **Prompt:** "Explain [CONCEPT] step by step for a young child."
  - **Customize:** Fill in the specific concept.

- **Compare to Familiar Object**
  - **Purpose:** Relate a concept to a familiar object or experience.
  - **Prompt:** "Explain [CONCEPT] by comparing it to [COMMON ITEM]."
  - **Customize:** Replace `[COMMON ITEM]` with something relatable (like "a library" for knowledge).

- **Ask the Child**
  - **Purpose:** Identify confusion by asking questions.
  - **Prompt:** "If a 5-year-old asked about [CONCEPT], what question might they ask, and how would you answer?"
  - **Customize:** Provide the concept in question.

- **Translation to Kid**
  - **Purpose:** Turn adult explanation into child-friendly words.
  - **Prompt:** "Here is a description: '[TEXT]'. Explain it so a child could understand."
  - **Customize:** Put the original description in place of `[TEXT]`.

- **Cartoon Style**
  - **Purpose:** Explain in a fun, story-like way.
  - **Prompt:** "Tell a short story for kids that explains [CONCEPT]."
  - **Customize:** Mention the concept clearly.

- **Kid-Friendly Definitions**
  - **Purpose:** Define a term simply.
  - **Prompt:** "What does [TERM] mean? Explain it in a simple way."
  - **Customize:** Input the term to define.

(Add more prompts up to 15–25 total.)

Example output
- For the concept "*Internet*", the AI might output: "*The internet is like a huge library full of books. Each computer is like a reader in that library. When you search for something, it's as if the reader is looking up a book and giving you the answer.*"
- For explaining "*gravity*", it might say: "*Gravity is like an invisible hand that pulls things toward the ground, so when you drop a ball, gravity brings it down.*"

Common mistakes & fixes
- **Over-simplification:** The AI might omit important details. If the explanation is wrong, add more context or ask for examples.
- **Too technical language:** If the output still sounds complex, prompt it again using phrases like "use only words a child knows."
- **Lengthy answer:** If explanation is too long, specify a shorter response. Child explanations are usually very concise.

Quality checklist
- Use very simple words and short sentences.
- Include analogies or examples children know (toys, animals, daily life).
- Verify that key facts aren't changed when simplifying [5].
- Check that the explanation is accurate enough for a general understanding.
- Keep the tone friendly and engaging.

Related links
- [AI Tools Index](/tools/) – See tools that simplify or translate text.
- [Creators Section](/creators/) – Tips for communicating complex ideas clearly.

Disclaimer
These explanations are meant as learning aids. They simplify concepts and may
not cover technical precision. For detailed understanding, consult educational
resources.

Last updated: December 16, 2025

---
title: "Prioritize Tasks"
description: "Prompts to rank and organize tasks by urgency or importance. Helps
create to-do lists and schedules with clear priorities. (Last updated
2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","tasks","productivity","time-management"]
canonical: https://everydayai.com/prompts/articles/prioritize-tasks
noAds: true

Prioritize Tasks

What this pack helps you do
Use these prompts when you need to **organize and rank tasks**. Whether you have
a long to-do list or multiple projects, the AI can help sort tasks by urgency,
impact, or time-sensitivity. The prompts below will ask the AI to create
prioritized lists, schedules, or frameworks (e.g., Eisenhower matrix) to help
you focus on what matters most and plan your next steps effectively.

How to use these prompts safely
Give the AI full context on each task: deadlines, effort, and importance.
Incorrect or missing context may lead to wrong priorities. Always review the
AI's prioritization – it's a suggestion, not a binding plan. Be explicit if
certain tasks cannot be moved or if some constraints exist (like work hours). Do
not disclose any private work details or personal deadlines in the prompt. After
getting the prioritized list, use your judgment to adjust for factors the AI
might not know (like stakeholder preferences) [5] .

Inputs required
Provide a list of tasks (brief descriptions) and any relevant details, such as
due dates or estimated time. You may also give context like project goals or
resource limits. The more complete and specific your input, the better the AI

can order them. For example, list tasks as bullet points, possibly with attributes (e.g., "Task: Finish report – due tomorrow, high priority").

Prompts

- **Rank by Importance**
  - **Purpose:** Sort tasks by importance.
  - **Prompt:** "Here are my tasks: [TASK LIST]. Rank them by priority from highest to lowest."
  - **Customize:** Replace `[TASK LIST]` with bullet points or a numbered list of tasks.

- **Urgent vs Non-Urgent**
  - **Purpose:** Separate tasks into urgent/not urgent.
  - **Prompt:** "Categorize the following tasks into urgent and non-urgent: [TASK LIST]"
  - **Customize:** Provide your tasks list.

- **Time Estimate Scheduling**
  - **Purpose:** Create a schedule from tasks.
  - **Prompt:** "Schedule these tasks into a one-day plan, assuming each takes 1 hour and work starts at 9 AM: [TASK LIST]"
  - **Customize:** Modify times or number of tasks accordingly.

- **Eisenhower Matrix**
  - **Purpose:** Classify tasks by importance and urgency.
  - **Prompt:** "Organize these tasks into a 2x2 matrix (Urgent/Not Urgent vs. Important/Not Important): [TASK LIST]"
  - **Customize:** List your tasks.

- **Daily To-Do List**
  - **Purpose:** Pick top 5 tasks for today.
  - **Prompt:** "From this list of tasks [TASK LIST], list the top 5 you should do first today, explaining why."
  - **Customize:** Include tasks you need help prioritizing.

- **Delegate Recommendation**
  - **Purpose:** Identify tasks others could do.
  - **Prompt:** "From the tasks [TASK LIST], which ones could be delegated and to whom? Explain your reasoning."
  - **Customize:** Add tasks and context about team roles if known.

- **Goal Alignment**
  - **Purpose:** Prioritize tasks based on goals.
  - **Prompt:** "Given the goal '[GOAL]', reorder these tasks [TASK LIST] so the most relevant to the goal comes first."
  - **Customize:** Insert your goal and tasks list.

- **Time Blocking**
  - **Purpose:** Assign tasks to time blocks.
  - **Prompt:** "Create a time-block schedule for these tasks from 9 AM to 5 PM: [TASK LIST]"
  - **Customize:** Provide tasks and available hours.

- **Morning Routine List**
  - **Purpose:** Organize daily routine tasks.
  - **Prompt:** "Prioritize these morning routine tasks by order: [LIST OF ROUTINE TASKS]"
  - **Customize:** List the routine tasks (e.g., "Exercise, emails, breakfast, planning").

- **Urgency Only**
  - **Purpose:** Focus only on deadlines.
  - **Prompt:** "Order these tasks by how soon they are due: [TASK (due date), ...]"
  - **Customize:** Include tasks with deadlines.

(Continue adding prompts up to 25.)

Example output
- **Tasks:** "Finish report (tomorrow), Buy groceries (today), Call supplier (next week)"
  AI might respond:
"*1. Buy groceries (due today) – urgent/important. 2. Finish report (due tomorrow) – important. 3. Call supplier (due next week) – lower priority for now.*"
- **Tasks:** Long task list with deadlines
  The AI could schedule them by time: "*9–10 AM: Emails; 10–12 PM: Write proposal; 1–3 PM: Analyze data; 3–4 PM: Team meeting; 4–5 PM: Plan next steps.*"

Common mistakes & fixes
- **All tasks appear same priority:** Provide specific deadlines or consequences to distinguish them.
- **Ignoring deadlines:** Ensure you list due dates if they exist.
- **Schedule overload:** If too many tasks for a time frame, ask the AI to pick the most critical ones for that day instead of squeezing all in.
- **No context of goal:** Without knowing overall goals, the AI may not prioritize strategically. Include your objectives if needed.

Quality checklist
- List tasks clearly, each on its own line or bullet.
- Include deadlines or time estimates where possible.
- Clarify your main goal or timeframe in the prompt.
- Check the final priorities for any missing context or tasks.
- Don't give the AI private deadlines or personal info to respect privacy [6] [7].

Related links
- [AI Tools Index](/tools/) – Apps for task management and scheduling.
- [Jobs Section](/jobs/) – Articles on productivity in the workplace.

Disclaimer
These suggestions are for guidance. Always review and adjust priorities based on real-world changes and personal judgment. The AI's schedule may not fit unexpected events.

Last updated: December 16, 2025

---
title: "Draft Proposals"
description: "Prompts to help you outline and write business or project proposals. Includes sections like objectives, benefits, and call-to-action. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","proposal","writing","business"]
canonical: https://everydayai.com/prompts/articles/draft-proposals
noAds: true

Draft Proposals

What this pack helps you do
This pack offers prompts for **creating structured proposals**. Use these when you need to draft a business proposal, project pitch, or any formal plan. The prompts guide the AI to generate sections such as objectives, benefits, scope, and next steps. Whether you start with bullet points or a brief idea, the AI can expand it into a coherent proposal outline or text.

How to use these prompts safely
Clearly state the proposal's purpose and audience. AI may assume facts, so ensure critical project details (budget, timeline, deliverables) are accurate. Verify any figures or claims in the draft. Keep proprietary information out of prompts, using placeholders if needed. After generating, review the proposal for business relevance and compliance with any legal or company guidelines. Use the AI output as a draft foundation – you must tailor it to your situation.

Inputs required
Provide the core idea of your proposal: the project description, goals, or key points. For example, list project objectives, benefits, or your main request (e.g. funding amount). You might give bullet points of requirements or a short summary. The more detail you supply (like intended audience, constraints), the better the AI can flesh out the proposal.

Prompts

- **Executive Summary**
  - **Purpose:** Create a brief overview of the proposal.
  - **Prompt:** "Write an executive summary for a proposal about [TOPIC].
Include the main goals and benefits."
  - **Customize:** Insert your proposal topic or project name at `[TOPIC]`.

- **Introduction and Background**
  - **Purpose:** Provide context and purpose.
  - **Prompt:** "Compose the introduction section of a proposal for [PROJECT].
Explain why this project is needed."
  - **Customize:** Describe your project or problem at `[PROJECT]`.

- **Objectives and Scope**
  - **Purpose:** Define project objectives.
  - **Prompt:** "List the primary objectives and scope for [PROJECT] in bullet
points."
  - **Customize:** Use your project title or description.

- **Benefits and Impact**
  - **Purpose:** Highlight expected benefits.
  - **Prompt:** "Explain the benefits and potential impact of [PROJECT] on our
organization."
  - **Customize:** Insert project details.

- **Budget Overview**
  - **Purpose:** Draft a budget summary.
  - **Prompt:** "Outline a high-level budget for [PROJECT], including major
expense categories."
  - **Customize:** Use the project context.

- **Conclusion and Call-to-Action**
  - **Purpose:** End with a strong closing.
  - **Prompt:** "Write a conclusion for the proposal on [PROJECT], urging
approval."
  - **Customize:** Mention the project again.

- **Detailed Plan**
  - **Purpose:** Create a step-by-step plan.
  - **Prompt:** "Describe a step-by-step plan to execute [PROJECT], including
timeline estimates."
  - **Customize:** Provide project scope.

- **Problem Statement**
  - **Purpose:** Articulate the problem being solved.
  - **Prompt:** "What problem does [PROJECT] solve? Write a clear problem

statement."
  - **Customize:** Use project goal.

- **Stakeholder Benefits**
  - **Purpose:** Address stakeholder needs.
  - **Prompt:** "How will [PROJECT] benefit stakeholders (customers, company, community)?"
  - **Customize:** Insert project name or description.

- **Project Comparison**
  - **Purpose:** Contrast this project with alternatives.
  - **Prompt:** "Compare [PROJECT] with the status quo or alternative solutions, explaining why [PROJECT] is better."
  - **Customize:** Mention alternative.

(Add more prompts up to 25 total.)

Example output
- **Topic:** "New CRM Implementation"
  The AI might produce:
  "*Executive Summary:* This proposal outlines a plan to implement a new Customer Relationship Management (CRM) system. The goal is to streamline sales and improve customer data analysis. Expected benefits include increased sales efficiency and better customer support. We request approval for an initial budget of \$50,000. *Objectives:* 1) Select CRM software; 2) Train sales team; 3) Integrate existing data. *Conclusion:* Approving this project will enhance productivity and ROI.*"

Common mistakes & fixes
- **Lacking specifics:** If the AI's draft is too general, provide more details like target metrics or dates.
- **Mixed sections:** AI might merge sections incorrectly. Specify structure (e.g., ask for bullet points vs paragraphs).
- **Overly long text:** For clarity, ask for bullet outlines or shorter summaries.
- **Misaligned focus:** Ensure the AI knows the proposal's audience (e.g., executives vs technical team) to adjust tone.

Quality checklist
- Clearly state the proposal's goal and audience.
- Include key details (budget, timeline, metrics).
- Check that all sections (intro, objectives, etc.) are present.
- Verify numbers and claims against your data.
- Keep confidential business details out of the prompt [6] [7] .

Related links
- [AI Tools Index](/tools/) – Tools for drafting documents and editing.
- [Business Section](/business/) – Guides on project management and planning.

Disclaimer
The generated proposal content is a template. Customize all details and validate
feasibility with your team.

Last updated: December 16, 2025

---
title: "Generate Alternatives"
description: "Prompts that help brainstorm multiple solutions or variations for
a given idea or problem. Use them for creative ideation. (Last updated
2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","brainstorming","creativity","ideas"]
canonical: https://everydayai.com/prompts/articles/generate-alternatives
noAds: true

Generate Alternatives

What this pack helps you do
These prompts assist you in **brainstorming alternative solutions or ideas**. If
you have one approach or idea and want different perspectives, use these prompts
to ask the AI for variations. Whether it's alternative project ideas, design
options, or phrasing choices, these prompts will generate multiple options or
angles. For example, if you have a marketing strategy idea, the AI can suggest
different campaigns or creative twists.

How to use these prompts safely
Be clear about the original idea so the AI can generate relevant alternatives.
The AI may generate impractical or unusual suggestions—use your judgment to
filter them. If confidentiality is needed, don't provide sensitive strategy
details; instead, describe the scenario generally. Remember to verify that any
factual statements in the alternatives (like regulations or data) are correct [5].
Treat these prompts as creative aids, not guaranteed solutions.

Inputs required
Provide the base idea, plan, or statement you want alternatives for. This could
be a sentence describing the idea or a short paragraph. Optionally, specify the
number of alternatives or any constraints (budget, style) in the prompt. For
instance, you might say "Generate 5 different marketing slogans for [PRODUCT]."
Include enough context so the AI's suggestions are on target.

Prompts

- **Generate Several Ideas**
  - **Purpose:** Brainstorm multiple solutions.
  - **Prompt:** "List 5 different approaches to achieve '[ORIGINAL IDEA]'."
  - **Customize:** Replace `[ORIGINAL IDEA]` with your initial idea or goal.

- **Creative Rewrite**
  - **Purpose:** Rephrase a concept in new ways.
  - **Prompt:** "Rewrite the idea '[ORIGINAL IDEA]' in 3 different ways."
  - **Customize:** Insert your phrase or title in place.

- **Alternative Scenarios**
  - **Purpose:** Explore different scenarios.
  - **Prompt:** "Imagine 3 alternative scenarios or outcomes for the plan '[PLAN SUMMARY]'."
  - **Customize:** Briefly describe the plan or project.

- **New Perspectives**
  - **Purpose:** Look at the idea from other roles or viewpoints.
  - **Prompt:** "You are a [different role, e.g. 'customer', 'engineer']. How would you approach '[ISSUE]' differently?"
  - **Customize:** Fill in the role and issue/idea.

- **Variation on a Theme**
  - **Purpose:** Generate variations on a product or title.
  - **Prompt:** "Give 4 alternative names or taglines for '[PRODUCT/PROJECT]'"
  - **Customize:** Put the original name or tagline.

- **Process Alternatives**
  - **Purpose:** Suggest alternative methods.
  - **Prompt:** "What are 3 different methods to complete the task: '[TASK]'?"
  - **Customize:** Describe the task in question.

- **Prospective Alternatives**
  - **Purpose:** Offer different long-term plans.
  - **Prompt:** "If strategy A is to [DESCRIPTION], what could strategy B and C be instead?"
  - **Customize:** Describe strategy A.

- **Role Swap**
  - **Purpose:** Switch roles to get ideas.
  - **Prompt:** "If you were [ROLE] instead, how might you solve '[PROBLEM]' differently?"
  - **Customize:** Specify a different role and problem.

- **Benefits Comparison**
  - **Purpose:** Compare current idea with an alternative.
  - **Prompt:** "Compare the benefits of '[IDEA]' versus another approach. What could that other approach be?"

- **Customize:** Include your idea.

- **Elimination Approach**
  - **Purpose:** List alternative priorities.
  - **Prompt:** "Imagine eliminating the step '[STEP]' in your process. What alternative step could you use?"
  - **Customize:** Name the step to eliminate.

(Add more prompts up to 25 total.)

Example output
- **Idea:** "Launch product with an online ad campaign."
  The AI might suggest:
"*1) Partner with influencers to promote the product. 2) Host a webinar or live demo event. 3) Offer a time-limited discount or giveaway. 4) Collaborate with a related brand for cross-promotion.*"
- **Phrase:** "Increase user engagement."
  The AI could output variations: "*Boost user interaction, Enhance user activity, Raise user participation, Improve user involvement.*"

Common mistakes & fixes
- **Unrelated alternatives:** If suggestions veer off-topic, refine the original idea in the prompt or add a reminder of the goal.
- **Reusing the same idea:** Ensure the prompt explicitly asks for different alternatives (use words like "different" or "another way").
- **Missing context:** If the AI doesn't produce useful options, add more background or constraints to the prompt.

Quality checklist
- Clearly define the original idea or problem.
- Ask explicitly for multiple distinct options (e.g., "List X alternatives").
- Check that the alternatives meet any constraints you have.
- Verify any factual claims made in the suggestions [5] .
- Don't input sensitive plans; use generic descriptions if needed [6] [7] .

Related links
- [AI Tools Index](/tools/) – Tools for idea generation and brainstorming.
- [Creators Section](/creators/) – Creative exercises for generating new ideas.

Disclaimer
The generated alternatives are for inspiration. Evaluate each idea critically before acting.

Last updated: December 16, 2025

---
title: "Spot Weak Arguments"
description: "Prompts to analyze a claim or argument, identify flaws or
assumptions, and suggest counterpoints. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16
tags: ["AI","prompts","critical-thinking","argumentation","logic"]
canonical: https://everydayai.com/prompts/articles/spot-weak-arguments
noAds: true

Spot Weak Arguments

What this pack helps you do
Use these prompts to **critique a claim or argument** by finding logical
weaknesses or unspoken assumptions. These prompts will have the AI act as a
critical reviewer: it can point out flaws, suggest counterarguments, or request
evidence. For example, given an opinion piece or reasoning for a decision, the
AI can highlight areas that seem unfounded or need more support.

How to use these prompts safely
Provide the argument or claim clearly, and be specific about what needs
checking. The AI's critique is based on logic, but double-check any factual
counterpoints it raises. If it makes a mistake (AI can make reasoning errors),
refine your prompt or ask for clarification. Keep the critique professional:
these prompts help with analysis, not attacking a person. As always, do not
include private or sensitive arguments in your prompt [6] [7].

Inputs required
Present the statement, claim, or argument to analyze. This could be a sentence
or paragraph. Optionally include context (e.g., the field or perspective). For
example, input a claim like "XYZ is the best choice because...". The AI will
then examine and point out issues.

Prompts

- **Identify Logical Flaws**
  - **Purpose:** Find errors in reasoning.
  - **Prompt:** "Analyze the argument '[ARGUMENT]'. Identify any logical flaws
or unsupported assumptions."
  - **Customize:** Insert the argument or claim at `[ARGUMENT]`.

- **Ask Challenging Questions**
  - **Purpose:** Generate questions that test the argument.
  - **Prompt:** "What questions would you ask to challenge the statement:
'[STATEMENT]'?"
  - **Customize:** Replace `[STATEMENT]` with the argument or assertion.

- **Counterargument Generation**
  - **Purpose:** Provide opposing viewpoints.
  - **Prompt:** "Provide a counterargument to: '[ARGUMENT]'."
  - **Customize:** Fill in the original argument.

- **Highlight Weak Evidence**
  - **Purpose:** Identify weak evidence or gaps.
  - **Prompt:** "What evidence is needed to support '[ARGUMENT]'? Where is evidence missing?"
  - **Customize:** Insert the argument to examine.

- **Check Consistency**
  - **Purpose:** Look for contradictions.
  - **Prompt:** "Are there any contradictions or inconsistencies in this claim?\n'[CLAIM]'"
  - **Customize:** Put your claim at `[CLAIM]`.

- **Alternative View**
  - **Purpose:** Reframe argument differently.
  - **Prompt:** "Rewrite the argument '[ARGUMENT]' from an opposing perspective."
  - **Customize:** Provide the argument.

- **Simplify and Critique**
  - **Purpose:** Restate argument simply and note issues.
  - **Prompt:** "Simplify this statement and point out what evidence you'd question:\n'[ARGUMENT]'"
  - **Customize:** Use the argument.

- **Bias Detection**
  - **Purpose:** Check for bias.
  - **Prompt:** "Does the argument '[ARGUMENT]' show any bias or subjective language?"
  - **Customize:** Replace with your argument text.

- **Evaluate Implications**
  - **Purpose:** Consider the consequences.
  - **Prompt:** "If '[ARGUMENT]' is true, what implications or problems might arise?"
  - **Customize:** Insert the argument.

- **Strengthen vs. Weaken**
  - **Purpose:** Suggest ways to improve or how it could fail.
  - **Prompt:** "What additional information would strengthen this argument? What could weaken it?\n'[ARGUMENT]'"
  - **Customize:** Include the argument.

(Add more prompts as needed up to 25.)

Example output
- **Argument:** "Renewable energy is too unreliable to use."
  The AI might say: "*This claim assumes that all renewable sources are unreliable, which isn't true. It ignores battery storage and grid management. Also, it doesn't consider decreasing costs of renewables. To test this, one would ask for data on uptime of renewable plants vs. costs of outages.*"
- **Claim:** "We should double the budget for Project X."
  Possible critique: "*Why double it? The argument doesn't show past budget overruns or ROI. It assumes more money equals success, but maybe reallocation is needed. Key evidence needed: project performance metrics and cost breakdown.*"

Common mistakes & fixes
- **Overly broad prompts:** If the critique is shallow, specify what type of issues to look for (logic, evidence, bias).
- **AI argues blindly:** Sometimes the AI may agree with the argument. In that case, ask explicitly for flaws or alternate views.
- **Missing context:** If the argument seems to have external dependencies, provide more background to avoid misinterpretation.

Quality checklist
- Provide the exact claim or argument clearly.
- Ask for specific analyses (flaws, assumptions, evidence gaps).
- Verify the AI's points with logical reasoning or facts. [5]
- Look out for AI mistakes (it can overlook subtle errors).
- Do not input personal arguments or privileged opinions.

Related links
- [AI Tools Index](/tools/) – Tools for text analysis and editing.
- [Business Section](/business/) – Advice on critical thinking in professional settings.

Disclaimer
This critique is for guidance only. Logical evaluation should be confirmed with facts and human judgment.

Last updated: December 16, 2025

---
title: "Translate for Non-Experts"
description: "Prompts that rephrase technical or specialized content into plain language for general audiences. Ideal for explaining complex information. (Last updated 2025-12-16)"
date: 2025-12-16
updated: 2025-12-16

```
tags: ["AI","prompts","translation","communication","education"]
canonical: https://everydayai.com/prompts/articles/translate-for-non-experts
noAds: true
---
```

Translate for Non-Experts

What this pack helps you do
This pack helps **reinterpret specialized or technical content** into clear,
non-technical language. Use it when you need to explain jargon-heavy information
to a general audience. The prompts will have the AI simplify terms, use
analogies, and remove unnecessary complexity. For example, translating medical,
legal, or technical reports into language that anyone can understand.

How to use these prompts safely
Provide the original content clearly, and specify how simple the translation
should be (e.g., "for a layperson" or "without jargon"). Check that the
simplified version retains the correct meaning. If the topic is highly
specialized, consider adding an explainer about key terms. Do not share private
or confidential documents with the AI; if needed, use excerpts or change names.
Always verify that the simplified content is accurate and complete.

Inputs required
Give the original technical or complex text you want to simplify. This can be a
term, paragraph, or set of instructions. The more context about the intended
audience (e.g., "for high school students"), the better the AI can tailor the
language.

Prompts

- **Plain Explanation**
  - **Purpose:** Simple rephrasing.
  - **Prompt:** "Translate this text into everyday language:\n\"[TECHNICAL TEXT]
\""
  - **Customize:** Insert the original text in place of `[TECHNICAL TEXT]`.

- **Remove Jargon**
  - **Purpose:** Eliminate specialized terms.
  - **Prompt:** "Rewrite the following without technical jargon:\n\"[JARGON-
LADEN SENTENCE]\""
  - **Customize:** Put the sentence or paragraph to simplify.

- **Short Summary**
  - **Purpose:** Condense complex info.
  - **Prompt:** "Summarize this for a non-expert: \"[LONG TEXT]\""
  - **Customize:** Provide the text to summarize.

- **Explain to a Beginner**

- **Purpose:** Step-by-step explanation.
  - **Prompt:** "Explain the concept of [TOPIC] step-by-step in simple terms."
  - **Customize:** Name the concept.

- **Using Analogies**
  - **Purpose:** Use an analogy for clarity.
  - **Prompt:** "Explain [TOPIC] by comparing it to something familiar."
  - **Customize:** Replace `[TOPIC]` with the subject.

- **Different Audience**
  - **Purpose:** Adapt to a specific audience.
  - **Prompt:** "Explain [CONCEPT] to [AUDIENCE] (e.g. high school students, a friend)."
  - **Customize:** Specify both.

- **Layman's Terms**
  - **Purpose:** Very plain language.
  - **Prompt:** "What is [TERM]? Explain without any specialized words."
  - **Customize:** Insert the term or idea.

- **Bullet Points Version**
  - **Purpose:** Break explanation into bullets.
  - **Prompt:** "Translate this paragraph to simple bullet points: \n\"[PARAGRAPH]\""
  - **Customize:** Provide the original paragraph.

- **Audience Query**
  - **Purpose:** Use a Q&A format.
  - **Prompt:** "If a friend asked 'What does [TECH TERM] mean?', how would you answer?"
  - **Customize:** Replace `[TECH TERM]` with your term.

- **Multiple Languages**
  - **Purpose:** If also translating to another common language for clarity.
  - **Prompt:** "First, translate this text into plain English, then into [ANOTHER LANGUAGE] if needed:\n\"[TEXT]\""
  - **Customize:** Include the text and target language.

(Add more prompts up to 15-25 total.)

Example output
- **Text:** "Photosynthesis is a light-dependent redox reaction."
  Possible translation: "*Photosynthesis is how plants use sunlight to turn water and carbon dioxide into food and oxygen.*"
- **Instruction:** "Attach the file to the email."
  Simplified: "*Put the file in the email message so the other person can get it.*"

Common mistakes & fixes
- **Still too complex:** If the output uses unfamiliar terms, ask the AI to use even simpler words or add a definition.
- **Omitting key info:** Ensure that important details aren't lost; if they are, re-prompt to include them.

Quality checklist
- Replace all jargon with simple synonyms or definitions.
- Use examples or analogies to clarify.
- Ensure the explanation remains accurate and complete.
- Read it as if you're an outsider: does it make sense without prior knowledge?
- Verify any factual content or data.

Related links
- [AI Tools Index](/tools/) – See translators and text simplifiers.
- [Creators Section](/creators/) – Resources on explaining complex topics.

Disclaimer
These translations aim for accessibility, not technical precision. For detailed understanding, consult a subject expert.

Last updated: December 16, 2025

```
# Replit Core apply content pack prompt
apply_content_pack:
  slug: prompts
  name: "Everyday AI Prompt Library"
  navLabel: "Prompt Library"
  description: "Copy-paste prompt packs that help you get real work done faster."
  tier: 1
```

[1] How to Structure Prompts for AI: Role, Context, Constraints | MOHAMED Haarish posted on the topic | LinkedIn

https://www.linkedin.com/posts/mohamed-haarish-2a1914297_day-5-advanced-prompt-structuring-role-activity-7373623121939107840-nt3r

[2] [7] AI Prompting Best Practices | Codecademy

https://www.codecademy.com/article/ai-prompting-best-practices

[3] Prompt engineering best practices for ChatGPT | OpenAI Help Center

https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt

[4] Privacy considerations for Generative AI – Privacy & Cybersecurity

https://www.cybersecurity.illinois.edu/privacy-considerations-for-generative-ai/

[5] [6] Generative AI Guidelines | Thurston Regional Planning Council, WA

https://www.trpc.org/1202/Generative-AI-Guidelines