Productivity & Personal Prompts

PerfectPrompts.ai

Premium prompt templates for personal effectiveness, learning, decision-making, and self-improvement. These prompts help you think more clearly, learn faster, and accomplish more.

1. Weekly Planning & Review System

Purpose: Plan your week strategically and review progress effectively.

You are a productivity coach who helps professionals achieve peak performance.

Help me with weekly planning/review:

MODE: [WEEKLY PLANNING / WEEKLY REVIEW / BOTH]

For planning:
- Calendar constraints: [MEETINGS, DEADLINES]
- Top priorities: [MUST GET DONE]
- Ongoing projects: [IN PROGRESS]
- Hours available for deep work: [ESTIMATE]

For review:
- What I planned: [LAST WEEK'S PLAN]
- What happened: [REALITY]
- Wins: [ACCOMPLISHMENTS]
- Challenges: [OBSTACLES]

Provide:

PLANNING OUTPUT:
- Week theme and #1 priority
- Big 3 outcomes for success
- Daily breakdown with time blocks
- NOT doing list (explicitly deprioritized)
- Potential obstacles and prevention
- Weekly metrics

REVIEW OUTPUT:
- Scorecard (planned vs actual)
- Wins to celebrate
- Incomplete items with new plan
- Lessons learned
- Next week preview

Tips for Use: Do planning on Sunday evening or Friday afternoon.

Expected Output: Complete weekly plan or review with actionable structure.

2. Task Prioritization Matrix

Purpose: Prioritize tasks using proven frameworks.

You are a productivity expert who helps people focus on what matters.

Prioritize these tasks:
[LIST ALL TASKS]

Context:
– Role: [YOUR JOB]
– Current projects: [MAJOR INITIATIVES]
– Deadlines: [DUE DATES]
– Hours available: [TIME]
– Energy level: [HIGH/MEDIUM/LOW]

Provide prioritization using:

1. EISENHOWER MATRIX
Urgent+Important, Not Urgent+Important, Urgent+Not Important, Neither

2. ICE SCORING
Task	Impact	Confidence	Ease	Score

3. MOSCOW METHOD
Must have, Should have, Could have, Won't have

4. ENERGY MATCHING
Task	Energy Required	Best Time

5. FINAL PRIORITIZED LIST
Priority	Task	Time	Deadline

6. TODAY'S FOCUS
Top 3 if you can only do 3 things

```
**7. QUICK WINS**
Tasks <15 min for momentum
```

Tips for Use: List ALL tasks before prioritizing.

Expected Output: Multi-framework prioritization with daily focus.

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3. Learning Accelerator

Purpose: Create optimized learning plans for any skill.

You are a learning scientist who helps people master skills faster.

Help me learn:

What: [SKILL OR TOPIC]
Why: [MOTIVATION]
Current level: [BEGINNER/INTERMEDIATE/ADVANCED]
Time available: [HOURS PER WEEK]
Timeline: [DEADLINE]
Learning style: [VISUAL/AUDITORY/KINESTHETIC/READING]

Create learning plan:

1. SKILL DECOMPOSITION
Sub-skill	Importance	Difficulty	Order

2. LEARNING OBJECTIVES
Measurable outcomes

3. LEARNING PATH
- Phase 1: Foundation
- Phase 2: Building
- Phase 3: Mastery

4. WEEKLY SCHEDULE
Day	Time	Activity	Focus

5. PRACTICE DESIGN
- Spaced repetition schedule
- Active recall methods
- Deliberate practice exercises

6. RESOURCES

```
| Resource | Type | Cost | Best For |
|----------|------|------|----------|

**7. PLATEAU BREAKERS**
When progress stalls

**8. APPLICATION OPPORTUNITIES**
Real-world ways to use this skill
```

Tips for Use: Be specific about your current level.

Expected Output: Complete learning plan with schedule and resources.

4. Problem-Solving Framework

Purpose: Work through complex problems systematically.

You are a problem-solving expert who breaks down complexity.

Help me solve:

The problem: [DESCRIBE]
Context: [BACKGROUND]
Constraints: [LIMITATIONS]
Previous attempts: [WHAT'S BEEN TRIED]
Deadline: [WHEN]

Work through:

1. PROBLEM DEFINITION
- Problem statement (1 sentence)
- Impact of not solving
- Success criteria

2. ROOT CAUSE ANALYSIS
5 Whys and Fishbone diagram

3. SOLUTION BRAINSTORM
Solution	Pros	Cons	Feasibility	Impact

4. DECISION MATRIX
Weighted scoring of options

5. RECOMMENDED SOLUTION
With risks and mitigations

6. IMPLEMENTATION PLAN
Step	Action	Owner	Deadline

7. SUCCESS METRICS

```
**8. CONTINGENCY PLAN**
```

Tips for Use: Describe the problem in detail.

Expected Output: Comprehensive analysis with solution and implementation.

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5. Personal Goal Setting System

Purpose: Set and structure achievable goals.

You are a goal achievement coach who helps people accomplish things.

Help me with this goal:

Goal: [WHAT YOU WANT]
Why: [DEEP MOTIVATION]
Timeline: [WHEN]
Current state: [WHERE YOU ARE]
Obstacles: [WHAT MIGHT STOP YOU]

Create goal plan:

1. SMART CHECK
Specific, Measurable, Achievable, Relevant, Time-bound

2. MOTIVATION MAPPING
Surface, deeper, and deepest motivation

3. MILESTONE BREAKDOWN

Milestone	Date	Metric
25%		
50%		
75%		
100%		

4. HABIT DESIGN

Habit	Trigger	Time	Duration

5. OBSTACLE PRE-MORTEM

Obstacle	Prevention	Response

6. SUPPORT SYSTEM
Accountability, expertise, community

```
**7. REWARD STRUCTURE**
| Milestone | Reward |
|-----------|--------|

**8. IDENTITY SHIFT**
"I am the type of person who..."

**9. ONE THING TODAY**
Single action to start
```

Tips for Use: Be honest about your deep motivation.

Expected Output: Complete goal plan with habits and tracking.

6. Decision Making Clarifier

Purpose: Make personal decisions with confidence.

You are a decision coach who helps people make choices they won't regret.

Help me decide:

Decision: [WHAT YOU'RE DECIDING]
Options:
– Option A: [DESCRIPTION]
– Option B: [DESCRIPTION]
– Option C: [DESCRIPTION]

Context: [BACKGROUND]
What makes this hard: [CORE TENSION]

Guide me through:

1. VALUES CLARIFICATION
Value	Importance	How Options Serve It

2. FEAR VS INTUITION CHECK
What you're afraid of and whether it's protecting or limiting

3. 10/10/10 ANALYSIS
How you'll feel in 10 minutes, 10 months, 10 years

4. REVERSIBILITY CHECK
Option	Reversibility	Cost to Reverse

5. ADVICE TO A FRIEND
If your best friend had this decision...

6. REGRET MINIMIZATION
Option	Regret If Wrong	Regret If Don't Try

```
**7. DECISION**
Recommended option with rationale

**8. FIRST ACTION**
What to do now
```

Tips for Use: Be honest about what you're afraid of.

Expected Output: Clear decision with rationale and first action.

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7. Daily Planning Optimizer

Purpose: Plan your day for maximum productivity.

You are a productivity expert who helps design perfect days.

Help me plan today:

Energy level: [1-10]
Calendar commitments: [FIXED EVENTS]
Top priority: [MOST IMPORTANT]
All tasks: [LIST]
How I want to feel tonight: [DESIRED STATE]

Design my day:

1. MIT (Most Important Task)
Protected time for this

2. SCHEDULE
Time	Activity	Energy	Notes

3. TIME BLOCKS
- Deep work: [WHEN]
- Meetings: [WHEN]
- Admin: [WHEN]
- Breaks: [WHEN]

4. ENERGY MANAGEMENT
Energy Level	Time	Best Activities

5. DONE LIST
What you'll have completed by end of day

6. BOUNDARIES
What you won't do today

```
**7. SHUTDOWN RITUAL**
End-of-day routine
```

Tips for Use: Be honest about your energy level.

Expected Output: Optimized daily schedule with priorities.

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8. Research & Synthesis Assistant

Purpose: Research topics and synthesize findings.

You are a research analyst who finds and synthesizes information.

Research:

Topic: [WHAT]
Purpose: [WHY]
Depth: [OVERVIEW/MODERATE/DEEP]
Output format: [SUMMARY/REPORT/DECISION]

Provide:

1. KEY QUESTIONS
What needs to be answered

2. KEY FINDINGS
For each: summary, evidence, source quality, implications

3. SYNTHESIS
– Consensus areas
– Debate areas
– Knowledge gaps

4. EXECUTIVE SUMMARY
2–3 paragraphs

5. RECOMMENDATIONS

6. QUICK REFERENCE
Key facts and stats

Tips for Use: Be specific about depth needed.

Expected Output: Comprehensive research synthesis.

9. Meeting Preparation System

Purpose: Prepare for important meetings.

You are an executive coach who helps people show up powerfully.

Prepare me for:

Meeting: [PURPOSE]
With: [ATTENDEES]
Your role: [POSITION]
Stakes: [WHY IT MATTERS]

Provide:

1. OBJECTIVE
Minimum, target, stretch outcomes

2. ATTENDEE ANALYSIS
Person	Perspective	Concerns	Wants

3. KEY MESSAGES
3 main points with evidence

4. ANTICIPATED QUESTIONS
Question	Answer

5. QUESTIONS TO ASK
With purpose of each

6. OBJECTION HANDLING
Objection	Response

7. PRE-MEETING RITUAL
15 minutes before

```
**8. ONE-PAGE PREP CARD**
To glance at before meeting
```

Tips for Use: Include info about other attendees.

Expected Output: Complete meeting preparation.

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10. Habit Design Workshop

Purpose: Design habits that stick.

You are a behavioral scientist specializing in habit formation.

Help me build:

Habit: [WHAT]
Why: [MOTIVATION]
Current behavior: [WHAT YOU DO NOW]
Past attempts: [WHAT YOU'VE TRIED]
Obstacles: [WHAT GETS IN THE WAY]

Design:

1. HABIT SPECIFICATION
Specific behavior, duration, frequency, location, time
Tiny version: smallest possible

2. HABIT STACKING
"After I [EXISTING], I will [NEW]"

3. ENVIRONMENT DESIGN
Make it easier, remove obstacles, add cues

4. IMPLEMENTATION INTENTIONS
If [OBSTACLE], then I will [RESPONSE]

5. TRACKING SYSTEM
Method, streak target, review frequency

6. REWARD DESIGN
Immediate and milestone rewards

7. ACCOUNTABILITY
Who, how often, consequences

8. IDENTITY SHIFT
"I am the type of person who..."

```
**9. 30-DAY PLAN**
Week by week focus


**10. RECOVERY PROTOCOL**
When you miss
```

Tips for Use: Start smaller than you think.

Expected Output: Complete habit design with implementation.

11. Email & Communication Optimizer

Purpose: Write better emails faster.

```
Help me write/improve:

**Type:** [EMAIL/MESSAGE/SLACK]
**Recipient:** [WHO]
**Purpose:** [GOAL]
**Tone:** [FORMAL/FRIENDLY/URGENT]
**Draft:** [YOUR VERSION]

Provide:
- Optimized version
- Subject line options
- Key improvements
- Alternative versions
- Response templates for likely replies
```

12. Procrastination Breaker

Purpose: Overcome procrastination on specific tasks.

```
Help me stop procrastinating on:

**Task:** [WHAT]
**Why it matters:** [CONSEQUENCES]
**Why avoiding:** [BE HONEST]
**Deadline:** [WHEN]

Provide:
- Root cause analysis
- Smallest first step
- Time-boxing strategy
- Accountability mechanism
- "Just start" script
```

13. Difficult Conversation Preparer

Purpose: Prepare for challenging conversations.

```
Prepare me for conversation:

**With:** [WHO]
**About:** [TOPIC]
**Your goal:** [OUTCOME]
**Their perspective:** [THEIR VIEW]

Provide:
- Opening script
- Key points
- Responses to objections
- De-escalation phrases
- Follow-up plan
```

14. Personal Retrospective

Purpose: Reflect and extract lessons.

```
Help me reflect on:

**Period:** [MONTH/QUARTER/YEAR]
**Wins:** [ACCOMPLISHMENTS]
**Challenges:** [DIFFICULTIES]
**Surprises:** [UNEXPECTED]

Provide:
- Pattern analysis
- Key lessons
- What to do more/less of
- Commitments for next period
```

15. Energy & Focus Optimizer

Purpose: Optimize energy throughout the day.

```
Help me optimize:

**Current patterns:**
- Wake time, sleep quality
- Energy peaks and crashes
- Current habits

**Goals:**
- Need more energy for: [WHEN]
- Focus challenges: [DESCRIPTION]

Provide:
- Energy audit
- Optimal schedule
- Focus techniques
- Recovery protocols
```

16. Book/Content Synthesizer

Purpose: Extract maximum value from content.

```
Help me get more from:

**Content:** [TITLE]
**Your goal:** [WHY CONSUMING]
**Time:** [FOR REVIEW]

Provide:
- Key concepts summary
- Action items
- Questions to reflect on
- Implementation plan
- Review schedule
```

17. Career Clarity Session

Purpose: Gain career direction clarity.

```
Help me think through:

**Current role:** [POSITION]
**Satisfaction:** [WHAT'S WORKING/NOT]
**Options:** [POSSIBILITIES]
**Values:** [WHAT MATTERS]

Provide:
- Values clarification
- Options analysis
- Skills audit
- Exploration experiments
- First steps
```

18. Stress & Overwhelm Reducer

Purpose: Create clarity when overwhelmed.

```
Help me when overwhelmed:

**On my mind:**
[BRAIN DUMP EVERYTHING]

**Deadline pressures:** [URGENT]

Provide:
- Sorted, categorized list
- Triage matrix
- Items to eliminate/delegate
- First action per item
- 15-minute reset plan
```

19. Negotiation Preparer

Purpose: Prepare for negotiations.

```
Prepare me for negotiation:

**Negotiating:** [WHAT]
**With:** [WHO]
**Your position:** [WANT]
**Your BATNA:** [ALTERNATIVE]

Provide:
- Preparation checklist
- Opening strategy
- Concession plan
- Responses to tactics
- Walk-away triggers
```

20. Personal Knowledge Management

Purpose: Organize what you learn.

```
Help me build knowledge system:

**Topics learning:** [AREAS]
**Current organization:** [HOW YOU STORE]
**Challenges:** [WHAT'S HARD]

Provide:
- Note-taking framework
- Organization system
- Review schedule
- Output templates
```

Replace bracketed placeholders with your actual information.

Pro tip: Use Weekly Planning every week - consistency compounds.