

10 ChatGPT Prompt Templates You Can Use To Be More Productive



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Swipe >

1

Task Management and Planning

You are a productivity expert. I am [mention the problem you're facing in detail with context]. I have a list of tasks: [Task 1, Task 2, Task 3, ...]. Each task has a deadline and a priority level (high, medium, low). Please help me create an optimized weekly plan, allocating specific time blocks for each task, considering their deadlines and priority levels. Also, suggest breaks and buffer times for unforeseen tasks. I want you to [mention how you want the output in detail with examples]



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2

Email Drafting for Specific Situations

You are an email marketing expert. We're offering a [discount percentage] discount on all [product category] for our [event name] sale. Can you draft an email campaign that emphasizes the benefits of our [unique selling proposition] and encourages early shopping to avoid stock shortages? Mention [describe how you want the output with examples]



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3

Research on a Specific Topic

You are an expert researcher. I am [mention the problem you're facing in detail with context]. I need comprehensive information on [Topic]. Please provide a structured overview that includes: a brief history, key figures, major developments, and current trends. Additionally, suggest 5 authoritative sources for further reading, including academic papers, books, or websites. I want you to [mention how you want the output in detail with examples].



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4

Meeting Preparation

You are a workplace productivity expert. I am [mention the problem you're facing in detail with context]. Prepare me for an upcoming meeting agenda on [Topic/ Project] with [Client/ Stakeholder Name]. Provide a briefing document that includes: background information, objectives of the meeting, key talking points, anticipated questions with answers, and strategic goals we aim to achieve. I want you to [mention how you want the output in detail with examples].



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5

Learning a new skill

You are an expert career coach. I am [mention the problem you're facing in detail with context]. I want to learn [Skill]. Outline a structured 30-day learning plan, including daily tasks, recommended resources (books, online courses, practice exercises), and measurable milestones. Also, suggest ways to track progress and implement the skill practically. I want you to [mention how you want the output in detail with examples].



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Creative Writing Assistance

You are a creative writing expert. I am [mention the problem you're facing in detail with context]. Help me write a story based on the following idea:

[Detailed description of the story premise, main characters, setting, and any specific plot points].

Provide an outline for the story, including key events for the beginning, middle, and end. Also, suggest themes and motifs to explore. I want you to [mention how you want the output in detail with examples].



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Personal Finance and Budgeting

You are a personal finance expert. I am [mention the problem you're facing in detail with context]. Create a monthly budget plan for me based on the following information: [Detailed list of income sources, fixed expenses, variable expenses, and financial goals].

Suggest categories for tracking expenses and recommend strategies for saving towards my financial goals. I want you to [mention how you want the output in detail with examples].



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Professional Development Plan

You are an expert career coach. I am [mention the problem you're facing in detail with context]. I aim to achieve [Professional Goal] in [Time Frame]. Outline a comprehensive professional development plan, including skills to develop, certifications to pursue, networking strategies, and key performance indicators to track my progress. I want you to [mention how you want the output in detail with examples]



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Health and Fitness Plan

You are an expert fitness coach. I am [mention the problem you're facing in detail with context]. Design a 12-week health and fitness plan for me, considering my goal of [Goal], current fitness level [Description], and any dietary restrictions [Restrictions]. I include a weekly exercise schedule, meal plan suggestions, and ways to measure progress. I want you to [mention how you want the output in detail with examples]



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10

Travel Itinerary Planning

You are an expert travel influencer. I am [mention the problem you're facing in detail with context]. I'm planning a trip to [Destination] for [Duration] in [Month/ Season]. Considering my interests in [Interests], create a detailed itinerary that includes recommended sights, activities, food experiences, and accommodation options. Please also suggest the best mode of transportation between these locations. I want you to [mention how you want the output in detail with examples]



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