

■ YOUR AI MONEY MACHINE

THE AI DAILY CHEAT SHEET

Print It. Save It. Use It Every Single Day.

50+ PROMPTS	7 TOOLS	1 PAGE	DAILY USE
Ready To Copy	Best Free Ones	Quick Reference	For Everyone

■ MORNING ROUTINE PROMPTS — USE THESE DAILY

EMAIL:

"Summarize my top 5 emails and tell me what action each one needs. Rank by urgency. Here are the emails: [paste emails]"

SCHEDULE:

"Here are my tasks for today: [list tasks]. I have [X hours]. Build me a prioritized schedule and tell me what to focus on first."

RESEARCH:

"I need to understand [topic] quickly. Give me the 5 most important things I need to know in plain simple English."

DRAFT:

"Write a [professional/friendly/brief] email to [person] about [topic]. Key points: [bullet points]. Keep it under 150 words."

LEARN:

"Teach me one important thing about [skill or topic] I can apply today. Make it practical and beginner friendly."

■ CONTENT CREATION PROMPTS

HOOKS:

"Give me 10 different hooks for a video about [topic]. Make each one different – use a question, a bold statement, a number, a challenge, and a surprising fact."

CAPTIONS:

"Write a [TikTok/Instagram/YouTube] caption about [topic] in a confident conversational tone. Include relevant hashtags. Under 150 words."

IDEAS:

"Give me 30 content ideas for [niche] that would perform well on [platform]. Focus on topics people actually search for."

SCRIPT:

"Write a 60 second video script about [topic]. Start with a hook. Give 3 actionable tips. End with a CTA to visit [website]."

REPURPOSE:

"Take this [blog post/video script/caption] and rewrite it as content for [platform]. Adjust the tone and format for that audience: [paste content]"

■ PRODUCTIVITY AND PLANNING PROMPTS

GOALS:

"I want to achieve [goal] in [timeframe]. Break this into weekly milestones and tell me the most important action to take this week."

DECISION:

"I need to decide between [option A] and [option B]. My situation: [describe]. Give me a clear recommendation and explain why."

PROBLEM:

"I am dealing with [problem or challenge]. What are 5 practical ways to approach this? Be specific and actionable."

MEETING:

"Here are my meeting notes: [paste notes]. Summarize the key decisions, action items, and who is responsible for each one."

FOCUS:

"I keep getting distracted by [distraction]. Give me a simple system to stay focused for [X hours] without losing momentum."

■ LEARNING PROMPTS

BEGINNER:

"I want to learn [skill]. I am a complete beginner with [X hours] per week. Give me a step by step learning path focused only on what I need to know first."

EXPLAIN:

"Explain [concept] to me like I am 12 years old. Use a simple analogy and give me one real world example."

QUIZ:

"Quiz me on [topic]. Give me 5 questions from easy to hard. Tell me the correct answer after each one and explain why."

COMPARE:

"Compare [A] vs [B] for someone who [your situation]. Which is better and why? Be direct and specific."

DEEP DIVE:

"I understand the basics of [topic]. Now go deeper. What are the advanced concepts and common misconceptions experts know that beginners miss?"

■■ THE 7 BEST FREE AI TOOLS RIGHT NOW

TOOL	BEST FOR	LINK
ChatGPT	Writing, drafting, planning, answering	chatgpt.com
Claude AI	Long documents, deep analysis	claude.ai
Perplexity	Real-time research with sources	perplexity.ai
Zapier	Automation and connecting apps	zapier.com
Notion AI	Organizing notes and tasks	notion.so
Otter.ai	Transcribing meetings and calls	otter.ai
ElevenLabs	Voice cloning and text to speech	elevenlabs.io

Results vary based on individual use and application. This guide is for educational purposes only.

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