

■ YOUR AI MONEY MACHINE

WHAT TO USE AI FOR

Free. Beginner Friendly. Start Using AI Today.

THE FOUR CATEGORIES

AI handles these four areas of your life better than you currently do. Everything else follows from these.

■ WRITING

Includes: Emails · Captions · Messages · Reports · Scripts · Proposals · Bios

Any time you need words on a page — AI writes the first draft in seconds. You edit. You send. What used to take 20 minutes takes 3.

■ RESEARCH

Includes: Questions · Comparisons · Summaries · Analysis · Market research

Instead of opening 15 browser tabs — ask AI directly. Get a clear organized answer in plain English. Every time.

■ PLANNING

Includes: Daily schedules · Goals · Projects · Decisions · Priorities

Tell AI what you need to accomplish. It builds the plan, sets the order, and tells you what to focus on first.

■■ REPETITIVE TASKS

Includes: Templates · Automation · Recurring workflows · Routine responses

If you do the same thing the same way more than twice a week — AI should be doing it. Not you.

40 READY-TO-USE PROMPTS

Copy and paste any of these directly into ChatGPT right now.

WRITING PROMPTS

EMAIL	"Write a professional email to [person] about [topic]. Key points: [list]. Keep it under 150 words. Friendly but direct."
CAPTION	"Write a TikTok caption about [topic] in a confident conversational tone. Include relevant hashtags. Under 150 words."
BIO	"Write a compelling bio for someone who [what you do]. Keep it under 100 words. Confident and approachable."
SCRIPT	"Write a 60-second video script about [topic]. Start with a hook. Give 3 tips. End with a CTA to visit [website]."
MESSAGE	"Write a [friendly/professional/urgent] message to [person] about [situation]. Keep it brief and clear."
PROPOSAL	"Write a short proposal for [project or service]. Include what I am offering, why it matters, and what I need from them."
FOLLOW-UP	"Write a follow-up email to [person] about [topic]. I last contacted them [X days ago]. Keep it brief and not pushy."
DECLINE	"Write a polite but firm message declining [request]. I want to be respectful and leave the relationship intact."
APOLOGY	"Write a professional apology to [person] for [situation]. Take accountability without over-explaining."
ANNOUNCEMENT	"Write an announcement for [news or event] for [platform/audience]. Make it exciting but professional."

RESEARCH PROMPTS

EXPLAIN	"Explain [topic] to me like I am a complete beginner. Use simple language and one real-world example."
COMPARE	"Compare [A] vs [B] for someone who [your situation]. Which is better and why? Be direct."
SUMMARIZE	"Summarize this in 5 bullet points. Only the most important information: [paste content]"
PROS/CONS	"Give me the pros and cons of [option]. Be specific and practical. No fluff."
RESEARCH	"Research [topic] and give me: what it is, why it matters, key facts, and what I should do with this info."
FACT CHECK	"Is this accurate: [statement]. If not, what is the correct information and source?"
RECOMMEND	"Recommend the best [product/tool/approach] for someone who [your situation]. Give me your top 3 with reasons."
DEFINE	"Define [term or concept] in plain everyday English. Give me one analogy that makes it click."
LATEST	"What are the most important recent developments in [field or topic]? Summarize the key things I should know."
FIND	"Find examples of [thing] that have worked well for [type of person or business]. Give me 5 real examples."

PLANNING PROMPTS

DAY	"Here are my tasks: [list]. I have [X hours]. Build me a prioritized schedule and tell me what to focus on first."
WEEK	"Here are my goals for this week: [list]. Break them into daily priorities from Monday to Friday."

GOAL	"I want to achieve [goal] in [timeframe]. Break this into weekly milestones with the most important first step this week."
DECISION	"I need to decide between [A] and [B]. My situation: [describe]. Give me a clear recommendation and why."
PROJECT	"Create a simple project plan for [project]. Include phases, key tasks, timeline, and what I need to start."
HABIT	"I want to build the habit of [habit]. Create a 30-day plan to make it automatic. Keep it simple."
PRIORITY	"Here is my to-do list: [list]. Tell me what to cut, what to delegate, and what only I can do."
BUDGET	"Help me build a simple monthly budget. My income is [amount]. My fixed expenses are: [list them]."
STRATEGY	"I want to [goal]. Give me a simple 3-step strategy to get there based on what I have right now."
REVIEW	"Here is what I accomplished this week: [list]. What went well, what should I improve, and what should I focus on next week?"

REPETITIVE TASK PROMPTS

TEMPLATE	"Create a reusable template for [type of message or document] that I can fill in quickly each time."
CHECKLIST	"Build a checklist for [process or task] so I never miss a step."
FAQ	"Write an FAQ section for [business or product] that answers the 10 most common questions customers ask."
SOP	"Write a simple standard operating procedure for [task or process] so someone else could do it exactly as I do."

AUTO-REPLY

"Write an automatic reply for [situation – out of office, inquiry received, etc.]. Professional and clear."

REPORT

"Generate a simple weekly report template for [type of work or business] with sections for progress, problems, and next steps."

AGENDA

"Create a meeting agenda for [type of meeting]. Include time slots for each item. Keep it under 60 minutes."

BRIEF

"Write a creative brief for [project]. Include objective, audience, key message, tone, and deliverables."

BATCH

"I need to do [task] for [number] different [items]. Give me the most efficient way to batch this using AI."

SYSTEM

"Help me build a simple system for [recurring process] so I never have to think about it again."

This guide is for educational purposes only. Results vary based on individual effort and application. Not financial advice.

■ **YOURAIMONEYMACHINE.COM** · @YourAIMoneyMachine ·
youraimonymachine@gmail.com