

The Tool Sweep · AI prompt library

Copy, fill in the [brackets], paste into any AI chatbot. Never paste passwords or sensitive personal details. Check important facts.

Writing & email

Polite reply: Write a short, friendly reply to this email. Keep it under 120 words and end with a clear next step: [paste email]

Say no nicely: Help me decline [request] politely but firmly, in 3 sentences, without over-apologising.

Make it clearer: Rewrite this so a busy person understands it in 10 seconds. Keep my meaning: [paste text]

Fix grammar only: Fix spelling and grammar in this text. Don't change the wording or tone otherwise: [paste text]

Change the tone: Rewrite this to sound [warmer / more professional / more casual]: [paste text]

Follow-up nudge: Write a brief follow-up to someone who hasn't replied in [X days] about [topic]. Friendly, no guilt-tripping.

Headline ideas: Give me 10 headline options for an article about [topic] for [audience]. Mix plain and curious styles.

Work & business

Meeting summary: Summarise these meeting notes into: decisions, action items (with owners), and open questions: [paste notes]

Plan a project: Break [project] into steps with rough time estimates, and flag the riskiest step.

Customer reply: A customer wrote this complaint: [paste]. Draft a calm, helpful reply that acknowledges the problem and offers [solution].

Job post: Write a clear job post for a [role] at a [type of business]. Include duties, must-haves and nice-to-haves.

Pros and cons: List the pros and cons of [decision] for a [small business / freelancer]. End with what you'd want to know before deciding.

Simple SOP: Turn this rough process into a numbered step-by-step checklist a new hire could follow: [paste]

Pricing sanity check: I plan to charge [price] for [service]. What questions should I ask myself to check this is right?

Learning & explaining

Explain like I'm new: Explain [topic] in plain English for a complete beginner, with one everyday example.

Quiz me: Ask me 5 questions, one at a time, to test my understanding of [topic]. Tell me what I got wrong.

Summarise an article: Summarise this in 5 bullet points, then tell me the one thing most worth remembering: [paste]

Compare two things: Compare [A] and [B] in a simple table: cost, ease of use, best for, and main downside.

Learning plan: Make a 2-week plan to learn the basics of [skill], 20 minutes a day, using free resources.

Check my thinking: Here's my argument: [paste]. Point out weak spots and what someone who disagrees would say.

Everyday life

Meal plan: Plan 5 simple dinners for [number] people using mostly [ingredients I have]. Add one shopping list.

Trip plan: Plan a relaxed [X]-day trip to [place] on a [budget]. Include one rainy-day option.

Budget help: Here are my monthly costs: [list]. Suggest 3 realistic ways to save without big lifestyle changes.

Gift ideas: Suggest 10 gift ideas under [price] for someone who likes [interests].

Tricky message: Help me write a kind, honest message to [person] about [situation].

Decode a document: Explain this letter/bill/contract in plain English and list anything I need to act on: [paste, remove personal details]

Marketing & social

Social post: Write 3 casual social posts about [news/product] for [platform]. No hashtags spam, no hype words.

Product description: Write a 60-word product description for [product] aimed at [customer]. Focus on the problem it solves.

Content ideas: Give me 15 blog or video ideas for a [business] whose customers ask about [topics].

Newsletter draft: Draft a short newsletter: one update, one useful tip, one link. Topic: [topic]. Friendly tone.

Ad variations: Write 5 short ad headlines and descriptions for [offer]. Keep each headline under 30 characters.

FAQ builder: List the 10 questions customers most likely ask about [product/service], with short answers I can edit.

AI agents & research

Agent task brief: You are helping me with [task]. Before you take any action, list your plan and ask me to approve each step that sends, buys or deletes anything.

Research with sources: Research [question]. Use only sources from the last [year], and list each source with its link so I can check it.

Shopping compare: Compare 3 options for [product] under [budget]. Don't buy anything; give me a table and links.

Inbox triage (read-only): Look at my newest emails and sort them into: needs reply, FYI, and can ignore. Don't reply or delete anything.

Fact check: Check this claim and tell me how confident you are, with sources: [claim]

Images, video & voice

Image prompt: Write a detailed image prompt for [idea]: subject, setting, style, lighting and mood.

Video script: Write a 45-second script for an AI presenter video explaining [topic] to [audience]. Short sentences, easy to say aloud.

Voiceover script: Rewrite this text so it sounds natural when read aloud by an AI voice: [paste]

Thumbnail text: Suggest 8 short (max 4 words) thumbnail texts for a video about [topic].