

30 prompts. 18 hours.

Written for the work already on your desk — the email you are avoiding, the deck you keep postponing, the spreadsheet you fill by hand.

Four things, and then **get on with it.**

Every prompt in here is written to be pasted into any AI assistant — ChatGPT, Claude, Gemini, Copilot. None of them need a paid account to be useful.

- 01 Replace everything in [SQUARE BRACKETS].** This is the whole difference between a prompt that works and one that produces something generic. The brackets are where your actual situation goes: the real email, the real numbers, the real names.
- 02 Paste more context than feels necessary.** The most common mistake is describing your data instead of showing it. Ten example rows beat a paragraph explaining the columns.
- 03 Argue with the first answer.** The first output is a draft, not a delivery. Say what is wrong with it — too long, too formal, missed the point — and ask again. Two rounds is normal.
- 04 Check anything you will be held to.** Numbers, dates, names, legal wording, and anything going to a client. The assistant does not know what it does not know, and it will not tell you when it is guessing.

One note on confidential material: if you would not paste it into a search box, do not paste it into an assistant either. Most of these prompts work perfectly well with names and figures replaced by placeholders.

Every prompt says what it gives back.

The figure on each card is the time that task usually takes when you do it cold — staring at a blank page, hunting for the formula, rewriting the same paragraph four times. It is not the time the prompt takes. It is the time it removes.

These are deliberately conservative. If a prompt beats its number for you, that is the point. What matters is that you keep the count, because the count is what makes the habit stick when the novelty wears off.

YOUR FIRST MONTH	MINUTES BACK
Email & Writing	_____
Meetings	_____
Excel & Data	_____
Decks & Docs	_____
Career	_____
Managing People	_____
Sales & Clients	_____
Automation	_____
TOTAL	_____

Fill this in by hand if you like. Or let the site do it — the ledger at aiforeveryone.info keeps a running total, and your seven-day streak with it.

Email & Writing

5 PROMPTS • 85 MIN

The messages you keep rewriting.

The three-tone rewrite

+20m

You have written something and cannot tell if it lands as firm or rude.

Here is a draft email: [PASTE]. Rewrite it three ways – (1) direct and brief, (2) warm but firm, (3) formal for a senior audience. Keep every factual detail. Flag any sentence that could be read as blame.

WORTH KNOWING

Read all three before you pick. The one you flinch at is usually the accurate one.

Chase without sounding desperate

+15m

Third follow-up on something you are owed.

I need a follow-up email. Context: [WHAT I ASKED FOR], [WHEN I ASKED], [WHY IT MATTERS NOW]. This is follow-up number [N]. Write it in under 90 words. It should be easy to say yes to and hard to ignore, without apologising for following up.

WORTH KNOWING

The word count is doing the work. Long follow-ups read as pleading.

Say no and keep the relationship

+15m

Declining a request from someone senior or a client.

Help me decline this: [REQUEST]. My real reason is [REASON]. Write a reply that says no clearly in the first two lines, gives one honest sentence of reasoning, and offers one alternative I can actually deliver.

WORTH KNOWING

Only offer the alternative if you would genuinely do it. Otherwise you have bought a week and lost the credit.

The forty-message thread

+25m

You have been added to a thread halfway through and are expected to have a view.

Here is an email thread: [PASTE]. Tell me: what is actually being decided, who wants what, where people are talking past each other, and what a reply from me would need to settle. Do not summarise message by message.

WORTH KNOWING

The third question is the useful one. Most stuck threads are two people using one word differently.

The client message on WhatsApp

+10m

It has to be short, warm, and completely unambiguous about money or dates.

Write a WhatsApp message to a client about [SITUATION]. Under 60 words. Polite but not deferential. State the date and the number precisely. No emoji. End with the single thing I need them to confirm.

WORTH KNOWING

Ambiguity on WhatsApp costs more than in email, because nobody scrolls back.

Meetings

4 PROMPTS • 105 MIN

Agendas, notes, follow-ups, decisions.

Meeting to decisions

+35m

You have raw notes and thirty minutes before everyone forgets.

Here are my meeting notes: [PASTE]. Return four sections only – Decisions taken, Owners and deadlines, Open questions, Nothing-happened items. No summary paragraph. No preamble. Use names exactly as they appear in my notes.

WORTH KNOWING

The fourth section is the one people notice. Naming what did not get resolved is how the next meeting gets shorter.

The agenda that ends on time

+20m

You are running it and it always overruns.

Build a [30/60] minute agenda for a meeting about [TOPIC] with [WHO]. For each item give the minutes allotted, the decision we need to reach, and what someone must bring for that decision to be possible. Mark any item that does not need a meeting.

WORTH KNOWING

Send it the evening before. Half the value is people arriving having read it.

Pre-read instead of presentation

+30m

Turn a status meeting into a document and get the half hour back.

Convert these notes into a one-page pre-read: [PASTE]. Structure: what changed since last time, what needs a decision, what I recommend and why, what I need from the room. Maximum 400 words.

WORTH KNOWING

If nobody objects to the recommendation, you have just cancelled the meeting.

Voice note to action list

+20m

You walked out of a site visit or a call and talked into your phone.

Here is a transcript of a voice note I recorded after [SITUATION]: [PASTE]. Pull out every commitment I made, every commitment someone made to me, and anything I said I would find out. Put dates against them where I mentioned one, and mark the rest as undated.

WORTH KNOWING

Most phone keyboards will transcribe the note for you. Dictate on the walk back.

Excel & Data

4 PROMPTS • 130 MIN

Formulas and clean-ups, described in plain English.

Formula from plain English

+25m

You know the answer you want, not the syntax.

My sheet has these columns: [LIST WITH ONE EXAMPLE ROW]. I want to [DESCRIBE THE ANSWER]. Give me the Excel formula, then the Google Sheets version if it differs, then explain in one line what could break it.

WORTH KNOWING

Always paste an example row. Column names alone produce formulas that assume the wrong data type.

Clean this messy export

+45m

Data came out of a system in a state.

Here is a sample of my data: [PASTE 10 ROWS]. Identify every consistency problem – date formats, trailing spaces, duplicates, mixed units, blank keys. Give me the cleaning steps in order, and the formula or Power Query step for each.

WORTH KNOWING

Do this on a copy. Always on a copy.

Explain the number to a non-analyst

+20m

You have the analysis, now you have to present it.

Here is my analysis: [PASTE]. Write three sentences a non-technical director can repeat in their own meeting. Lead with the number that matters, then what caused it, then what we should do. No jargon, no hedging.

WORTH KNOWING

If they can repeat it without you in the room, it worked.

Compare two quotes properly

+40m

Two vendors, two formats, and the cheaper one is not obviously cheaper.

Here are two quotes: [PASTE BOTH]. Build a like-for-like comparison table. Put every line item on the same basis, flag anything one includes that the other does not, and list what is missing from both that I should be asking about.

WORTH KNOWING

The last instruction is where the money is. Both quotes usually leave out the same thing.

Decks & Docs

3 PROMPTS • 125 MIN

Structure first, slides second.

Argument before slides

+60m

Build the case before you open PowerPoint.

I need to present [TOPIC] to [AUDIENCE] to get [DECISION]. Give me a 10-slide outline where each slide has one headline that is a complete sentence making a claim. Under each, list only the evidence needed to support that claim.

WORTH KNOWING

Headlines that are complete sentences are the whole trick. "Q3 Results" is a label; "Q3 missed because two clients delayed" is an argument.

Kill the filler slides

+30m

Your deck is 34 slides and should be 12.

Here are my slide headlines: [PASTE]. Identify which slides make an argument and which are context nobody asked for. Give me the shortest sequence that still gets to [DECISION], and list what I should move to the appendix.

WORTH KNOWING

Nothing gets deleted. It goes to the appendix, which is how you get yourself to agree to cut it.

Speaker notes you can actually use

+35m

You know the slides. You do not know your opening line for each.

Here are my slide headlines: [PASTE]. For each, write the one sentence I should say as the slide appears, and the one question I should expect from [AUDIENCE]. Conversational, not written prose — I am saying these out loud.

WORTH KNOWING

Read them out once. Anything you stumble over is a sentence you would not have said anyway.

Career

4 PROMPTS • 210 MIN

Reviews, resumes, interviews, negotiation.

Write your own appraisal

+75m

Self-assessment is due and you cannot remember March.

Help me write my self-appraisal. My role: [ROLE]. Things I did this year: [ROUGH LIST]. For each, rewrite as outcome plus evidence plus business impact. Flag anything where I have described activity instead of result.

WORTH KNOWING

The flagging instruction matters more than the rewriting. It shows you which of your year you cannot actually evidence.

Rehearse the salary conversation

+45m

You want a raise and you freeze in the room.

Play my manager. My case: [YOUR CASE]. Push back on me sceptically – budget constraints, timing, peer comparison. Do not agree easily. After three exchanges, tell me which of my arguments was weakest and why.

WORTH KNOWING

"Do not agree easily" is load-bearing. Without it you get a rehearsal where you win, which teaches you nothing.

Resume line rewrite

+40m

Your CV lists duties, not results.

Rewrite these resume bullets so each shows a result with a number: [PASTE]. Where I have not given you a number, ask me the one question that would produce it, instead of inventing a figure.

WORTH KNOWING

Never let it invent the number. You will be asked about it in the interview.

Interview prep for one specific company

+50m

Generic preparation, generic answers, no offer.

I am interviewing for [ROLE] at [COMPANY], which does [WHAT THEY DO]. My background: [SUMMARY]. Give me the six questions most likely to come up given that gap between what they need and what I have done, and for each, the honest version of my answer – not the flattering one.

WORTH KNOWING

Ask for the honest version explicitly. The default output is a version of you that does not exist.

Managing People

4 PROMPTS • 155 MIN

Feedback, one-on-ones, hiring, planning.

Feedback that can be acted on

+30m

Something needs correcting without a confrontation.

I need to give feedback to a team member. Situation: [WHAT HAPPENED]. Impact: [WHAT IT COST]. Write it using situation, behaviour, impact – under 150 words, no compliment sandwich, ending with one specific ask for next time.

WORTH KNOWING

No compliment sandwich. People remember the bread and forget the filling.

One-on-one that is not a status update

+25m

Your 1:1s have become task lists.

Give me six questions for a one-on-one with someone who is [PERFORMING WELL / STRUGGLING / RECENTLY PROMOTED / DISENGAGED]. Questions should surface things they would not volunteer. No question answerable with yes or no.

WORTH KNOWING

Use two. Six is a menu, not a script.

A job description that filters

+45m

The last posting brought 400 applications and no shortlist.

Write a job description for [ROLE] at [COMPANY TYPE]. The person will actually spend their week doing [REAL TASKS]. Make it specific enough that someone unsuited self-selects out. List the three requirements that are genuinely non-negotiable and mark everything else as nice to have.

WORTH KNOWING

Most postings are written to attract. This one is written to repel, which is what saves you the screening time.

Plan backwards from the deadline

+55m

You have a date and a vague sense of dread.

I have to deliver [WHAT] by [DATE]. Work backwards: what must be finished by when, what depends on what, and where the plan breaks if one thing slips by a week. Assume [WHO] is available and [CONSTRAINT]. Tell me the single earliest date I would know this is going wrong.

WORTH KNOWING

That last date is the one to put in your calendar.

Sales & Clients

3 PROMPTS • 140 MIN

Proposals, follow-ups, objections.

Proposal from a discovery call

+90m

The call is done and the proposal is due tomorrow.

Here are my call notes: [PASTE]. Draft a proposal with: their problem in their words, what success looks like to them, our approach in three phases, what we need from them, and commercials as a placeholder. Do not invent anything they did not say.

WORTH KNOWING

"In their words" is the instruction that wins deals. Buyers recognise their own sentences.

Answer the objection you dread

+30m

You know exactly what they will say about price.

My offer is [OFFER] at [PRICE]. The objection I get is [OBJECTION]. Give me three responses – one that reframes value, one that changes scope, one that walks away with the door open. Tell me which to use with a buyer who is [PRICE-DRIVEN / RISK-AVERSE / BUYING FOR THE FIRST TIME].

WORTH KNOWING

Have the walk-away version ready even if you never use it. It changes how you sound.

The proposal went silent

+20m

Three weeks, no reply, and chasing again feels pointless.

I sent a proposal for [WHAT] to [WHO] [HOW LONG] ago and heard nothing. Write a short message that gives them an easy, face-saving way to tell me it is dead, and an equally easy way to restart it. Under 70 words. Do not ask if they had a chance to review it.

WORTH KNOWING

A clear no is worth more than a fourth follow-up. It frees the pipeline and it frees you.

Automation

3 PROMPTS • 130 MIN

Small tools, for people who are not engineers.

Script the thing you do every Monday

+60m

The same file shuffle, every week, by hand.

Every week I [DESCRIBE THE TASK] on files that look like [DESCRIBE]. Write me a script to do it. I am on [WINDOWS/MAC] and I am not a programmer – give me the exact steps to run it and tell me how to test it safely on copies first.

WORTH KNOWING

Run it on copies in a separate folder the first three times. Not the second time. The third.

Understand the file someone left behind

+45m

You inherited it and nobody documented it.

Explain what this does, in plain language, to someone who is not an engineer: [PASTE]. Then list what would break if the input changed, and the three things worth checking before I trust it.

WORTH KNOWING

Useful before you touch anything, and useful before you tell your manager it is fine.

Decode the error message

+25m

Something red appeared and you have no idea what it wants.

I got this error: [PASTE]. I was trying to [WHAT YOU WERE DOING] in [TOOL]. Tell me in plain language what it means, the most likely cause given what I was doing, and the fix. If you need to know something about my setup to be sure, ask me before guessing.

WORTH KNOWING

The last sentence stops it from confidently fixing a problem you do not have.

Thirty prompts is a reference. **Seven days is a habit.**

A file of prompts gets opened twice and then forgotten. What actually changes how you work is doing one of them a day, on real work, until reaching for it stops being a decision.

That is what the 7-Day Hour Back Challenge is. One task each morning on WhatsApp, fifteen minutes, on the email or the deck or the spreadsheet already in front of you. By Sunday you will have taken back four and a half hours and have a ledger showing exactly where they came from.

If you use all thirty, **once:**

18 hours

More than two working days, back, from the work you were already doing.

START THE CHALLENGE FREE — [AIFOREVERYONE.INFO](https://aiforeveryone.info)