

# Take-home Prompts

*Reusable prompts that work the same way in ChatGPT, Claude, or Gemini.*

These solve common, real problems. Copy them, paste them into any of the big chatbots, then fill in your own details. The same wording works across all three.

One habit before you start: AI gives better answers when you give it more context. Tell it who you are, what you are trying to do, and what kind of answer you want.

## START HERE

### Your master prompt

A master prompt is a short paragraph about who you are that you paste at the start of every new conversation. It saves you from re-explaining yourself, and the answers get noticeably better immediately. Keep different versions for different parts of your life. Save them as notes on your phone so they are always one tap away.

### For your personal life

*Daily use: health, family, finances, decisions, errands, learning.*

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I am [name], [age or life stage] in [location]. I care about [things that matter to you]. I tend to [decision style: research carefully, want direct answers, talk things through]. When you reply to me, please [tone: be direct, explain step by step, skip the disclaimers]. If you need information I have not given you, ask before guessing.
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### For your business or work

*For owners, freelancers, advisors, or anyone with a working role.*

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I run [type of business or have this role] in [location]. We serve [type of customer or who I work with]. The typical situation is [size, stage, what matters most]. When you help me, please [tone: be concise, skip the obvious, think like a peer]. If you need information about my work that I have not shared, ask before assuming.
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## For a specific project

*A multi-week effort: writing a memoir, planning a move, renovating a home, launching a product.*

I am working on [project name and goal]. The audience or beneficiary is [who it is for]. The constraints are [budget, timeline, what cannot change]. We have already decided [key decisions made so far]. Open questions are [what is still unresolved]. When you help me on this, please [format or tone preference].

*Paste the one that fits at the start of any new conversation, then ask your real question underneath.*

### EVERYDAY SITUATIONS

## Five prompts you will use again and again

### 1. Decode a confusing document

*When you get a letter from insurance, a doctor, a lawyer, a bank, or the government and are not sure what it says or what you are supposed to do.*

I am pasting a [type of document] below. Please tell me:

1. What it actually says in plain English
2. What I am being asked to do, if anything
3. What is missing that should be there
4. What questions I should ask before I respond or sign

Here is the document:

[paste the text]

### 2. Prepare for an important appointment

*Before a meeting with a doctor, lawyer, financial advisor, contractor, or insurance agent.*

I have an appointment with a [type of professional] about [topic]. The situation is [briefly describe].

Please help me prepare:

1. The questions I should ask
2. What information or documents I should bring
3. Red flags or warning signs I should watch for
4. What a good outcome looks like, so I know when I am done

### 3. Write something difficult

*When you need to say something uncomfortable: declining a family request, asking a neighbor to stop a behavior, ending a service, telling a doctor you want a second opinion.*

I need to write something hard. The situation is [context]. I want to be clear without being cruel.

Please give me three versions:

1. Gentle
2. Direct
3. Firm

Then tell me which one best fits the situation, and why.

### 4. Make a hard decision

*When you are stuck between two options and do not know which is right for you.*

I am trying to decide between [Option A] and [Option B]. Instead of telling me what to do, please ask me 5 questions, one at a time, that will help me figure out which is right for my situation.

After my answers, give me your honest recommendation and explain your reasoning.

### 5. Capture what worked, so you can use it again

*The most valuable prompt on this list. Use it any time an AI finally gives you a great answer after several tries.*

That was exactly what I needed. Please write me one complete prompt I can use in the future to get this same kind of answer on a different topic, so I get the same quality without having to go back and forth.

## HABITS

### Small habits that make every prompt better

- **Tell the AI who you are.** "I am a retired teacher" or "I run a small business" gives it the context it needs.
- **Share an example.** "Match this tone" plus a paragraph you like beats trying to describe the tone in words.
- **Tell it to ask you questions.** "Before you answer, ask me whatever you need to know."

- **Push back when it goes wrong.** "That is not what I meant. Try again, but this time..."
- **Tell it what to do, not just what not to do.**

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