

AI productivity and planning prompts

Planning is the most common thing people ask AI for. These prompts turn a messy list of tasks into a plan you can follow: a time-blocked day, a week built around your fixed commitments, an Eisenhower-sorted to-do list, a focus session, a weekly review, a small project plan and a simple budget. There are also prompts for the hard parts, such as starting a task you keep avoiding, saying no to extra work and making a difficult decision.

They work in ChatGPT, Gemini and Claude. Give the AI your real calendar, deadlines and energy levels, because a plan that ignores them will not survive the week. Treat the result as a draft and adjust it until it feels doable.

How to use: copy a prompt into ChatGPT, Gemini or Claude and replace every [BRACKETED] part with your own details. Each prompt also has its own page with a copy button, linked under its title. 24 prompts in this pack.

1 Plan my day and prioritise tasks

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-plan-my-day/

Act as a productivity coach. Here is my to-do list for today:
[PASTE YOUR TASKS]

I'm free from [START TIME] to [END TIME]. Fixed commitments: [MEETINGS / CLASSES].

Sort the tasks into Do now / Schedule / Delegate / Drop. Then build a time-blocked schedule with short breaks, putting the hardest task in my first focus block. Flag anything that won't realistically fit.

Tip: Do this the night before — you'll start the day already knowing your first task.

2 Build a time-blocked schedule for tomorrow

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-time-blocked-schedule/

Turn my to-do list into a realistic time-blocked schedule for tomorrow.

To-do items with estimated time: [LIST]

Fixed commitments: [MEETINGS AND TIMES]

Working hours: [START] to [END]

My energy: best at [TIME OF DAY], weakest at [TIME OF DAY]

Include breaks, a buffer for surprises, and a shutdown time. Flag anything that will not fit and suggest what to drop or move.

Tip: Keep the first block of the day for the task you are most likely to avoid.

3 Plan my week around fixed commitments

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-weekly-planner/

Act as a calm, practical planning coach. Help me plan next week.

Fixed commitments (day and time): [e.g. work 9-6 Mon-Fri, gym Tue/Thu 7am, school pickup 3:30]

Tasks I need to finish this week: [LIST, with a rough time for each if you know it]

Deadlines: [TASK + DAY]

My energy: [e.g. sharpest in the morning, slow after lunch]

Things I want time for: [e.g. reading, calling my parents, a walk]

Build a day-by-day plan for Monday to Sunday. Put hard, focused tasks in my best energy hours, keep at least one 30-minute buffer each day for things that run over, and leave one evening free. Show it as a table (day, time block, task). After the table, list anything that does not fit and ask me what to drop or move.

Tip: Add your real calendar first. A plan that ignores your fixed commitments falls apart by Tuesday.

4 Eisenhower matrix for a messy to-do list

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-eisenhower-matrix/

Here is my to-do list, in no particular order:

[PASTE YOUR LIST]

My role and main goal right now: [e.g. freelance designer, finishing a big client project by Friday]

Sort every item into the Eisenhower matrix:

1. Urgent and important: do today
2. Important, not urgent: schedule a day for it
3. Urgent, not important: delegate, batch or do quickly
4. Neither: drop it or park it

For each item give one short reason. Then give me the three things to do first today, in order, and point out any item that is really two or three tasks hiding in one line.

Tip: Be honest about deadlines. If everything is labelled urgent, the matrix cannot help you.

5 Start a task you keep putting off

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-start-task-you-avoid/

I keep putting off this task: [TASK]
Why I think I am avoiding it: [e.g. it feels huge, I don't know where to start, it's boring, I'm worried it won't be good]
Time I have today: [e.g. 30 minutes]

Break the task into tiny steps that each take 5 to 10 minutes. The first step must be so small that I cannot say no to it (for example "open the document and write the title"). Then give me a plan for the time I have, one small reward for when I finish, and one line I can tell myself if I get stuck. Be kind and practical, not preachy.

Tip: Do only the first step right after reading the answer. Starting is the hard part.

6 Plan a deep focus work session

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-focus-session-plan/

Help me plan a focused work session.

What I need to get done: [TASK AND WHAT "DONE" LOOKS LIKE]
Time available: [e.g. 2 hours, 10am-12pm]
What usually distracts me: [e.g. phone, Slack, email, snacking]

Split the session into work blocks with short breaks (suggest a block length that suits the task, such as 25 or 50 minutes). For each block say exactly what to work on. Add a 3-minute setup checklist to do before I start (close tabs, phone away, water), and a 5-minute wrap-up at the end where I note where I stopped and the next step.

Tip: Write the next step down before you stop. It makes the next session far easier to start.

7 Run a 15-minute weekly review

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-weekly-review/

Guide me through a 15-minute weekly review.

My week in one line: [e.g. busy launch week at work, two days off sick]
My main goal this month: [GOAL]

Ask me one question at a time and wait for my answer before the next one.

Cover these, in order:

1. What did I finish this week?
2. What did I plan but not do, and why?
3. What took more time than it should have?
4. What gave me energy, and what drained it?
5. What are the three most important things for next week?

When we are done, write a short summary: wins, lessons, and next week's top three with the first step for each. Keep your questions short and do not lecture me.

Tip: Do it at the same time each week, for example Friday afternoon, so it becomes a habit.

8 End-of-day shutdown routine

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-end-of-day-shutdown/

Create a 10-minute end-of-workday shutdown routine for me.

My work: [e.g. remote software tester, manager of a small shop]

What tends to follow me home: [e.g. unread messages, worrying about tomorrow, half-finished tasks]

Tools I use: [e.g. Google Calendar, Notion, a paper notebook]

Give me a short checklist of 5 to 7 steps in order, such as capturing loose tasks, checking tomorrow's calendar, choosing tomorrow's first task and a clear "done for the day" signal. Keep each step to one line and say roughly how long it takes.

Tip: Pick one physical signal to end the day, like closing the laptop lid or going for a walk.

9 Break a big goal into milestones

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-goal-to-milestones/

My goal is: [GOAL], to be achieved by [DATE].

Starting point: [WHERE I AM NOW]

Time available per week: [HOURS]

Resources and limits: [RESOURCES]

Break it into monthly milestones, then weekly actions for the first month. Add a way to measure progress each week and a checkpoint where I should decide whether to continue or change the plan.

Tip: Ask for the first milestone to be something you can finish in under a week, to build momentum.

10 Build a habit you can actually keep

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-daily-habit-plan/

Help me build the habit of [HABIT].

Why it matters to me: [REASON]

My schedule: [ROUTINE]

What has stopped me before: [OBSTACLES]

Design a plan using tiny steps: a 2-minute starter version, a trigger tied to something I already do, a reward, what to do on a missed day and a 4-week ramp-up. Also a way to track it without a complicated app.

Tip: Make the habit so small it feels silly. You can grow it later.

11 Design a morning routine that fits you

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-morning-routine-design/

Help me design a realistic morning routine.

Wake time: [TIME]

Time available before I leave: [MINUTES]

What I want from my mornings: [GOALS]

Constraints: [KIDS / COMMUTE / SHIFT WORK]

Give a minute-by-minute plan with a light and a busy-day version, the order of tasks, an evening prep checklist and how to build it in over three weeks.

Tip: Design your routine around what you want to feel, and add one habit at a time.

12 Build a better sleep routine

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-sleep-routine-plan/

Help me build a realistic sleep routine.

Current bedtime and wake time: [TIMES]

What gets in the way: [PROBLEMS, e.g. late screens, caffeine, stress]

My schedule constraints: [CONSTRAINTS]

Create a four-week plan that changes one habit each week, with an evening wind-down routine, morning routine and environment tips. This is general wellbeing advice, not medical advice. See a doctor if sleep problems persist.

Tip: Change one thing per week; small consistent steps beat a total overhaul.

13 Plan a small project with tasks and dates

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-small-project-plan/

Act as an experienced project manager. Help me plan this project.

Project: [WHAT, e.g. move my online shop to a new website]

Finish date: [DATE]

Who is working on it and how many hours a week: [PEOPLE + HOURS]

What is already done: [ANYTHING]

Biggest worry: [e.g. getting content from the client on time]

Break it into phases and tasks. For each task give an owner, a start and end date, and what it depends on. Mark the tasks that would delay everything if they slip. Show it as a table I can paste into a spreadsheet, then list the top three risks with one way to reduce each.

Tip: Ask for the table as CSV if you want to paste it straight into Google Sheets or Excel.

14 Make a hard decision with a simple score

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-decision-helper/

Help me make a decision.

The choice: [e.g. take the new job or stay; rent or buy; which laptop]

Options: [OPTION A, OPTION B, ...]

What matters to me most: [e.g. money, time with family, growth, stress level]

Deadline to decide: [DATE]

First ask me up to three short questions if something important is missing. Then list the pros and cons of each option, score each option from 1 to 5 on what matters to me (weighted by how much it matters), and show the totals in a table. Finish with what would have to be true for the lower-scoring option to be the better choice. Do not decide for me.

Tip: If the result feels wrong, that feeling is useful. Ask what you weighted too low.

15 Say no without damaging the relationship

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-say-no-politely/

Write 3 ways to say no to this request.

Who asked: [PERSON AND RELATIONSHIP]

The request: [WHAT THEY WANT]

Why I cannot: [TRUE REASON, e.g. full workload this month]

Version 1: short and firm. Version 2: warm with a reason. Version 3: decline but offer an alternative (a later date, a smaller version or another person). No over-apologising and no false promises.

Tip: Pick the version that matches the relationship. Version 3 works well with a manager.

16 Triage an overflowing inbox

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-inbox-triage/

I have [NUMBER] unread emails. Here are the subject lines and first sentences:

[PASTE LIST]

Sort them into four groups: reply today, reply this week, delegate or forward, and archive or ignore. For each "reply today" email, give a one-line suggested response. End with a 20-minute plan for clearing the most important ones first.

Tip: Paste only subject lines and the first sentence of each email to keep private details out of the chat.

17 Create a meeting agenda that keeps it short

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-meeting-agenda/

Create an agenda for a [LENGTH]-minute meeting.

Purpose: [WHY WE ARE MEETING]

Attendees: [ROLES]

Decisions needed: [DECISIONS]

Pre-reading: [DOCS]

Time-box each item, mark who leads it, and label each as inform, discuss or decide. Put decisions first. Add a 5-minute wrap-up for actions. If this could be an email, tell me.

Tip: Send the agenda a day early with the decisions listed in the invite.

18 Turn meeting notes into minutes

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-meeting-minutes/

Act as an executive assistant. Turn my rough meeting notes into clear minutes.

Meeting: [MEETING NAME] on [DATE]

Attendees: [NAMES]

Raw notes: [PASTE NOTES]

Output: 1) a 3-line summary, 2) decisions made, 3) action items as a table (task, owner, deadline), 4) open questions. If an owner or deadline is missing from my notes, write "TBC" instead of guessing.

Tip: Paste messy notes as they are. The "TBC" rule stops the AI from inventing owners.

19 Follow-up email after a meeting

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-meeting-followup-email/

Write a follow-up email after a meeting.

Attendees: [NAMES AND ROLES]

Topic: [TOPIC]

Decisions made: [DECISIONS]

Action items with owners and dates: [ACTIONS]

Open questions: [QUESTIONS]

Start with a one-sentence summary, list decisions and action items as short bullets with owner and deadline, and close by asking people to reply only if something is wrong.

Tip: Send it within two hours while the meeting is still fresh for everyone.

20 Plan a simple monthly budget

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-monthly-budget-planner/

Help me plan a simple monthly budget.

Monthly take-home income: [AMOUNT AND CURRENCY]

Fixed costs: [e.g. rent, loan EMI, phone, insurance, with amounts]

Rough spending on: [groceries, eating out, transport, shopping, subscriptions]

Savings goal: [e.g. emergency fund of 3 months' costs, a trip in December]

Sort my spending into needs, wants and savings, show the percentage for each, and suggest a realistic monthly plan as a table. Point out the two easiest places to save without making life miserable. Use only my numbers, keep it simple, and do not recommend specific investment products.

Tip: Look at last month's bank statement first. Guesses about spending are usually too low.

21 Fair chore schedule for a household

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-household-chore-schedule/

Make a fair weekly chore schedule for our home.

People: [NAMES, AGES AND WHEN EACH IS USUALLY HOME]

Chores and how often: [e.g. dishes daily, laundry twice a week, bathroom weekly, groceries Saturday, plants]

Things people like or dislike doing: [OPTIONAL]

Balance the time each person spends, give children tasks that suit their age, and rotate the least-liked chores each week. Show it as a table (day, chore, person, about how long). Add a simple rule for swaps and one idea to keep it from turning into an argument.

Tip: Print it and put it on the fridge. A visible list works better than a chat thread.

22 Study schedule around a full-time job

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-study-schedule-working/

Build a weekly study schedule for me.

Goal: [EXAM OR COURSE] on [DATE]

Work hours: [WORK SCHEDULE]

Hours I can study: [HOURS PER WEEK]

Topics and my confidence in each: [TOPICS]

Create a realistic timetable with short daily sessions, weekly reviews and mock tests, a plan for busy weeks and a way to catch up if I fall behind.

Tip: Schedule your hardest subject in your highest-energy slot, even if it is only 30 minutes.

23 Act as any expert: role prompt template

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-act-as-any-expert/

Act as a [ROLE, e.g. senior HR manager / nutritionist / UX researcher / tax accountant] with [NUMBER] years of experience working with [WHO, e.g. small startups in India].

My situation: [CONTEXT IN 2-4 SENTENCES]

What I need from you: [TASK, e.g. review my plan, answer a question, draft a document]

What good looks like: [e.g. a checklist I can act on today, one page, simple language]

Before you answer, ask me up to three questions that an expert in this role would ask first. Then answer the way that expert would: give your honest opinion, say what you would do differently, and flag anything where I should check with a qualified professional.

Tip: The more specific the role and experience, the more specific the answer. "Senior B2B sales manager" beats "expert".

24 Year-end reflection and next-year focus

ChatGPT · Gemini · Claude · usepromptup.com/prompts/text-year-end-reflection/

Interview me for a year-end reflection, asking one question at a time. Cover wins I am proud of, things that did not go to plan, lessons, relationships that mattered, habits to keep, habits to drop, and what I want more and less of next year.

After eight questions, summarise the themes you noticed and suggest three focus areas for [NEXT YEAR] with one small first step for each.

Tip: Answer honestly and briefly; the value comes from the patterns the AI spots, not from long answers.

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