

10 Stupid Simple AI Prompts That Save 5+ Hours Per Week!

Welcome!

Most professionals waste hours every week on emails, tasks, and repetitive work.

Not because the work is hard. Because it's unstructured.

These 10 AI prompts are designed to fix that.

Each one is simple, practical, and built to save you time immediately. No technical skills required. Just copy, paste, and use.

- Matt
- bodhijack.substack.com
- [5000+ \(and growing\) AI Tool library in ONE dashboard](#)

Ad



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Prompt #1

Title: Turn Any Long Email Into Clear Actions in 30 Seconds

Use this when:

- You open an email and think “this is too long”
 - You’re not sure what actually matters
 - You want to respond fast without missing anything
-

Why this matters (real-world benefit):

Without this:

- You reread emails multiple times
- You miss small but important details
- You delay responses

With this:

- You get clarity in seconds
 - You respond faster and more confidently
 - You look more organized than you actually are
-

The Prompt

Summarize the email below into:

- 3 key points (what matters most)
- Action items (what I need to do)
- Deadlines (if any)
- Risks or concerns (if any)

Also draft a short, professional reply based on the summary (optional).

Keep it clear and concise. Use bullet points.

Email:

[PASTE EMAIL]

Example

Input Email:

Hi Matt,

Just wanted to follow up on the proposal we discussed last week. The client reviewed everything and had a few comments. They're mostly aligned but want to reduce the scope slightly to stay within budget. Specifically, they're asking if we can remove the second phase and revisit it next quarter.

They also mentioned that timing is important since they want to launch by the end of the month. That would mean we need final approval by this Friday.

Let me know your thoughts. If you're okay with the changes, I can update the proposal and send it back over.

Thanks,
John

Output:

Key Points:

- Client approves proposal with reduced scope
- Phase 2 may be postponed until next quarter
- Timeline is tight for end-of-month launch

Action Items:

- Review and approve scope changes
- Confirm removal of Phase 2
- Approve updated proposal

Deadlines:

- Final approval needed by Friday

Risks/Concerns:

- Reduced scope may impact long-term results
 - Tight timeline could create execution pressure
-

Suggested Professional Reply (based on summary)

Hi John,

Thanks for the update.

I'm good with the proposed changes, including removing Phase 2 for now and revisiting it next quarter. The adjusted scope makes sense given the budget constraints.

Please go ahead and update the proposal accordingly.

I'll review and confirm final approval by Friday to keep things on track for the end-of-month launch.

Appreciate you coordinating this.

Best,
Matt

Why this works:

- Confirms alignment quickly
- Acknowledges constraints (budget and timeline)
- Moves the process forward
- Reinforces the deadline
- No overthinking. No back-and-forth

END OF PROMPT 1

Prompt #2

Title: Write the Right Email Reply for Any Situation

Use this when:

- You need to respond but aren't sure about the right tone
 - The situation is sensitive, delayed, or requires tact
 - You want to sound confident without overexplaining
-

Why this matters (real-world benefit):

Without this:

- You send emails that are too blunt or too soft
- You overthink tone and delay responses
- You create unnecessary back-and-forth

With this:

- You match the tone to the situation
 - You communicate clearly and confidently
 - You handle tricky emails with ease
-

Paste This Prompt

Write a professional reply to the email below.

First, identify the situation (e.g., delay, request, conflict, follow-up).

Then generate 2 versions of the reply:

- Version 1: Friendly and professional
- Version 2: Direct and concise

Both versions should:

- Acknowledge the message
- Address the main point clearly
- Include next steps (if applicable)

Keep each version under 120 words.

Email:

[PASTE EMAIL]

Example

Input Email:

Hi Matt,

I wanted to follow up again on the website updates. We were expecting those earlier this week and haven't seen anything come through yet.

Can you provide an update on timing?

Thanks,
Chris

Output:

Version 1: Friendly and Professional

Hi Chris,

Thanks for following up.

I'm currently wrapping up the website updates and making sure everything is finalized properly. You can expect them by tomorrow afternoon.

I appreciate your patience and will send everything over as soon as it's ready.

Best,
Matt

Version 2: Direct and Concise

Hi Chris,

The website updates are in progress and will be completed by tomorrow afternoon. I'll send them over once finalized.

Best,
Matt

Why this works:

- Adapts tone based on the situation
- Gives you options instead of one rigid response
- Reduces overthinking and speeds up replies
- Helps you communicate more intentionally

END OF PROMPT 2

Prompt #3

Title: Write Any Professional Email From Scratch in Minutes

Use this when:

- You need to start an email but don't know how to begin
 - You want to sound professional without overthinking
 - You need to communicate clearly and get a response
-

Why this matters (real-world benefit):

Without this:

- You stare at a blank screen
- You overthink wording and structure
- You write emails that are too long or unclear

With this:

- You start quickly with a clear structure
 - Your message is concise and effective
 - You increase the chances of getting a response
-

Paste This Prompt

Write a clear and professional email based on the details below.

Include:

- A clear subject line
- A brief introduction (if needed)
- The main message or request
- Any important details or context
- A clear call to action or next step

Keep the tone:

- Professional
- Concise
- Friendly but not casual

Provide 2 versions:

- Version 1: Standard professional
- Version 2: Short and direct

Details:

[Describe what the email is about, who it's for, and the desired outcome]

Example

Input Details:

I need to email a vendor to request updated pricing for bulk materials. I want to maintain a good relationship but also get a quick response.

Output:

Version 1: Standard Professional

Subject: Request for Updated Bulk Pricing

Hi [Vendor Name],

I hope you're doing well.

I wanted to reach out to request updated pricing for bulk materials, as we are reviewing our current purchasing needs.

If possible, could you provide the latest pricing along with any volume discounts or lead time details?

We're looking to make a decision soon, so a quick response would be appreciated.

Thank you, and I look forward to your update.

Best,
Matt

Version 2: Short and Direct

Subject: Updated Pricing Request

Hi [Vendor Name],

Could you send over your latest bulk pricing, including any volume discounts and lead times?

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We're reviewing options and would appreciate a quick response.

Thanks,
Matt

Why this works:

- Eliminates the “blank page” problem
 - Provides structure so nothing important is missed
 - Gives you options based on situation and urgency
 - Helps you write emails that get responses
-

END OF PROMPT 3

Prompt #4

Title: Turn a Messy To-Do List Into a Clear, Actionable Plan

Use this when:

- Your task list feels overwhelming or unorganized
 - You're not sure what to do first
 - You have a lot to do but limited time
-

Why this matters (real-world benefit):

Without this:

- You jump between tasks with no clear priority
- You focus on easy work instead of important work
- You end the day busy but not productive

With this:

- You know exactly what to do first
 - You focus on high-impact tasks
 - You get more done in less time
-

The Prompt

Here is my task list for today:

[PASTE TASKS]

Organize and prioritize this list into:

1. Must Do (high impact or urgent)
2. Should Do (important but not urgent)
3. Nice to Do (low priority or optional)

Then:

- Suggest the most efficient order to complete the Must Do tasks
- Estimate how long each task might take
- Flag anything that can be delegated, delayed, or eliminated

Keep the output clear and actionable.

Example

Input Tasks:

- Respond to 15 emails
- Finish monthly report
- Schedule team meeting
- Review vendor contract
- Update website homepage
- Organize desktop files
- Follow up with client
- Brainstorm content ideas

Output:

Must Do:

- Finish monthly report (2 hours)
- Follow up with client (15 minutes)
- Review vendor contract (45 minutes)

Should Do:

- Respond to 15 emails (45 minutes)
- Schedule team meeting (10 minutes)

Nice to Do:

- Update website homepage (1 hour)
- Organize desktop files (30 minutes)
- Brainstorm content ideas (30 minutes)

Recommended Order (Must Do):

1. Follow up with client (quick win)
 2. Review vendor contract
 3. Finish monthly report (deep work)
-

Optimization Suggestions:

- Delegate email responses where possible
 - Delay website updates if time is limited
 - Batch emails into one focused session
-

Why this works:

- Forces prioritization instead of guesswork
 - Helps you focus on impact, not just activity
 - Reduces decision fatigue
 - Encourages smarter use of time (not just more effort)
-

END OF PROMPT 4

Prompt #5

Title: Turn Messy Writing Into Clear, Professional Communication

Use this when:

- Your writing feels unclear or too wordy
 - You want to sound more professional
 - You need to simplify something quickly
-

Why this matters (real-world benefit):

Without this:

- Your message gets misunderstood
- You use too many words to say too little
- You sound less confident than you are

With this:

- Your message is clear and easy to understand
 - You communicate more confidently
 - You save time rewriting and explaining
-

The Prompt

Rewrite the text below to be:

- Clear and easy to understand
- Concise (remove unnecessary words)
- Professional but natural in tone

Then provide 2 versions:

- Version 1: Standard professional
- Version 2: Short and direct

If needed, improve sentence structure and flow, but keep the original meaning.

Text:

[PASTE TEXT]

Example

Input Text:

Hey, I just wanted to reach out and kind of follow up on the thing we talked about earlier regarding the report. I know things have been busy and everything, but I was just wondering if you maybe had a chance to look at it or had any thoughts or anything like that.

Output:

Version 1: Standard Professional

Hi,

I wanted to follow up on the report we discussed earlier. I understand things may be busy, but I'd appreciate any updates or feedback when you have a moment.

Thank you,

Version 2: Short and Direct

Hi,

Following up on the report. Do you have any updates or feedback?

Thanks,

Why this works:

- Removes filler words that weaken communication
 - Improves clarity without changing meaning
 - Gives you options based on tone and situation
 - Helps you sound more confident and intentional
-

END OF PROMPT 5

Prompt #6

Title: Learn Any Topic Quickly Using the 80/20 Rule

Use this when:

- You need to understand something fast
 - You don't have time to read everything
 - You want the most important takeaways, not details
-

Why this matters (real-world benefit):

Without this:

- You spend too much time researching
- You get lost in unnecessary details
- You struggle to see what actually matters

With this:

- You understand topics quickly
 - You focus on the most useful information
 - You can apply what you learn immediately
-

The Prompt

Explain the topic below using the 80/20 rule.

Focus on:

- The small number of ideas that provide the most understanding
- Simple explanations (no jargon)
- A real-world example

Then include:

- 3 key takeaways
- 1 common mistake or misconception

Keep it concise and easy to understand.

Topic:

[INSERT TOPIC]

Example

Input Topic:

Search Engine Optimization (SEO)

Output:

Simple Explanation:

Search Engine Optimization (SEO) is the process of improving your website so it shows up higher in search results like Google. The goal is to get more people to find your site without paying for ads.

The most important parts are using the right keywords, creating useful content, and making sure your website is easy to navigate.

Real-World Example:

If you own a landscaping business, using phrases like “lawn care in Michigan” on your website helps people find you when they search for those services online.

3 Key Takeaways:

- Keywords help search engines understand your content
 - Useful, relevant content improves rankings
 - A clean, fast website improves user experience and visibility
-

Common Mistake:

Trying to “trick” search engines with keyword stuffing instead of creating helpful content

Why this works:

- Filters out low-value information
- Speeds up learning dramatically
- Focuses on practical understanding, not theory
- Helps you apply knowledge faster

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END OF PROMPT 6

Prompt #7

Title: Never Run Out of Content Ideas Again

Use this when:

- You don't know what to post
 - You feel stuck or out of ideas
 - You want content that actually gets engagement
-

Why this matters (real-world benefit):

Without this:

- You waste time thinking of ideas
- You post inconsistently
- Your content feels random or forced

With this:

- You always have ideas ready
 - Your content stays consistent
 - You create posts people actually care about
-

The Prompt

Generate 10 content ideas for my niche.

Niche: [INSERT NICHE]

Audience: [DESCRIBE YOUR AUDIENCE]

Make the ideas:

- Practical and useful
- Attention-grabbing
- Easy to create

For each idea, include:

- A short title or hook
- The core message
- Suggested format (post, list, meme, short video, etc.)

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Avoid generic ideas. Focus on real problems and solutions.

Example

Input:

Niche: AI productivity

Audience: Busy professionals who want to save time

Output:

1. **Hook:** "Stop wasting time writing emails. Use this instead."
 - Core Message: Show a simple AI prompt for writing emails faster
 - Format: Short post
2. **Hook:** "This one prompt saves me 30 minutes every day"
 - Core Message: Share a daily-use productivity prompt
 - Format: Post or short video
3. **Hook:** "Meetings that should have been emails"
 - Core Message: Highlight wasted time and offer a solution
 - Format: Meme
4. **Hook:** "If your day feels chaotic, try this"
 - Core Message: Show a task prioritization prompt
 - Format: Carousel or post
5. **Hook:** "Most people use AI wrong"
 - Core Message: Explain a common mistake and fix it
 - Format: Post
6. **Hook:** "Steal this prompt"
 - Core Message: Share a high-value, copy-paste prompt
 - Format: Post
7. **Hook:** "I tested 10 prompts. Only this worked."
 - Core Message: Share results and insights

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- Format: Post

8. **Hook:** “Before vs After using AI”

- Core Message: Show time saved or improved output
- Format: Visual post

9. **Hook:** “You don’t need more tools. You need this.”

- Core Message: Simplify productivity approach
- Format: Post

10. **Hook:** “3 ways to save 1 hour today using AI”

- Core Message: Quick actionable tips
- Format: List post

Why this works:

- Eliminates idea fatigue
- Focuses on real problems your audience has
- Builds consistency (key for growth)
- Helps you create faster without overthinking

END OF PROMPT 7

Prompt #8

Title: Break Down Any Problem Into a Clear, Step-by-Step Solution

Use this when:

- You feel stuck on a problem
 - You don't know where to start
 - The situation feels more complex than it should be
-

Why this matters (real-world benefit):

Without this:

- You overthink and delay action
- Problems feel bigger than they are
- You waste time trying random solutions

With this:

- You get a clear path forward
 - You focus on the simplest solution
 - You take action faster with confidence
-

The Prompt

I'm trying to solve the following problem:

[DESCRIBE PROBLEM]

Break this down into:

- The root cause (what's really causing the problem)
- A simple step-by-step plan to solve it
- The fastest and easiest path to a solution
- Any risks or common mistakes to avoid

Then:

- Suggest one quick win I can do immediately
- Suggest one longer-term improvement

Keep the solution practical and easy to follow.

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Example

Input Problem:

I have a lot of ideas for content, but I rarely follow through and actually post consistently.

Output:

Root Cause:

- Lack of a simple system
 - Overthinking ideas before posting
 - No set schedule or structure
-

Step-by-Step Plan:

1. Choose 3 content types (e.g., tips, memes, short posts)
 2. Create a simple weekly posting schedule
 3. Batch create content 2–3 days at a time
 4. Use a scheduling tool to automate posting
 5. Review performance weekly and adjust
-

Fastest Path to a Solution:

- Pick 3 ideas today
 - Create and schedule them within 1 hour
 - Focus on consistency, not perfection
-

Risks / Common Mistakes:

- Trying to create perfect content
 - Changing direction too often
 - Overloading yourself with too many ideas
-

Quick Win:

- Create and post one piece of content today without overthinking

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Long-Term Improvement:

- Build a repeatable content system with batching and scheduling
-

Why this works:

- Forces clarity by identifying the real problem
 - Breaks complex issues into simple steps
 - Encourages immediate action
 - Reduces overthinking and hesitation
-

END OF PROMPT 8

Prompt #9

Title: Solve Excel and Spreadsheet Problems in Minutes

Use this when:

- You're stuck on a formula
 - You don't know how to structure your spreadsheet
 - You want to save time instead of trial and error
-

Why this matters (real-world benefit):

Without this:

- You waste time searching for formulas
- You guess and check until something works
- Your spreadsheets become messy or inefficient

With this:

- You get the exact formula you need
 - You understand how it works
 - You build cleaner, more efficient spreadsheets
-

The Prompt

I need help with Excel or Google Sheets.

Here's what I'm trying to do:

[DESCRIBE YOUR GOAL]

My data looks like this:

[DESCRIBE OR PASTE SAMPLE DATA]

Please provide:

- The exact formula(s) I should use
- Step-by-step instructions to set it up
- A simple explanation of how it works

If there are multiple ways, show the simplest and most efficient option.

Example

Input:

I have a list of sales in column A and want to calculate the total only if the value is greater than 100.

Output:

Formula:

=SUMIF(A:A, ">100")

Step-by-Step:

1. Select the cell where you want the result
 2. Enter the formula: =SUMIF(A:A, ">100")
 3. Press Enter
-

Explanation:

This formula adds all values in column A that are greater than 100. It ignores anything below that threshold.

Why this works:

- Eliminates trial and error
 - Gives you both the answer and the understanding
 - Helps you build better systems, not just quick fixes
-

END OF PROMPT 9

Prompt #10

Title: Simplify Anything So You Actually Understand It

Use this when:

- Something feels too complex or confusing
 - You're learning a new topic
 - You need to explain something to someone else
-

Why this matters (real-world benefit):

Without this:

- You feel overwhelmed by complexity
- You struggle to explain things clearly
- You waste time trying to "figure it out"

With this:

- You understand things quickly
 - You can explain ideas clearly to others
 - You build confidence in new topics
-

The Prompt

Explain the following in the simplest way possible.

- Use plain language (no jargon)
- Break it into small, easy-to-understand parts
- Include a simple example

Then:

- Give a short summary in one or two sentences

Topic:

[INSERT TOPIC]

Example

Input Topic:

Cloud Computing

Output:

Simple Explanation:

Cloud computing means storing and accessing data or programs over the internet instead of on your computer. Instead of saving files locally, you use online services to access them anytime.

Example:

Using Google Drive to store files instead of saving them on your desktop is cloud computing.

Summary:

Cloud computing lets you store and use data online instead of on your own device.

Why this works:

- Breaks down complex ideas into simple terms
 - Improves understanding and retention
 - Helps you communicate ideas more effectively
-

END OF PROMPT 10

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