AI Prompt Starter Pack

24 ready-to-use prompts for study, office work, Excel, business and content — by SteryTech

How to use these prompts

Copy a prompt, replace the text in [square brackets] with your own details, and paste it into any AI assistant. Good prompts give the AI a **role**, a **task**, **context** and the **format** you want back. Always check important facts, numbers and names before you use the answer.

Study & learning

1. Explain [topic] to me like I am a 15-year-old. Use one everyday example and finish with 3 quick questions to test me.

2. Create a 7-day study plan for [subject] for 45 minutes a day. Include what to read, what to practise and a short revision on day 7.

3. Here are my notes: [paste]. Turn them into 10 flashcards (question on one line, answer on the next).

4. I keep confusing [A] and [B]. Make a simple comparison table and a memory trick.

Office & productivity

5. Rewrite this email so it is polite, clear and under 120 words: [paste email].

6. Summarise this document in 5 bullet points, then list any deadlines, amounts or names mentioned: [paste].

7. Turn these meeting notes into: decisions, action items (owner + date) and open questions: [paste].

8. Create a weekly to-do plan from this list. Group by priority and estimate the time for each task: [paste list].

Excel & data

9. I have columns Date, Product, Region, Quantity, Price. Write an Excel formula to calculate total sales per region.

10. Explain what this formula does, step by step, in simple words: [paste formula].

11. Here is a sample of my data: [paste 10 rows]. Suggest 5 useful charts or pivot tables and what each would show.

12. Find possible errors or unusual values in this data and explain why they look suspicious: [paste].

Business & customers

13. Write 5 friendly replies for common customer questions about [product/service]. Keep each under 60 words.

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14. Act as a small-business consultant. My business is [describe]. List 5 tasks that AI could automate and the tool type for each.

15. Draft a WhatsApp message announcing [offer] to existing customers. Include a clear call to action. No exaggerated claims.

16. Create a simple FAQ (8 questions) for my [business type] website.
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Content creation

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17. Give me 15 post ideas for [topic] for Instagram, mixing tips, myths, questions and behind-the-scenes.

18. Write a 60-second video script about [topic] with a hook in the first 3 seconds and a clear ending.

19. Turn this blog post into 5 LinkedIn posts with different angles: [paste].

20. Suggest 10 YouTube titles for a video about [topic]. Keep them honest, clear and under 60 characters.
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Thinking & decisions

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21. I need to decide between [option A] and [option B]. Ask me 5 questions first, then give a balanced pros and cons list.

22. Play devil's advocate: what are the strongest arguments against my plan? [describe plan]

23. Break this big goal into milestones and weekly steps: [goal].

24. Check my reasoning for mistakes or missing information: [paste].
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Make any prompt better

- Add who it is for: “for a shop owner with no technical background”.
- Add limits: word count, tone, language, reading level.
- Ask for a format: table, bullet points, steps, email.
- Ask it to ask you questions first when the task is complex.
- Never paste passwords, bank details, Aadhaar/PAN numbers or private customer data.