StartSimple Studio

10 AI Prompts to Plan Your Week

Copy, paste, fill in the blanks. Simple prompts that turn a full head into a clear plan.

FREE GUIDE | WORKS WITH ANY AI CHAT APP | NO TECH SKILLS NEEDED

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START HERE

How to use these prompts ✦

You don't need to know anything about AI. If you can copy and paste, you can do this.

1

Open an AI chat app

ChatGPT, Claude, Gemini or Copilot. The free versions work fine.

2

Copy a prompt

Swap anything in **[brackets]** for your own details. Rough is fine.

3

Send and tweak

Not quite right? Just reply, like “make it simpler” or “shorter please”.

Keep it safe and sensible

- Never paste passwords, bank or card numbers, or anything private you wouldn't want saved.
- Use rough numbers for money questions. “About 1,800 a month” is plenty.
- AI can get things wrong. Double-check dates, sums and anything important.

The 10 prompts

1. Turn a brain dump into a to-do list
2. What should I do first?
3. Break a big task into tiny steps
4. Plan tomorrow in 5 minutes
5. Plan my week
6. Meal plan and shopping list
7. Write the message I'm avoiding
8. Make a simple budget
9. Do a quick weekly review
10. Calm down an overwhelming day

Each prompt comes with a **“Then try”** follow-up. Send it after the first answer to make the result even more useful.

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1 Turn a brain dump into a to-do list

USE IT WHEN Your head is full and you don't know where to start.

COPY THIS PROMPT

Here is everything on my mind right now: **[paste your messy list or thoughts]**. Turn this into a clear to-do list. Group it into: Today, This week, Later, and Let it go. Keep each item short and start each one with a verb.

Then try: "Pick just one thing from Today for me to start with."

MY DETAILS FOR THE BLANKS

2 What should I do first?

USE IT WHEN You have a list but can't decide where to begin.

COPY THIS PROMPT

Here's my to-do list: **[your list]**. I have **[how much time]** and my energy is **[low / medium / high]**. Pick the 3 things I should do first and explain why in one short sentence each. Then tell me what can safely wait.

Then try: "I only have 30 minutes. Pick one."

MY DETAILS FOR THE BLANKS

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3 Break a big task into tiny steps

USE IT WHEN You keep putting something off because it feels too big.

COPY THIS PROMPT

I keep putting off **[the task]**. Break it into tiny steps that each take 10 minutes or less. Make the first step so easy I could do it right now. Number the steps and keep each one to a single line.

Then try: "That first step is still too big. Make it smaller."

MY DETAILS FOR THE BLANKS

4 Plan tomorrow in 5 minutes

USE IT WHEN It's the evening and you want tomorrow to feel calmer.

COPY THIS PROMPT

Ask me 4 quick questions, one at a time, to help me plan tomorrow. Then give me: my one must-do, up to two bonus tasks, and a tiny first step to get started. Keep it short and kind.

Then try: "Turn this into a short note I can stick on the fridge."

MY DETAILS FOR THE BLANKS

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5 Plan my week

USE IT WHEN Sunday evening or Monday morning.

COPY THIS PROMPT

Help me plan my week. My fixed commitments are: **[work hours, appointments, school runs]**. Things I need to get done: **[your list]**. I have about **[number]** hours free on weekdays and **[number]** at the weekend. Give me a simple day-by-day plan with one must-do per day and some breathing room. Realistic, not perfect.

Then try: "Wednesday is busier than I said. Adjust the plan."

MY DETAILS FOR THE BLANKS

6 Meal plan and shopping list

USE IT WHEN You're tired of deciding what's for dinner every night.

COPY THIS PROMPT

Plan **[5]** simple dinners for this week for **[number]** people. We like **[foods]**, we don't eat **[foods]**, and I have about **[30]** minutes to cook. Reuse ingredients to save money. Then give me one shopping list grouped by supermarket section.

Then try: "Swap Thursday for something with no cooking."

MY DETAILS FOR THE BLANKS

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7 Write the message I'm avoiding

USE IT WHEN There's an email or text you've been dreading.

COPY THIS PROMPT

Help me write a short, friendly **[email / text]** to **[who]** about **[what]**. I want to **[ask for / say no to / follow up on]** **[the details]**. Keep it polite, clear and under **[100]** words. Give me two versions: one warm, one more direct.

Then try: "Make it sound more like me: casual and friendly."

MY DETAILS FOR THE BLANKS

8 Make a simple budget

USE IT WHEN You want a money plan without a complicated spreadsheet.

COPY THIS PROMPT

My monthly take-home pay is about **[amount]**. My regular bills are roughly: **[list with amounts]**. Help me make a simple monthly budget with sensible amounts for groceries, transport, fun and savings. Show it as a short table and tell me how much is left over.

Then try: "I want to save **[amount]** a month. Where could that come from?"

MY DETAILS FOR THE BLANKS

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9 Do a quick weekly review

USE IT WHEN End of the week, before you plan the next one.

COPY THIS PROMPT

Help me do a quick weekly review. Ask me these one at a time: What went well this week? What didn't? What's carrying over to next week? What's one thing I'd like to make easier? Then sum up my answers in 5 short bullet points and suggest one small change.

Then try: “Turn my one change into a reminder I can set.”

MY DETAILS FOR THE BLANKS

10 Calm down an overwhelming day

USE IT WHEN Everything feels urgent and you're frozen.

COPY THIS PROMPT

I'm feeling overwhelmed. Here's what's going on: **[a few lines]**. Help me calm my to-do list down: tell me what can wait, what I could drop or ask someone else to do, and the one small thing worth doing next. Keep your reply short and gentle.

Then try: “Give me a 10-minute plan for right now.”

MY DETAILS FOR THE BLANKS

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YOUR NEXT STEP

Pick one prompt. Try it today. ✦

You don't need to use all ten. One good prompt, used often, beats ten you never try.

Feeling overwhelmed?
Start with #1 to empty your head, then #10 to calm the list down.

Want a calmer week?
Try #5 on Sunday and #9 on Friday. That's your whole planning routine.

Putting something off?
#3 shrinks it into steps so small you can start right now.

Pair it with a free printable

Plan Tomorrow in 5 Minutes, My Simple Week planner and the Monthly Budget sheet are all free to download.

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Follow-ups that work with any prompt

Keep these handy. Reply with one whenever an answer isn't quite right.

"Make it simpler." Fewer steps, plainer words.

"Make it shorter." Gets to the point.

"Turn this into a checklist." Easy to tick off.

"What's the very first step?" When you're stuck.

"Give me three options." When the first idea doesn't fit.

"Explain it like I'm tired." Kind, clear, no jargon.

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