

NO FEAR OF AI

A TOOL IN GOOD HANDS CREATES OPPORTUNITIES

AI PROMPT PRACTICAL GUIDE

50 READY-TO-USE PROMPTS
FOR EVERYDAY LIFE, WRITING,
PLANNING, KNOWLEDGE, TRAVEL
AND IDEAS

*A
brighter
tomorrow
starts with
a better
question.*

*Your Ideas.
Your Tool.
You Decide.*

GOOD
IDEAS
BETTER
TOMORROWS

**BETTER
IDEAS
TOGETHER**

PLAN
CREATE
IMPROVE
REPEAT

EVERYDAY LIFE
8 PROMPTS

WRITING
8 PROMPTS

PLANNING
8 PROMPTS

KNOWLEDGE
8 PROMPTS

TRAVEL
9 PROMPTS

IDEAS
9 PROMPTS



SAVE TIME



BOOST PRODUCTIVITY



UNLOCK CREATIVITY



ACHIEVE MORE

Welcome - just get started

Artificial intelligence may sound like complicated technology at first. In everyday life, getting started is much easier: you write a question or an instruction - and the AI responds.

You do not need to know how to program or understand technical terms. You can write to an AI almost the way you would speak to another person. You can ask it to explain something, improve a text, collect ideas, prepare a trip, or bring order to your thoughts.

AI is a tool

An AI does not think like a human being, and it does not automatically know your life. It processes your input and creates a response from it. The better it understands what you want, the more useful that response can become.

The most important rule at the beginning: Tell the AI what you want to achieve. You do not need to formulate the perfect sentence right away.

Just try it

“Explain what a QR code is.”

“Help me write a friendly email.”

“Plan a day trip with me.”

“I have five ingredients in the fridge. What can I cook with them?”

That is already enough to start working with AI. The following pages show you the most important basics. After that, you will get 50 practical prompts that you can copy, adapt, and use for your own everyday needs.

What is artificial intelligence?

Artificial intelligence - AI for short - is software that can recognize patterns in very large amounts of data and generate new output from them. With a language model such as ChatGPT, this means it processes your input and then formulates a suitable response.

AI does not “know” everything

A convincing-sounding answer is not automatically correct. AI can mix up information, fill gaps with plausible-sounding details, or use outdated context. That is why you should always check important facts, figures, dates, and sources.

AI understands your request from context

If you only write “Make me a plan,” a lot of information is missing. What is the plan for? How much time do you have? What matters to you? The more useful context you provide, the better the AI can tailor its answer to your situation.

You do not need expert knowledge about AI

For a practical start, three things are enough: AI needs a clear instruction, you can ask follow-up questions, and its results must be checked.

Remember: AI is a tool - not an all-knowing expert. You set the direction and decide what you use from the answer.

What AI can do - and what it cannot

AI can be very helpful with these tasks

It can draft and revise texts, summarize content, explain difficult terms more simply, collect ideas, organize tasks, create lists, structure plans, prepare translations, and develop different versions from the information you provide.

It can work with your own material

Many AI applications can process speech, photos, and files as well as text. For example, you can paste in a text and ask for an explanation, or upload a photo of an error message and ask for a clear description. Which functions are available depends on the application and your plan.

What AI cannot do reliably

It does not automatically know your intentions, should not simply “guess” missing personal information, and can miss current facts without a suitable source. It also does not replace necessary professional review for legal, medical, financial, or other important decisions.

A suggestion is not a decision

Feel free to ask for several options. Compare them, change the instructions, and decide for yourself. Especially when you are starting out, it is often better to use AI as an idea and work assistant rather than as the final authority.

Good use does not mean: “The AI decides.” Good use means: “The AI helps me understand, formulate, or prepare things better.”

Everyday Life

Start, understand, and organize small everyday tasks more easily.

Prompts 001 to 003

001 Create a calm daily plan

Fit tasks into the day without overloading it.

Prompt: Plan my day from [Start] to [End]. Fixed appointments: [Appointments]. I want to complete [Tasks]. My most important task is [Task]. Plan realistic time blocks, breaks, and at least [Minutes] minutes of buffer time. If everything does not fit, clearly show me what I should move to another time.

002 Shopping list from what I already have

Check what is already available first.

Prompt: Create a shopping list for [Days] days and [Number of people] people. I already have [Supplies]. Planned meals or preferences: [Meals or preferences]. Group the list into vegetables, refrigerated items, dry goods, and other items. Subtract what I already have and mark any unclear quantities.

003 Cook with what is available

Get simple ideas from the ingredients you already have.

Prompt: I have these ingredients: [Ingredients]. I have access to [Kitchen equipment]. Create three simple meals for [Number of people] people that take no more than [Minutes] minutes. List any missing ingredients separately and prefer dishes that require as few extra purchases as possible.