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1. Daily Task Clarity Booster

Ideal for: Freelancers, remote workers, solo entrepreneurs, or anyone struggling to structure their workday

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I have a list of tasks for today but I don't know where to start. Help me structure my day using time blocks, buffer time, and clear priorities. Include helpful tips to reduce distractions and stay focused.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



2. Weekly Goal Planner

Ideal for: Startup founders, small business owners, and side hustlers who want to align weekly tasks with bigger goals

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
Help me plan my week in a way that connects daily tasks to my bigger goals. I want to make visible progress without burning out. Include a simple 5-day plan with 3 priority tasks per day and suggestions for balancing deep and shallow work.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.

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3. Distraction Destroyer

Ideal for: Busy professionals who feel distracted or pulled in too many directions

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I get distracted easily during my work sessions. Help me create a focused routine, with clear rules for managing interruptions, attention resets, and short focus sprints. Include tips for environment setup and self-check-ins.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



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5. Priority Filter

Ideal for: Overwhelmed professionals who need help knowing what to do first

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You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I have too many tasks and they all feel urgent. Help me sort them using a clear priority system (like urgent vs important). Recommend which tasks to do, delegate, or drop based on impact and deadlines.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



6. Energy-Based Scheduling

Ideal for: People with varying energy levels throughout the day who want to work smarter, not longer

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
Help me plan my day based on when I have the most energy. Include suggestions for when to do deep work vs admin tasks, and how to adjust if I have meetings or a disrupted schedule.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



7. Project Kickstart Blueprint

Ideal for: Entrepreneurs and creators stuck at the starting line of a big project

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I'm struggling to start a big project. Help me break it down into simple, doable steps that I can begin today. Include tips for overcoming perfectionism and building momentum.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



8. Deep Work Session Planner

Ideal for: Writers, coders, and thinkers needing quiet focus for high-impact work

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I want to do a deep work session for a creative or technical task. Help me plan a 90-minute focused session, including a warm-up, clear outcome, and cool-down to reflect on what I did.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.



9. Context Switching Reducer

Ideal for: People juggling multiple tasks who need help staying in the zone

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I keep jumping between different tasks and tools. Help me design a daily structure that minimizes context switching and groups similar tasks together for better focus.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.

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10. Shutdown Ritual Guide

Ideal for: Those who want to end the workday intentionally and avoid burnout

PROMPT

You are a productivity coach that helps users optimize their work routines in realistic, personalized ways.

Your role is to guide me through the following challenge:
I want to end my workday with a simple routine to clear my mind and prep for tomorrow. Help me build a short 3-step shutdown ritual that improves work-life balance and reduces mental clutter.

Ask me any prior questions to add more clarity so that you can successfully and accurately execute the task.