

NO FEAR OF AI

A POWERFUL TOOL IN GOOD HANDS

AI PROMPT STARTER PACK

1ST EDITION

150 READY-TO-USE PROMPTS

FOR EVERYDAY LIFE, BUSINESS,
WRITING, PLANNING, IDEAS
AND ORGANIZATION

*Better
Prompts
Better
Results"*

*Your
Ideas.
Our
Support.
A Brighter
Tomorrow."*

**150
PROMPTS**

PRACTICAL.
VERSATILE.
INSPIRING.



EVERYDAY
LIFE



BUSINESS



WRITING



PLANNING



IDEAS



ORGANIZATION



SAVE TIME

Get to the point faster



BE MORE PRODUCTIVE

Achieve your goals



SPARK NEW IDEAS

Think beyond limits



TECHNOLOGY SERVES PEOPLE.
NOT THE OTHER WAY AROUND.

LET'S BUILD
A BRIGHTER TOMORROW.

What is a prompt?

A prompt is the input you give an artificial intelligence system to tell it what you want it to do. It can be a question, a short instruction, or a detailed assignment. In this pack, you will find ready-to-use text templates that you can customize with your own information.

You can ask AI to draft an email, organize tasks, explain a topic, or generate ideas. The prompt describes both the task and the conditions that make the answer useful for your situation.

Why better prompts make a difference

AI does not automatically know your context. When you describe the goal, background, and desired output, it has to make fewer assumptions. The result is often more relevant and easier to refine.

Start faster. A clear assignment helps when you are missing the first words, a structure, or an idea.

Get more relevant results. Details about audience, tone, time, or budget help adapt the answer to your situation.

Reduce rework. A requested format such as a checklist, table, or short draft makes the result easier to use.

Discover more possibilities. You can compare variants, explore other perspectives, and develop your own ideas further.

The four building blocks of a useful prompt

Task. What should the AI do? For example: explain, write, compare, or plan.

Context. What do you need the result for? Include relevant facts and the target audience.

Constraints. What must be considered? For example: tone, length, budget, or available time.

Output. How do you want the answer presented? For example: three options or numbered steps.

A good prompt is a starting point

Even a precise prompt can produce mistakes or misunderstandings. Check important facts, figures, names, and claims. You also do not need to get everything perfect on the first try: follow-up questions and small adjustments are part of working effectively with AI.

Turn a question into a clear assignment

A simple start

“Write an invitation.”

This states the task, but the occasion, guests, date, and tone are still unknown. The AI has to ask questions or produce a generic result.

A more specific prompt

“Write a friendly message inviting friends and family to my 50th birthday. The celebration is on June 12 from 6 p.m. in our garden. Ask guests to reply by June 1. Keep the tone relaxed, use no more than 100 words, and do not invent additional program details.”

This example includes the task, context, constraints, and desired result. The details are fictional and are included only as an illustration.

Get started in three steps

1 Choose. Use the overview on page 4 to select a category. Every prompt has a number, a purpose, and a complete instruction.

2 Customize. Replace the information in square brackets, such as [target audience] or [budget]. For [text], [list], or [notes], insert your own material. Remove instructions that do not apply or write “still open” when information is missing.

3 Copy and check. Paste the completed paragraph after “Prompt” into your AI application. Read the answer critically and check whether it actually solves your task. The Word file is especially convenient for editing your favorite prompts.

A follow-up often improves the result

Say exactly what still needs to change. These follow-up instructions work for many tasks:

“Shorten the answer by one third and keep all dates unchanged.”

“Use simpler language and explain the technical terms.”

“What information is missing for you to solve the task more accurately?”

Keep this in mind

Share only information you are allowed to use. Anonymize confidential or personal data where appropriate. Verify current and professionally important statements against suitable sources. This pack provides templates for drafts and answers; it does not by itself send messages, make bookings, or create automated reminders.

03 / ORIENTATION

150 prompts for real-world tasks

Six categories with 25 prompts each. Choose an application or search the document for a keyword. Every prompt can be used independently; you do not need to work through the pack in order.

01 Everyday Life

Cooking, household tasks, leisure, learning, and personal communication.

Prompts 001 to 025 / Pages 5 to 9

02 Business

Offers, customer contact, services, workflows, and business development.

Prompts 026 to 050 / Pages 10 to 14

03 Writing

Emails, website copy, posts, translations, and text improvement.

Prompts 051 to 075 / Pages 15 to 19

04 Planning

Days, projects, deadlines, budgets, and available capacity.

Prompts 076 to 100 / Pages 20 to 24

05 Ideas

Products, names, campaigns, content, and new approaches.

Prompts 101 to 125 / Pages 25 to 29

06 Organization

Tasks, files, knowledge, handovers, inventory, and recurring work.

Prompts 126 to 150 / Pages 30 to 34

Build your own favorites list

Write down the numbers of the prompts you use regularly and save customized versions for recurring tasks. Small changes to audience, scope, or tone can turn these templates into practical tools for your own workflow.