// FREE GUIDE · @avigrondin · 2026

The ChatGPT CODES

36 short codes that make ChatGPT do the same job perfectly every time. For study, work and getting your day done. Set them up once, in about a minute, on any plan.



/handwrittennotes /visualizelearning /stickynotes /quizme /flashcards
/examprep /bluf /meetingnotes /redteam /braindump /timeblock /nextstep

36 CODES | 3 COPY-PASTE PACKS | 60-SECOND SETUP

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// BEFORE YOU START

Read this first

You have seen the reels: type `/stickynotes` and ChatGPT turns a whole chapter into sticky notes. Here is the part nobody says. ChatGPT has no secret built-in `/stickynotes`. A code is a shortcut you teach it once. After that, a few letters do the work of a full prompt, the same way, every time.

WITHOUT CODES

The same long prompt, again

You retype the instructions, forget half of them, and get a different format every time.

WITH CODES

A few letters, the full job

`/flashcards` plus your notes. Same clean format, every time, in any chat.

SETUP

One minute, once

Paste a pack into a chat, a Project or your custom instructions. Chapter 1 shows all four ways.

How a code works

01

Install a pack

A short block of text that defines each code.

02

Type the code

Start your message with it, like `/quizme`.

03

Add your stuff

Notes, a chapter, an email, a messy list.

04

Get the format

ChatGPT follows that code's rule.

TESTED, NOT GUESSED

Every pack in this guide was pasted into ChatGPT and run on October 19, 2026, logged out, which is the most limited version there is. The grey "real run" boxes are word-for-word cuts of what ChatGPT answered. Images (`/handwrittennotes`, `/visualizelearning`) need a free account, because ChatGPT only makes images when you are logged in.

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WHO THIS IS FOR

Students who want to study faster, people who live in their inbox, and anyone whose to-do list is longer than their day. You do not need a paid plan. You do not need to know how to write prompts. You copy, paste, and type a few letters.

// CHAPTER 1 · SETUP

01 Set up your codes in 60 seconds

Pick the way that fits how you use ChatGPT. You can start with the first one right now, no account needed, and move up later.

IN THIS CHAPTER

- Way 1: paste a pack into a chat
- Way 2: a Project that always knows your codes
- Way 3: custom instructions, codes in every chat
- Way 4: real Skills in the "/" menu
- Which way fits which plan
- Fixes when a code misbehaves

WAY	PLAN	CODES WORK IN	TIME
1 · Paste a pack	Any, even logged out	That one chat	10 seconds
2 · A Project	Free and up	Every chat in the Project	1 minute
3 · Custom instructions	Free and up	Every new chat	1 minute
4 · Skills	Business, Enterprise, Edu	The "/" menu, like in my reel	A few minutes per code

1. **Paste a pack into a chat (any plan)**
   Copy a pack from Chapter 7, paste it as the first message of a new chat and send it. ChatGPT answers with the list of codes. From then on, in that chat, start any message with a code. Fastest way to try them. The catch: a new chat forgets them.

2. **Make a "My Codes" Project (free account)**
   In the sidebar, create a new Project, call it My Codes, and paste a pack into the Project's instructions. Every chat you start inside that Project knows the codes. Free accounts have Projects too. Want all 36? Paste all three packs, or make one Project per pack (Study, Work, Life) if the box runs out of room.

3. **Put your favorites in custom instructions (free account)**
   Open Settings, then Personalization, then Custom instructions, and paste the Starter pack (1,177 characters, the 10 codes people use most). Now the codes work in every new chat, no Project needed. On a free plan that box holds about 1,500 characters, so every pack in this guide is built to fit under it.

4. **Turn codes into real Skills (Business, Enterprise, Edu)**
   This is what you saw in my reel: type "/" and the code shows up in a menu. On plans with Skills, open Plugins, go to the Skills tab and create a skill (you can describe it in chat and ChatGPT builds it). Paste the code's rule as its instructions. Enabled skills appear in the slash list in the ChatGPT desktop app, and you can call one by typing $ and its name. Chapter 6 has the template.

WATCH OUT

Plans and menus change. Skills are rolling out workspace by workspace, and OpenAI lists them for Business, Enterprise, Healthcare and Edu. If you do not see them, use Way 2 or 3. They work on every plan.

When a code misbehaves

WHAT HAPPENS	FIX
It makes an image you did not ask for	The packs already say "reply in text". If it still does, add "as text" after the code. In testing, ChatGPT tried to draw `/stickynotes` until the rule said "plain text in the chat, never an image". That line is in the pack now.
It ignores the code	You are in a chat without the pack. Paste it again, or work inside your My Codes Project.
It answers but skips a step	Reply with the code alone, like `/quizme`. It re-reads the rule.
You forgot what you installed	Type `/codes`. Every pack includes it.
It asks you a question first	That is on purpose. Codes like `/studyplan` and `/timeblock` need a date or your hours.

DO THIS NOW

1. Copy the Starter pack from Chapter 7.
2. Paste it into a new ChatGPT chat and send it.
3. Type `/eli5` plus anything you never fully understood.
4. Like it? Move the pack into a Project or your custom instructions so it sticks.

// CHAPTER 2 · STUDY

02 Study codes

Studying is mostly turning one thing into another: a chapter into notes, notes into flashcards, flashcards into a test. These 12 codes do the turning so you spend your time on the learning.

IN THIS CHAPTER

- Notes that look handwritten
- Diagrams for any topic
- Sticky-note summaries
- Flashcards and self-quizzes
- Exam predictions and study plans
- Essay outlines and checking your work

/handwrittennotes 01

Turns typed notes into a realistic handwritten notebook page.

TYPE `/handwrittennotes [paste your notes]`

USE IT FOR Clean study sheets from fast, messy typing.

/visualizelearning 02

Turns any topic into a labeled visual diagram.

TYPE `/visualizelearning how a bill becomes a law`

USE IT FOR Processes, cycles, systems, anything you keep rereading.

/stickynotes

03

Turns a whole chapter into sticky-note summaries.

TYPE `/stickynotes [paste the chapter]`

USE IT FOR Textbook chapters, long readings, lecture slides.

/flashcards

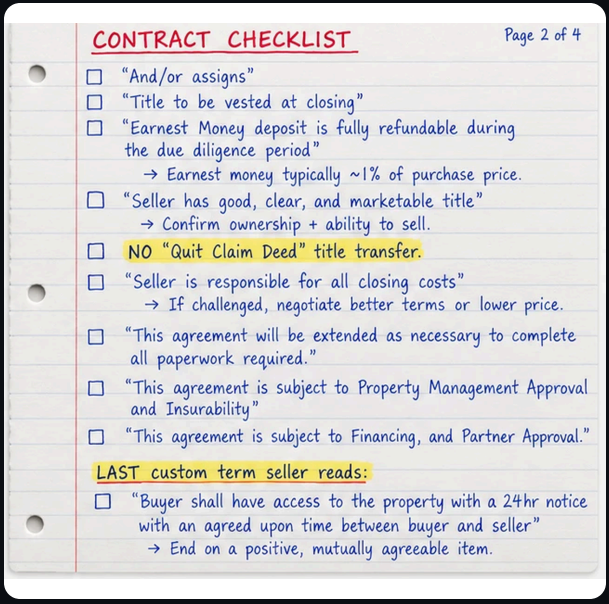
04

Makes flashcards you can import into Anki or Quizlet.

TYPE `/flashcards [paste notes]`

USE IT FOR Vocab, dates, formulas, definitions.

REAL OUTPUT · AVI'S REAL /HANDWRITTENNOTES OUTPUT (PAGE 2 OF 4)



CONTRACT CHECKLIST

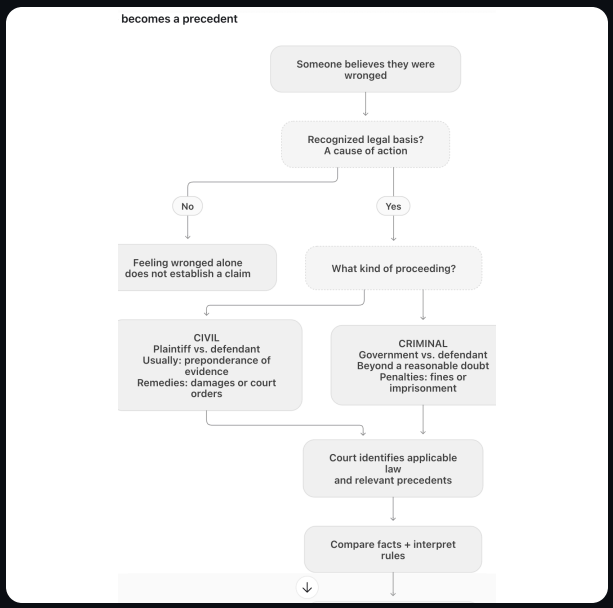
Page 2 of 4

- ☐ "And/or assigns"
- ☐ "Title to be vested at closing"
- ☐ "Earnest Money deposit is fully refundable during the due diligence period"
  → Earnest money typically ~1% of purchase price.
- ☐ "Seller has good, clear, and marketable title"
  → Confirm ownership + ability to sell.
- ☐ NO "Quit Claim Deed" title transfer.
- ☐ "Seller is responsible for all closing costs"
  → If challenged, negotiate better terms or lower price.
- ☐ "This agreement will be extended as necessary to complete all paperwork required."
- ☐ "This agreement is subject to Property Management Approval and Insurability"
- ☐ "This agreement is subject to Financing, and Partner Approval."

LAST custom term seller reads:

- ☐ "Buyer shall have access to the property with a 24hr notice with an agreed upon time between buyer and seller"
  → End on a positive, mutually agreeable item.

REAL OUTPUT · AVI'S REAL /VISUALIZELEARNING OUTPUT



REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · FIRST 4 OF 8 NOTES, EMOJI REMOVED

```
You: /stickynotes [a 180-word textbook passage on photosynthesis]
```

1. What is photosynthesis?
Plants, algae and some bacteria convert light energy into chemical energy stored in glucose.
2. Where does it happen?
Mainly in chloroplasts of leaf cells. Chlorophyll is the green pigment that absorbs light.
3. The word equation
Carbon dioxide + water + light → glucose + oxygen.
4. Light-dependent reactions
Occur in thylakoid membranes. Water splits, oxygen is released, and ATP and NADPH store usable energy.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · FIRST 4 OF 20 CARDS

```
You: /flashcards [the same passage]
```

What is photosynthesis?;The process plants, algae, and some bacteria use to convert light energy into chemical energy.
Where does photosynthesis mainly occur?;In the chloroplasts of leaf cells.
What is chlorophyll?;The green pigment that absorbs light energy.
What are the raw materials for photosynthesis?;Carbon dioxide (CO_2) and water (H_2O).

/quizme

05

Quizzes you one question at a time and grades you.

TYPE `/quizme cell biology, chapter 4`

USE IT FOR Testing yourself before the exam.

/eli5

06

Explains anything in plain words.

TYPE `/eli5 inflation`

USE IT FOR The first pass on a hard topic.

/feynman

07

Checks your understanding when you explain it back.

TYPE `/feynman [your explanation]`

USE IT FOR Finding what you only think you know.

/examprep

08

Predicts the questions most likely to be on the test.

TYPE `/examprep [paste syllabus or notes]`

USE IT FOR The week before an exam.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · ITS REPLY TO THE WRONG ANSWER

```
You: /quizme photosynthesis ...then, to Question 1, answered: Chloroplasts
```

Not quite! Chloroplasts are where photosynthesis mainly happens, but the question asked for its main purpose.
The correct answer is B. To convert light energy into chemical energy stored in sugars.
Score: 0/10 , don't worry, we're just getting started!
Question 2 of 10
Which green pigment absorbs light energy for photosynthesis?

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · TRIMMED

```
You: /feynman Photosynthesis is when plants eat sunlight and turn it into oxygen, which they use as food at night.
```

“Plants eat sunlight” , Almost! Plants don't literally eat sunlight. They use light energy to make their own food, mainly sugars such as glucose.
“Which they use as food at night” , Oxygen isn't their food. Plants use glucose for energy through respiration, both day and night.

/studyplan

09

Builds a day-by-day plan up to your exam.

TYPE `/studyplan biology final on Dec 12, 2 hrs a day`

USE IT FOR Big exams, finals week, certifications.

/mnemonic

10

Makes memory hooks for lists you have to memorize.

TYPE `/mnemonic the 7 layers of the OSI model`

USE IT FOR Lists, sequences, anything you must recall in order.

/outline 11

Turns a prompt into an essay outline you write yourself.

TYPE `/outline did the printing press cause the Reformation?`

USE IT FOR Essays, papers, reports.

/checkmywork 12

Finds the mistakes in your answer and explains them.

TYPE `/checkmywork [paste question + your answer]`

USE IT FOR Homework, practice problems, drafts.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · TRIMMED

```
You: /checkmywork Question: solve 3x + 7 = 22. My answer: 3x = 29, so x = 29/3
```

There's one mistake in your working.
Mistake: You added 7 instead of subtracting it.
To get 3x by itself, you need to undo the +7 by subtracting 7 from both sides.
Hint: 3x = 22 − 7
Your turn: What is 22 − 7? Once you answer, we'll finish solving for x!

WATCH OUT

Check what you memorize. ChatGPT can state a wrong fact with total confidence. For flashcards and exam prep, compare against your notes or textbook before you study from them.

TRY IT TODAY

1. Paste one chapter after `/stickynotes`.
2. Type `/flashcards` on its own to turn the same chat into cards.
3. Finish with `/quizme` and see your score.

// CHAPTER 3 · WORK

03 Work codes

Most work writing is the same five jobs on repeat: answer, summarize, rewrite, decide, follow up. Give each one a code and your inbox stops eating your morning.

IN THIS CHAPTER

- Bottom-line-first updates
- Emails and replies from rough notes
- Meeting notes with owners and dates
- SOPs and proposals
- Red-teaming a plan
- Decisions and slide outlines

/bluf

13

Puts the bottom line first.

TYPE `/bluf [paste a long update]`

USE IT FOR Updates for busy people.

/email

14

Turns rough notes into a ready-to-send email.

TYPE `/email ask Sam to move Thursday's call, I'm traveling`

USE IT FOR Any email you are putting off.

/reply

15

Gives you three ways to answer a message.

TYPE `/reply [paste the message]`

USE IT FOR Inbox, Slack, client messages.

/meetingnotes

16

Turns a transcript into decisions and action items.

TYPE `/meetingnotes [paste transcript]`

USE IT FOR After every meeting.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · TRIMMED, TABLE SHOWN AS LINES

You: /meetingnotes [a 90-word chat transcript between Maria, Dev and Sam]

Decisions
Budget: $12,000 total for the spring campaign.
Ad copy: Maria will write the ad copy by the 9th.
Email sequence: No decision yet; revisit next week.
Action items
Send product photos to Sam · Maria · Tomorrow
Complete ad creatives · Sam · 10th
Complete landing page · Dev · 14th
Open questions
Will the campaign include an email sequence?

/tighten

17

Cuts any text in half without losing the point.

TYPE `/tighten [paste text]`

USE IT FOR Emails, posts, slides, bios.

/tone

18

Rewrites a message in three tones.

TYPE `/tone [paste text]`

USE IT FOR Touchy messages, pushback, follow-ups.

/sop

19

Turns how you do something into a step-by-step SOP.

TYPE `/sop how we onboard a new client`

USE IT FOR Handing work to a new hire or VA.

/proposal

20

Drafts a one-page proposal.

TYPE `/proposal website redesign for a dental office`

USE IT FOR Pitches, quotes, internal asks.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · 2 OF 3 VERSIONS

You: /tone You still haven't sent the invoice I asked for twice. I need it today.

Friendly: Hi, just following up on the invoice I've requested a couple of times. Could you please send it over today? I'd really appreciate it. Thanks!
Firm: Hi, I've requested this invoice twice and still haven't received it. I need it sent to me today. Please confirm once it's been sent.

/redteam

21

Finds the holes in your plan before anyone else does.

TYPE `/redteam [paste your plan]`

USE IT FOR Plans, pitches, launches.

/decide

22

Compares your options and makes a call.

TYPE `/decide Notion vs ClickUp for a 5 person team`

USE IT FOR Hiring, tools, vendors, offers.

/slides

23

Outlines a deck slide by slide.

TYPE `/slides Q3 results for the leadership team`

USE IT FOR Presentations, pitches, reports.

/execsummary

24

Boils anything down to five lines.

TYPE `/execsummary [paste the report]`

USE IT FOR Reports, articles, long threads.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · THE FIRST OF 5 RISKS

You: /redteam Plan: quit my job in January and launch an online fitness coaching business at $200 a month, post on Instagram daily, 50 clients by June. I have 3 months of savings.

Your plan has potential, but the biggest risk is quitting your job before you've proven you can consistently acquire paying clients.
1. Only three months of savings · Critical risk
If client growth is slow, your savings could run out before the business can pay you.
Fix: Keep your job while validating demand.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026

You: /execsummary [a 150-word project update]

What: The website is nearly complete; only the blog work and final logo files remain.
Why it matters: Client delays and three days of developer sick leave pushed back the timeline.
Numbers: The blog needs about 2 days of work; the logo is due Wednesday for a launch next Monday.
Risk: If the logo arrives late, launch slips to the following week; the extra revision round is outside the agreed scope.
Next step: Finish the blog, follow up on the logo, and agree on charging for the additional revision round.

WATCH OUT

Do not paste anything confidential into a chat your company has not approved: client data, contracts, passwords, health or money details. Strip names first, or use your company's approved ChatGPT workspace.

TRY IT TODAY

1. Run your longest unread email through `/reply`.
2. Paste your last meeting transcript after `/meetingnotes`.
3. Use `/bluf` on the next update you send your boss.

---

04 // CHAPTER 4 · PRODUCTIVITY

Productivity codes

Your to-do list is not the problem. Deciding what to do next is. These 12 codes do the deciding so you can do the doing.

IN THIS CHAPTER

- Brain dumps, sorted
- Priorities in 4 boxes
- A time-blocked day
- One next step when you are stuck
- Weekly reviews and habits
- A recap of any chat

/braindump 25

Turns a messy brain dump into an organized list.

TYPE `/braindump [type everything on your mind]`

USE IT FOR Monday mornings, overwhelm.

/prioritize 26

Sorts your tasks into do now, schedule, delegate, drop.

TYPE `/prioritize [paste your list]`

USE IT FOR Long to-do lists.

/timeblock 27

Builds a time-blocked schedule for your day.

TYPE `/timeblock [tasks], free 9 to 5`

USE IT FOR Planning tomorrow tonight.

/nextstep 28

Finds the one next action that gets you moving.

TYPE `/nextstep my tax return`

USE IT FOR When you are stuck or avoiding something.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · THE SECOND CODE WORKED ON THE FIRST ONE'S LIST, TRIMMED

```
You: /braindump [10 things on my mind: report due Friday, overdue invoices, landlord leak, mom's birthday...] then just: /prioritize
```

Do now
Reply to landlord about the leak, prevent further damage and get a repair timeline.
Chase the two overdue client invoices, recover outstanding payments and prompt client responses.
Schedule
Finish Q3 report, block focused work time Tuesday through Thursday so it's ready before Friday's deadline.
Delegate
Ask for help with the team offsite, have a teammate research venues or collect availability.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · FULL REPLY

```
You: /nextstep my tax return
```

Next physical action: Find the folder or open the digital folder where you keep your tax documents, and put it in front of you.
Just do that first. You don't need to start filing yet.

/breakdown

29

Breaks a big goal into tasks under an hour.

TYPE `/breakdown launch my podcast`

USE IT FOR Projects that feel too big to start.

/weeklyreview

30

Runs your weekly review with you.

TYPE `/weeklyreview`

USE IT FOR Sunday night or Friday afternoon.

/checklist

31

Turns anything into a reusable checklist.

TYPE `/checklist moving apartments`

USE IT FOR Packing, launches, routines, recurring tasks.

/habit

32

Designs a habit you will actually keep.

TYPE `/habit read 20 minutes a day`

USE IT FOR New routines, gym, reading, sleep.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · TRIMMED, EMOJI REMOVED

```
You: /habit read 20 minutes a day
```

1. Tiny version
Read just 2 minutes on difficult days. You keep the habit alive without pressure.
2. Trigger
Read for 20 minutes after your evening meal, or immediately before bed. Keep your book where you'll see it.
4. If you miss a day
Simply read again the next day. No guilt, no doubling up, and no waiting until Monday to restart.

/triage

33

Sorts a pile of emails or messages for you.

TYPE `/triage [paste subject lines or messages]`

USE IT FOR Overflowing inbox.

/smart

34

Turns a vague goal into a SMART goal.

TYPE `/smart get in shape`

USE IT FOR New year, new quarter, new project.

/unstuck

35

Figures out why you are stuck and gets you started.

TYPE `/unstuck`

USE IT FOR Procrastination.

/recap

36

Saves this chat as a note you can reuse.

TYPE `/recap`

USE IT FOR End of any long chat.

REAL RUN · LOGGED-OUT CHATGPT, OCT 19 2026 · TRIMMED

You: /unstuck

Let's figure out what's keeping you stuck. Answer these three quick questions.
1. What are you stuck on right now?
2. What's stopping you most? (I don't know where to start / It feels overwhelming / I'm tired or unmotivated / I'm afraid I'll get it wrong ...)
3. If you could make progress on just one thing in the next 10 minutes, what would it be?

PRO TIP

Productivity codes work best with voice. Open ChatGPT on your phone, tap the mic, say "/braindump" and talk for two minutes. You get the list back sorted.

TRY IT TODAY

1. Tonight, type `/braindump` and empty your head.
2. Run `/prioritize` on the result.
3. Tomorrow morning, `/timeblock` the top 3.

// CHAPTER 5 · WORKFLOWS

05 Stack your codes

One code saves a prompt. Three in a row replace a whole afternoon. Run them in the same chat and

each code works on what the last one made.

IN THIS CHAPTER

- 6 ready-made combos
- How codes pass work to each other
- The one rule for stacking
- Where a human still has to check

EXAM WEEK

/stickynotes → /flashcards → /quizme → /examprep

Chapter in, test-ready out. Sticky notes for the big picture, flashcards for the facts, a quiz to find the gaps, predicted questions for the last night.

HARD TOPIC

/eli5 → /visualizelearning → /feynman

Plain words first, then a picture, then explain it back and let ChatGPT find what you still get wrong.

ESSAY

/outline → /checkmywork → /tighten

Your structure, your writing. ChatGPT plans, then checks, then trims. You write the words in between.

INBOX HOUR

/triage → /reply → /tone

Sort the pile, get three draft answers per message, adjust the touchy ones.

AFTER A MEETING

/meetingnotes → /email → /checklist

Decisions and owners, a follow-up email to the team, a checklist for what happens next.

MONDAY MORNING

/braindump → /prioritize → /timeblock → /nextstep

Everything out of your head, sorted, scheduled, and one action you can start in two minutes.

How to stack

1. **Feed the first code your material**
   Paste the chapter, the transcript or the brain dump after the first code.
2. **Send the next code on its own**
   Type just `/flashcards`. With nothing after it, the code works on the chat so far. That is the "(or to our chat)" line in every pack.
3. **Check before you use it**
   ChatGPT can be confidently wrong. Check facts, numbers and names against your notes or the textbook, especially on flashcards you will memorize.

SCHOOL RULES FIRST

`/outline` and `/checkmywork` are built to help you do the work, not to do it for you. Follow your school's AI policy. If an assignment says no AI, that includes these.

TRY IT TODAY

1. Pick one combo above that matches your week.
2. Run it start to finish in one chat.
3. Type `/recap` at the end to save what you made as a note.

// CHAPTER 6 · BUILD

06 Make your own codes

The best code is the one for the prompt you already type every week. If you have pasted the same instructions three times, it should be a code.

IN THIS CHAPTER

- The 4-part formula for a code
- Good vs weak rules
- Adding your code to a pack
- Turning a code into a real Skill

01
A short name
One word, starts with /. Easy to remember.

02
The job
A verb. Summarize, rewrite, quiz, plan.

03
The format
Table, lines, 5 bullets, max words.

04
The guardrail
What it must not do.

TEMPLATE · A NEW CODE

```
/yourcode = [the job] [the format, with a number] [the guardrail].

Example:
/linkedin = rewrite my notes as a LinkedIn post: hook line, 5 short lines, one question at the end;
no hashtags, no emoji.
```

WEAK RULE

/summary = summarize this well

No format, no length. You get a different answer every time.

STRONG RULE

/summary = 5 bullets, max 15 words each, then one line on what to do next

A number, a shape and an ending. Same answer shape every time.

Add it to a pack

Add your line above the `/codes` line in any pack, then paste the pack again (or update your Project or custom instructions). Keep packs under about 1,500 characters if you use a free plan's custom instructions.

Turn it into a Skill (Business, Enterprise, Edu)

PASTE INTO CHATGPT ON A PLAN WITH SKILLS

```
Create a skill called "[code name without the slash]".
When to use it: when I type /[code] or $[code].
What it does: [paste the code's rule].
Output format: [the format from the rule].
Rules: ask one short question if something is missing; reply in text unless the rule says image.
```

PRO TIP

OpenAI gives eligible accounts a built-in skill-creator, so you can describe the skill in plain words and let ChatGPT draft it. Once it is enabled, it shows up in the "/" list in the desktop app.

DO THIS WEEK

1. Scroll your ChatGPT history and find a prompt you typed 3+ times.
2. Write it as a code with the 4-part formula.
3. Add it to your pack and use it for a week.

// CHAPTER 7 · COPY AND PASTE

07 The code packs

Copy the whole box, from CODES to the last line. Paste it into a new chat and send, or into a Project's instructions, or into custom instructions. Every pack was tested in ChatGPT on October 19, 2026.

COPYING FROM A PDF

If the lines run together when you paste, that is fine. ChatGPT reads codes on one line too. Each one starts with a / so it can tell them apart.

STARTER PACK · THE 10 MOST USED · 1,177 CHARACTERS

```
CODES. When my message starts with a code, apply its rule to the text after it (or to our chat).
Reply in text; make an image only if the rule says image. Ask one short question if you need info.
/stickynotes = 4-8 sticky notes as plain text in the chat, never an image: title + max 25 words each,
only what is worth remembering.
/flashcards = make flashcards, one fact each, as lines of front;back.
/quizme = quiz me one question at a time, wait for my answer, grade it, explain misses, score after
10.
/eli5 = explain it so a 12 year old gets it: plain words, one analogy, one example, then one check
question.
/bluf = rewrite bottom line first: the answer in one line, 3 bullets of why, then the ask.
/email = write the email from my notes: subject line, under 120 words, one clear ask.
/tighten = cut the text to half its length, keep every key point, plainer words.
/prioritize = sort the tasks into do now, schedule, delegate, drop, with one line why.
/nextstep = give the single next physical action, small enough to start in 2 minutes.
/recap = summarize this chat as a reusable note: what we decided, key facts, open items.
/codes = list every code with one line each.
```

STUDY PACK · 1,485 CHARACTERS

```
CODES. When my message starts with a code, apply its rule to the text after it (or to our chat).
Reply in text; make an image only if the rule says image. Ask one short question if you need info.
/handwrittennotes = make an image of my notes as a real handwritten notebook page: lined paper, red
title, blue pen, yellow highlights, all text exact.
/visualizelearning = teach the topic as one clear labeled diagram (image), then 3 lines on how to
read it.
/stickynotes = 4-8 sticky notes as plain text in the chat, never an image: title + max 25 words each,
only what is worth remembering.
/flashcards = make flashcards, one fact each, as lines of front;back.
/quizme = quiz me one question at a time, wait for my answer, grade it, explain misses, score after
10.
/eli5 = explain it so a 12 year old gets it: plain words, one analogy, one example, then one check
question.
/feynman = I will explain the topic; find gaps and errors, then give the corrected version.
/examprep = predict 10 likely exam questions and what a full-mark answer must include.
/studyplan = day by day study plan to the exam with review days; ask date, topics, hours a day.
/mnemonic = make memory hooks for the list: an acronym, a short story, a rhyme.
/outline = essay outline: thesis, 3-5 sections with point + evidence needed, one counterargument; do
not write the essay.
/checkmywork = check my answer: mark each mistake, explain why, give a hint before the fix.
/codes = list every code with one line each.
```

WORK PACK · 1,300 CHARACTERS

```
CODES. When my message starts with a code, apply its rule to the text after it (or to our chat).
Reply in text; make an image only if the rule says image. Ask one short question if you need info.
/bluf = rewrite bottom line first: the answer in one line, 3 bullets of why, then the ask.
/email = write the email from my notes: subject line, under 120 words, one clear ask.
/reply = write 3 replies to the message: yes, no, need more info; short and polite.
/meetingnotes = from the transcript: decisions, action items (owner, due date), open questions.
/tighten = cut the text to half its length, keep every key point, plainer words.
/tone = rewrite the text 3 ways: friendly, firm, formal.
/sop = turn my description into a numbered SOP: purpose, steps, checklist, common mistakes.
/proposal = one-page proposal: problem, solution, scope, timeline, price [TBD], next step.
/redteam = attack the plan: the 5 biggest weaknesses, objections and risks, ranked, each with a fix.
/decide = compare the options in a table on the criteria that matter, recommend one, say what would
change it.
/slides = outline the deck: max 10 slides, each a title, 3 bullets, one visual idea.
/execsummary = summarize in 5 lines: what, why it matters, numbers, risk, next step.
/codes = list every code with one line each.
```

PRODUCTIVITY PACK · 1,366 CHARACTERS

```
CODES. When my message starts with a code, apply its rule to the text after it (or to our chat).
Reply in text; make an image only if the rule says image. Ask one short question if you need info.
/braindump = sort my brain dump by project; give each item a next action; flag what is urgent.
/prioritize = sort the tasks into do now, schedule, delegate, drop, with one line why.
/timeblock = time-block my day: hardest task first, breaks included, buffer for overruns; ask my
hours.
/nextstep = give the single next physical action, small enough to start in 2 minutes.
/breakdown = break the goal into milestones, then tasks of 1 hour or less, in order.
/weeklyreview = run my weekly review, one question at a time: wins, misses, lessons, top 3 for next
week.
/checklist = turn it into a reusable checklist with checkboxes, grouped by phase.
/habit = habit plan: tiny version, trigger, how to track, what to do after a missed day.
/triage = triage the messages: reply now, schedule, delegate, archive; draft the quick replies.
/smart = make it a SMART goal (specific, measurable, achievable, relevant, time-bound) plus the first
3 steps.
/unstuck = ask me 3 short questions to find why I am stuck, then give a 10-minute starter task.
/recap = summarize this chat as a reusable note: what we decided, key facts, open items.
/codes = list every code with one line each.
```

// CHAPTER 8 · KEEP THIS

08 Cheat sheet

CODE	WHAT IT DOES	PACK
/handwrittennotes	Turns typed notes into a realistic handwritten notebook page.	Study
/visualizelearning	Turns any topic into a labeled visual diagram.	Study
/stickynotes	Turns a whole chapter into sticky-note summaries.	Study
/flashcards	Makes flashcards you can import into Anki or Quizlet.	Study
/quizme	Quizzes you one question at a time and grades you.	Study
/eli5	Explains anything in plain words.	Study
/feynman	Checks your understanding when you explain it back.	Study
/examprep	Predicts the questions most likely to be on the test.	Study
/studyplan	Builds a day-by-day plan up to your exam.	Study
/mnemonic	Makes memory hooks for lists you have to memorize.	Study
/outline	Turns a prompt into an essay outline you write yourself.	Study
/checkmywork	Finds the mistakes in your answer and explains them.	Study
/bluf	Puts the bottom line first.	Work
/email	Turns rough notes into a ready-to-send email.	Work
/reply	Gives you three ways to answer a message.	Work
/meetingnotes	Turns a transcript into decisions and action items.	Work
/tighten	Cuts any text in half without losing the point.	Work
/tone	Rewrites a message in three tones.	Work
/sop	Turns how you do something into a step-by-step SOP.	Work
/proposal	Drafts a one-page proposal.	Work
/redteam	Finds the holes in your plan before anyone else does.	Work
/decide	Compares your options and makes a call.	Work
/slides	Outlines a deck slide by slide.	Work
/execsummary	Boils anything down to five lines.	Work
/braindump	Turns a messy brain dump into an organized list.	Productivity
/prioritize	Sorts your tasks into do now, schedule, delegate, drop.	Productivity
/timeblock	Builds a time-blocked schedule for your day.	Productivity
/nextstep	Finds the one next action that gets you moving.	Productivity
/breakdown	Breaks a big goal into tasks under an hour.	Productivity
/weeklyreview	Runs your weekly review with you.	Productivity
/checklist	Turns anything into a reusable checklist.	Productivity

CODE	WHAT IT DOES	PACK
/habit	Designs a habit you will actually keep.	Productivity
/triage	Sorts a pile of emails or messages for you.	Productivity
/smart	Turns a vague goal into a SMART goal.	Productivity
/unstuck	Figures out why you are stuck and gets you started.	Productivity
/recap	Saves this chat as a note you can reuse.	Productivity
/codes	Lists every code you have installed.	All

// WHAT NEXT

You have the codes. Want more like this?

Codes save you minutes. Systems save you years. If you want to go further with AI in your business, there are two ways to work with me.

OPTION 1 · THE COMMUNITY

Join my Skool community

Pay Per Lead Academy

Stop chasing clients. Start building a lead generation business.

- Pick a niche
- Run Meta and Google ads
- Find lead buyers and price your leads
- Automate delivery and tracking

Join on Skool →

skool.com/pay-per-lead-academy-3593

OPTION 2 · DIRECT

Book a call with me

1 on 1 with Avi Grondin · 60 minutes

One hour. Your business. My full attention.

- A deep dive into your specific business
- Your niche, your ads, your lead buyers
- A straight read on your numbers
- Your next best moves

Book your call →

Tap the button or scan the code

MORE LIKE THIS

Follow @avigrondin

More AI codes, tools and shortcuts, explained so anyone can use them.

