

A clearer plan for your week.

Get the unfinished tasks out of your head. Give AI the real limits of your week. Then choose what you will actually do.

01 / Start with a messy list

Write down tasks, errands, decisions, ideas, and reminders. Do not organize them yet. Use descriptions instead of private account details.

02 / Add your real limits

Include your fixed commitments, available time, and deadlines you actually know. Leave unknown deadlines unknown.

Example: I have two hours for personal admin. Tuesday and Thursday evenings are full. I need to pack before Friday.

03 / Copy the prompt on the next page

Paste it into an AI assistant you already use. Fill in the four sections at the bottom with your own notes.

04 / Check the first draft

Are the deadlines real? Did it miss a commitment? Does the plan fit your time? Is each next step small enough to start? Keep the final decisions yours.

If it is too much, ask: *Cut this down to what fits in the time I gave you. What should wait?*

05 / Try one repeatable workflow

Choose one recurring task. Write down the input, what AI should prepare, and what you will review. After trying it, note what helped and what needed correcting.

Make this week manageable.

Help me make a realistic plan for the coming week from the notes below.

First, group the items into: needs my decision, something you can help me prepare, something I can delegate, and something that can wait.

Choose at most three priorities based on the deadlines and constraints I provide. Don't invent deadlines, urgency, or facts. If a missing detail would change the priorities, ask me about it.

For each priority, give me one small next step, a rough time estimate clearly marked as an estimate, and anything I need before I can start.

Keep the plan within the time I actually have. Put anything that doesn't fit in a separate later list.

Suggest one recurring task that could become a simple AI-assisted workflow. Explain which steps I should still review.

This request is for a plan only. Don't send messages, book anything, change accounts, or make purchases.

My fixed commitments:

My available time:

My known deadlines:

My messy list:

Keep what works. Adjust the rest.

A useful plan is one you can follow. Try this for one week, then update the prompt with what you learned.