

BOOTH'S AI NOTES

Your First 10 ChatGPT Prompts

Simple prompts for everyday life — no experience needed

Ten ready-to-use prompts you can copy, paste, and make your own. Just read, try, and learn.

A free guide from Booth's AI Notes

What Is ChatGPT?

ChatGPT is a computer program you can chat with in ordinary words. You type a request, and it writes back an answer.

Think of it as a helper for writing, planning, and learning. You can ask it to explain something, help you write a note, or make a plan.

ChatGPT is not a person. It does not know you, and it does not know everything. It can sound sure of itself and still be wrong, so check important facts before you act on them.

How to Use This Guide

1. Pick a prompt from this guide that fits what you want to do.
2. Copy it. Highlight the words, then copy them.
3. Open ChatGPT, paste the prompt into the message box, and press send.
4. Read the answer. If it is not quite right, ask a follow-up question. See “Asking Follow-Up Questions” later in this guide.

Parts in [brackets] are yours to fill in. Replace them with your own details. A sentence or two is enough. You do not need to write a lot.

The 10 Prompts

1. A Friendly Note

Use it when: you want to send someone a kind message.

Write a short, friendly note to [person, for example my neighbor Mary] about [occasion, for example thanking her for the cookies]. Keep it warm and simple, about three sentences long.

Make it yours: Swap in the person's name and the reason for your note.

2. Explain It Simply

Use it when: something is confusing and you want plain words.

Explain [topic, for example how a microwave heats food] to me in simple, everyday words, as if I am learning it for the first time. Use short sentences and no technical terms unless you explain them.

Make it yours: Name the topic and add what part confuses you.

3. Plan the Week's Meals

Use it when: you want simple dinners planned ahead.

Plan 5 simple dinners for one week for [number of people, for example 2 people]. Keep the meals easy to cook, use common ingredients, and include a short shopping list.

Make it yours: Add foods you like or cannot eat, and it will adjust the plan.

4. Plan a Busy Day

Use it when: you have a lot to do and want a clear order.

Help me plan my day. I need to [tasks, for example go to the store, call the doctor, and walk the dog]. Put the tasks in a sensible order and leave time for a break.

Make it yours: List your tasks in any order — ChatGPT will sort them.

5. Gift Ideas

Use it when: you need a gift idea for someone.

Suggest 5 gift ideas for [person, for example my sister] who likes [interests, for example gardening and reading]. Keep the gifts simple and under [budget, for example \$30] each.

Make it yours: Add the occasion, like a birthday, to make the ideas fit better.

6. A Polite Email

Use it when: you need to write an email and want it to sound polite.

Write a short, polite email to [person or place, for example the library] about [subject, for example asking about opening hours]. Keep it friendly and to the point.

Make it yours: Add one detail about what you need, and the email will sound like you wrote it.

7. Learn Something New

Use it when: you want to start learning a new topic.

Teach me the basics of [topic, for example taking photos with my phone] as a complete beginner. Start with the simplest ideas first, and give me one small thing I can try today.

Make it yours: Say what you already know, so it starts at the right level.

8. Summarize Long Writing

Use it when: something is too long to read through.

Summarize this in a few short paragraphs using simple words: [paste the text here]. Then list the three most important points.

Make it yours: You can also ask for it shorter, or as a list of bullet points.

9. Plan a Small Get-Together

Use it when: you want to invite a few people over.

Help me plan a small get-together for [number of people, for example 6 friends] at [place, for example my home]. Suggest a simple menu, a rough schedule, and what I should prepare the day before.

Make it yours: Add the occasion or the time of day, and the plan will fit it.

10. Start a Simple Daily Routine

Use it when: you want a gentle routine to follow each day.

Help me build a simple morning routine that takes about [time, for example 30 minutes]. Include [activities, for example a short walk, breakfast, and reading the news]. Keep it easy and realistic.

Make it yours: Start small — you can always add more later.

Asking Follow-Up Questions

Your first answer is only the start. If it is not quite right, just ask again in plain words. Try one of these:

"Explain that more simply."

"Give me an example."

"Make it shorter."

"What else should I know?"

You can ask as many follow-ups as you like. There is no wrong way to ask.

A Few Safety Notes

Privacy. Never paste passwords, bank or card details, your home address, medical details, or anything private into ChatGPT. If you would not say it to a stranger, do not type it here.

Accuracy. ChatGPT can sound confident and still be wrong. Before you act on something important — health, money, dates, or directions — check it with a trusted source, like your doctor, your bank, or an official website.

A Last Word

You do not need to be good with computers to use ChatGPT. Start with one prompt from this guide, change a few details, and see what comes back. Every small try teaches you something new. Take your time, and enjoy learning.

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