🟢 How to Use This Guide

- First - choose a variable from Section 1 that best aligns with your mindset at this moment.
- Second - choose the type of helper your looking for ChatGPT to be - which 'feels right' for you at this time.
- Third - use the fill-in-the-blank prompt at the beginning of Section 3 to customize your instructions. Copy and paste this into a new conversation in ChatGPT
- SECTION 4 - These are additional prompts you can copy, paste, and even customize to best fit your needs that will help you start meaningful conversations about productivity with ChatGPT.

ChatGPT will respond to your input with thoughtful, personalized questions and guidance — not just a list of tasks.

🟡 SECTION 1: The Quiz — *Where Are You Today?*

Answer these three questions honestly. There are no wrong answers.

1. What's your energy level right now?

- 🟤 Low: I feel scattered, tired, or foggy

- 🟡 Medium: I'm functioning, but not fully focused

- 🟢 High: I'm ready to move — just need a plan

2. What's your biggest challenge right now?

- 🧠 Too many things to do

- ❓ Don't know where to start

- 🔁 Avoiding something important

- ⛔ Just feeling stuck or blocked

3. What kind of support would help the most?

- ✅ A realistic 3-step plan

- 📋 Help organizing my priorities

- 🤝 Gentle coaching and encouragement

- 🚀 A focused sprint plan

👫 SECTION 2: Pick Your "Type of Helper"

Use one of these to fill in the `[type of helper]` part of your ChatGPT prompt in the next step:

- 🧭 **Calm Coach** — gentle, encouraging, helps you lower pressure and get unstuck

- 📋 **Practical Planner** — helps you sort, structure, and prioritize

- 🚀 **Project Manager** — moves quickly, focuses on actions and outcomes

- 🤔 **Clarity Partner** — asks smart questions to help you think clearly

- 🧘 **Journaling Companion** — helps you reflect, reset, and reconnect

- 🍽️ **Wellness Assistant** — gives quick ideas for meals, breaks, or healthy rhythms

- 👊 **Accountability Buddy** — calls you forward (kindly) when you're procrastinating

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🔵 SECTION 3: Your Matching ChatGPT Prompt

Now take your quiz results and plug them into this template:

📌 Copy and paste into ChatGPT:

"Act like a **[type of helper — choose from the list above]**.
I'm feeling **[your energy level]**, and my biggest challenge is **[your challenge]**.
I'd like **[your preferred support]**.

Please ask me a few questions first to understand what's going on today, then help me organize a plan that fits my energy and priorities. Be realistic, encouraging, and conversational."

🧠 Example Prompt:

"Act like a calm, encouraging coach.
I'm feeling low-energy and overwhelmed with too many things on my list.
I'd like help building a realistic 3-step plan for today.
Please ask me a few questions first to understand what's going on, then help me create a gentle plan I can actually follow."

ChatGPT will reply with:

1. A few quick, helpful questions

2. A personalized response

3. A follow-up plan or optional next steps

🟣 SECTION 4: Quick Pick Prompts for Common Needs

If you already know what kind of support you want, skip the quiz and try one of these:

🤔 I need help figuring out what matters today:

"Act like a clarity coach. Ask me a few questions to understand what's important today, what's stressing me out, and what can wait. Then help me prioritize the top 3 things to focus on."

🚦 I have a bunch of stuff in my head and need help sorting it:

"Act like a thoughtful assistant. I'm going to brain-dump everything on my mind. Please help me group it into categories and suggest what I should focus on today vs later."

🎯 I'm ready to work but want a simple, focused plan:

"Act like a fast-moving project manager. Ask me what I need to get done in the next 3 hours. Then help me sequence it into a clear, focused sprint plan I can follow."

✋ I'm avoiding something I know I need to do:

"Act like a kind accountability coach. I'm procrastinating on something important. Help me unpack what's getting in the way and work with me to break it down into one small, doable first step."

📖 I want to reflect and reset:

"Act like a journaling partner. Ask me 3 questions to reflect on how I'm doing, what I want from today, and how I want to feel by the end of it. Keep it gentle and supportive."

🖼️ I need ideas for meals, breaks, or healthy pauses:

"Act like a helpful planning assistant. Give me 2–3 healthy, simple lunch or snack ideas based on low effort and high focus. Also give me one suggestion for a 5-minute reset break."

🔁 SECTION 5: Your Reusable Daily Planning Prompt

Once you find what works, save and reuse this core prompt:

"Act like a thoughtful productivity partner. Ask me a few questions about my energy, focus, and what's on my mind today. Help me create a simple, realistic plan — one I can feel good about even if I'm not at 100%. Stay conversational, flexible, and supportive."

🧡 Final Reminder

You don't need to have a perfect day.
 You just need to **start with where you are** — and let ChatGPT help you think more clearly and move more intentionally.

This guide is yours to return to anytime.