

# The Panic-Free Prompt Cheat Sheet

Copy-Paste AI Prompts for Nervous Humans

From *AI is Easy Peasy: A Neurotic Noob's Guide to Not Freaking Out About Robots*

## ■ THE GOLDEN RULE

**Be specific, not vague.** AI has no common sense. It takes everything literally. The more detail you give, the better your results.

■ BAD PROMPT	■ GOOD PROMPT
"Write me an email."	"Write a friendly 3-paragraph email to my team announcing we're moving th

## ■ THE 4-PART PROMPT FORMULA

**ROLE + TASK + CONTEXT + FORMAT**

<b>ROLE</b>	Who should the AI pretend to be?	"Act as a patient teacher..."
<b>TASK</b>	What do you want it to do?	"...explain quantum physics..."
<b>CONTEXT</b>	What details does it need?	"...to someone who hated science class..."
<b>FORMAT</b>	How should it deliver?	"...in 3 short paragraphs, no jargon."

## ■ PROMPTS FOR WORK

### Summarize Something Long

"Summarize this [document/email thread/article] in 3 bullet points. Focus on: what's the main point, what action is needed, and any deadlines."

### Draft an Email

"Write a professional but friendly email to [recipient] about [topic]. Tone: [casual/formal/apologetic]. Keep it under 150 words."

### Prepare for a Meeting

"I have a meeting about [topic] with [who]. Give me 5 smart questions to ask and 3 things I should know beforehand."

### **Explain Something Technical**

"Explain [complex topic] like I'm smart but not an expert in this field. Use an analogy if helpful. No jargon."

### **Write Feedback**

"Help me write constructive feedback for [person] about [situation]. Be specific about the behavior, not the personality. Suggest improvement."

## ■ PROMPTS FOR EVERYDAY LIFE

### Plan a Trip

"Plan a [X]-day trip to [destination] for [who]. Budget: [amount]. Interests: [list]. Include must-sees, hidden gems, and where to eat."

### Learn Something New

"I want to learn [skill]. I have [time available] per week. Create a 4-week beginner plan with specific resources and milestones."

### Gift Ideas

"Suggest 10 gift ideas for [person]. They like [interests], dislike [things], budget is [amount]. Mix practical and fun."

### Meal Planning

"Create a week of dinner recipes for [dietary needs]. I can cook for [time]. Shopping list at the end. Family-friendly."

### Difficult Conversation

"Help me prepare for a conversation with [person] about [sensitive topic]. Give me talking points that are honest but kind."

## ■ QUICK TRICKS THAT ACTUALLY WORK

- "Explain this like I'm 12" → Forces simple language
- "What questions should I be asking?" → Finds your blind spots
- "What did I forget to mention?" → Catches missing context
- "Give me 3 options" → Gets variety instead of one answer
- "Pretend you're [expert type]" → Changes the perspective
- "What would you critique about this?" → Gets honest feedback

## ■ WHEN AI GIVES YOU GARBAGE

It happens. AI is a pattern-matching machine with the common sense of a golden retriever. Here's what to try:

- **Too vague?** Add more context. Tell it WHO you are, WHAT you need, WHY you need it.
- **Too long?** Say: "Shorter. 3 sentences max." or "Give me the TL;DR."

- **Wrong tone?** Say: "Rewrite this but [more casual / more professional / funnier]."
- **Factually wrong?** Don't trust it for facts. Verify anything important yourself.
- **Completely off?** Start a new chat. Sometimes it gets stuck in a bad pattern.

## ■ THE MOST IMPORTANT TIP

**Iterate.** Your first prompt rarely gets the perfect answer. Treat AI like a slightly confused but eager intern: give feedback, ask for revisions, be specific about what's wrong. The conversation IS the tool.



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