

BLUE HARBOR EDITIONS

ChatGPT Master

500 prompts ready for work,
study and daily life

**+ 20 BONUS UNIVERSAL
PROMPTS**

2026 EDITION | CODE BH-002



BLUE HARBOR
STUDIO

ChatGPT Master

500 prompts ready for work, study and daily life

Blue Harbor Editions - BH-002 - Italian Edition 2026

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Warning

AI responses may contain errors. Always check data, sources, calculations, and up-to-date information. Do not enter passwords, bank details, confidential documents or unnecessary personal information. Prompts related to finance, nutrition, work or other sensitive areas are for informational and organizational purposes and are not a substitute for qualified professionals.

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How to get better answers

A good prompt isn't a magic formula: it's a brief. The more you clarify the objective, context, constraints, and final format, the less room you leave for unnecessary interpretation. OpenAI's official guidance recommends being clear and specific, providing context, and improving the prompt iteratively after evaluating the first response.

The C.O.R.A.L. method

C	Context	Explain the situation, recipient, and available data.
O	Objective	State what needs to be achieved and why.
R	Rules	Indicate limits, tone, budget, deadline, and things to avoid.
A	Appearance	Specifies format, length, sections, and level of detail.
L	Filing	Ask for a final check and improve the result by iterations.

How to use the 500 prompts

1. Choose the prompt closest to the result you want to achieve.
2. Replace the fields in square brackets with real information.
3. Paste materials, data, or examples when prompted for them.
4. Answer any questions you may have.
5. Check the result and ask for a targeted review, not a generic 'improve'.

Three rules that make the difference

Don't ask for everything at once. For complex jobs, proceed in stages and approve one step before developing the next.

Ask for verification. If the output contains current information, ask for research with primary sources and links. For important calculations or decisions, perform an independent audit.

Protect data. Anonymize names, addresses, document numbers, health information, and confidential company content. Check the settings available in the Data Controls section of your account.

CHAPTER 01 | 45 PROMPTS

Work and professional productivity

From Prompt 001 to Prompt 045. Customize the fields and use the final control included in each template.



PROMPT 001 Create an Effective Meeting Agenda

Customize the fields in square brackets, then copy all the text into the message.

Act as a senior, precise, results-oriented operations assistant. My goal is to create the agenda for an effective meeting. Before working, ask me only for the essential data on: role, sector, objective, people involved, deadline and available materials; maximum five questions. Then do the task operationally and return a ready-to-use result, with a clear structure, priorities, responsibilities, and next actions. Explicitly check: feasibility, clarity, professional tone, risks, and missing information. Don't make up facts or numbers: When a datum is missing, use [TO DEFINE] or clearly state the hypothesis. Conclude with the next three actions in order of priority.

PROMPT 002 Turning Notes into Operational Minutes

Customize the fields in square brackets, then copy all the text into the message.

I want to turn notes into an operational report. Act like a senior, precise, results-oriented operations assistant. Use this information: [PASTE DATA, NOTES, OR TEXT HERE]. If the material is not enough, ask me up to four targeted questions about the role, industry, goal, people involved, deadline, and available materials. Prepare a ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Generate a bare version first, then improve it after a check on feasibility, clarity, professional tone, risks, and missing information. Keep it fed-to-head, avoid fillers, and separate facts, assumptions, and suggestions. At the end, include a short checklist to check the result before using it.

PROMPT 003 Writing a project brief

Customize the fields in square brackets, then copy all the text into the message.

Help me write a project brief. You are a senior operations assistant, precise and results-oriented. Context: [DESCRIBE THE SITUATION HERE]. Constraints: [TIME, BUDGET, TONE, LIMITS]. Desired outcome: A ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Proceed in four parts: 1) summarize the objective and constraints; 2) identifies gaps or risks; 3) creates the result; 4) Perform a self-check on feasibility, clarity, professional tone, risks, and missing information. Do not change the data provided and do not present estimates as certainties. If there are several valid paths, propose a recommended choice and a simple alternative.

PROMPT 004 Prioritizing with a Decision Matrix

Customize the fields in square brackets, then copy all the text into the message.

Take on the role of a precise, results-oriented senior operations assistant and guide me through the task: Prioritizing with a decision matrix. Available data: [PASTE HERE]. First convert the data into a mini-brief with role, industry, goal, people involved, deadline, and available materials. Ask for confirmation only if a lack can substantially change the result; otherwise proceed with declared hypotheses. The final output should be a ready-to-use deliverable, with a clear structure, priorities, responsibilities, and next actions. Evaluate it against feasibility, clarity, professional tone, risks, and missing information, point out weaknesses, and fix them. Close with a version ready to copy or apply, without unnecessary comments.

PROMPT 005 Planning a Realistic Work Week

Customize the fields in square brackets, then copy all the text into the message.

Act as a senior, precise, results-oriented operations assistant. My goal is to plan a realistic work week. Before working, ask me only for the essential data on: role, sector, objective, people involved, deadline and available materials; maximum five questions. Then do the task operationally and return a ready-to-use result, with a clear structure, priorities, responsibilities, and next actions. Explicitly check: feasibility, clarity, professional tone, risks, and missing information. Don't make up facts or numbers: When a datum is missing, use [TO DEFINE] or clearly state the hypothesis. Conclude with the next three actions in order of priority.

PROMPT 006 Prepare a complete handover

Customize the fields in square brackets, then copy all the text into the message.

I want to prepare a complete handover. Act like a senior, precise, results-oriented operations assistant. Use this information: [PASTE DATA, NOTES, OR TEXT HERE]. If the material is not enough, ask me up to four targeted questions about the role, industry, goal, people involved, deadline, and available materials. Prepare a ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Generate a bare version first, then improve it after a check on feasibility, clarity, professional tone, risks, and missing information. Keep it fed-to-head, avoid fillers, and separate facts, assumptions, and suggestions. At the end, include a short checklist to check the result before using it.

PROMPT 007 Writing a Standard Operating Procedure

Customize the fields in square brackets, then copy all the text into the message.

Help me write a standard operating procedure. You are a senior operations assistant, precise and results-oriented. Context: [DESCRIBE THE SITUATION HERE]. Constraints: [TIME, BUDGET, TONE, LIMITS]. Desired outcome: A ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Proceed in four parts: 1) summarize the objective and constraints; 2) identifies gaps or risks; 3) creates the result; 4) Perform a self-check on feasibility, clarity, professional tone, risks, and missing information. Do not change the data provided and do not present estimates as certainties. If there are several valid paths, propose a recommended choice and a simple alternative.

PROMPT 008 Create a memo to make a decision

Customize the fields in square brackets, then copy all the text into the message.

Take on the role of a senior, precise, results-oriented operations assistant and guide me through the task: Creating a memo to make a decision. Available data: [PASTE HERE]. First convert the data into a mini-brief with role, industry, goal, people involved, deadline, and available materials. Ask for confirmation only if a lack can substantially change the result; otherwise proceed with declared hypotheses. The final output should be a ready-to-use deliverable, with a clear structure, priorities, responsibilities, and next actions. Evaluate it against feasibility, clarity, professional tone, risks, and missing information, point out weaknesses, and fix them. Close with a version ready to copy or apply, without unnecessary comments.

PROMPT 009 Draw up a progress report

Customize the fields in square brackets, then copy all the text into the message.

Act as a senior, precise, results-oriented operations assistant. My goal is to draw up a progress report. Before working, ask me only for the essential data on: role, sector, objective, people involved, deadline and available materials; maximum five questions. Then do the task operationally and return a ready-to-use result, with a clear structure, priorities, responsibilities, and next actions. Explicitly check: feasibility, clarity, professional tone, risks, and missing information. Don't make up facts or numbers: When a datum is missing, use [TO DEFINE] or clearly state the hypothesis. Conclude with the next three actions in order of priority.

PROMPT 010 Preparing Useful and Respectful Feedback

Customize the fields in square brackets, then copy all the text into the message.

I want to prepare useful and respectful feedback. Act like a senior, precise, results-oriented operations assistant. Use this information: [PASTE DATA, NOTES, OR TEXT HERE]. If the material is not enough, ask me up to four targeted questions about the role, industry, goal, people involved, deadline, and available materials. Prepare a ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Generate a bare version first, then improve it after a check on feasibility, clarity, professional tone, risks, and missing information. Keep it fed-to-head, avoid fillers, and separate facts, assumptions, and suggestions. At the end, include a short checklist to check the result before using it.

PROMPT 011 Facing a Difficult Conversation

Customize the fields in square brackets, then copy all the text into the message.

Help me face a difficult conversation. You are a senior operations assistant, precise and results-oriented. Context: [DESCRIBE THE SITUATION HERE]. Constraints: [TIME, BUDGET, TONE, LIMITS]. Desired outcome: A ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Proceed in four parts:

1) summarize the objective and constraints; 2) identifies gaps or risks; 3) creates the result; 4) Perform a self-check on feasibility, clarity, professional tone, risks, and missing information. Do not change the data provided and do not present estimates as certainties. If there are several valid paths, propose a recommended choice and a simple alternative.

PROMPT 012 Designing a Presentation Outline

Customize the fields in square brackets, then copy all the text into the message.

Take on the role of a senior, precise, results-oriented operations assistant and guide me through the task: Designing the outline of a presentation. Available data: [PASTE HERE]. First convert the data into a mini-brief with role, industry, goal, people involved, deadline, and available materials. Ask for confirmation only if a lack can substantially change the result; otherwise proceed with declared hypotheses. The final output should be a ready-to-use deliverable, with a clear structure, priorities, responsibilities, and next actions. Evaluate it against feasibility, clarity, professional tone, risks, and missing information, point out weaknesses, and fix them. Close with a version ready to copy or apply, without unnecessary comments.

PROMPT 013 Preparing Key Points for an Intervention

Customize the fields in square brackets, then copy all the text into the message.

Act as a senior, precise, results-oriented operations assistant. My goal is to prepare key points for an intervention. Before working, ask me only for the essential data on: role, sector, objective, people involved, deadline and available materials; maximum five questions. Then do the task operationally and return a ready-to-use result, with a clear structure, priorities, responsibilities, and next actions. Explicitly check: feasibility, clarity, professional tone, risks, and missing information. Don't make up facts or numbers: When a datum is missing, use [TO DEFINE] or clearly state the hypothesis. Conclude with the next three actions in order of priority.

PROMPT 014 Constructing a Risk Register

Customize the fields in square brackets, then copy all the text into the message.

I want to build a risk register. Act like a senior, precise, results-oriented operations assistant. Use this information: [PASTE DATA, NOTES, OR TEXT HERE]. If the material is not enough, ask me up to four targeted questions about the role, industry, goal, people involved, deadline, and available materials. Prepare a ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Generate a bare version first, then improve it after a check on feasibility, clarity, professional tone, risks, and missing information. Keep it fed-to-head, avoid fillers, and separate facts, assumptions, and suggestions. At the end, include a short checklist to check the result before using it.

PROMPT 015 Turning an Objective into an Action Plan

Customize the fields in square brackets, then copy all the text into the message.

Help me turn a goal into an action plan. You are a senior operations assistant, precise and results-oriented. Context: [DESCRIBE THE SITUATION HERE]. Constraints: [TIME, BUDGET, TONE, LIMITS]. Desired outcome: A ready-to-use outcome, with a clear structure, priorities, responsibilities, and next actions. Proceed in four parts: 1) summarize the objective and constraints; 2) identifies gaps or risks; 3) creates the result; 4) Perform a self-check on feasibility, clarity, professional tone, risks, and missing information. Do not change the data provided and do not present estimates as certainties. If there are several valid paths, propose a recommended choice and a simple alternative.