Scrhoz

Scrhoz Starter Pack

Prepared by Dan Rivers | Scrhoz

Three simple prompts to plan your day, clear a to-do list and weigh a decision, so you can see in about ten minutes what an AI assistant is good for.

How to Use This Pack

- Copy a prompt, paste it into any AI assistant (ChatGPT, Claude, Gemini or similar), and replace each [BRACKETED] part with your own details.
- Keep the inputs small: a list of up to about 30 items, a page of notes, or a short description of a situation. Short inputs get better answers.
- Leave out names, account numbers and anything private or confidential, and check your employer's rules on AI tools before you paste anything from work.
- Treat every answer as a first draft. The AI sorts, asks questions and does the sums, and you decide, because you know your situation. If an answer misses, reply with more detail and ask it to try again.
- After the third prompt, record what you chose and why in the free Decision Journal sheet (by Theo Marlowe). The link is at the end.
- Try one prompt today. If it helps, the packs listed at the end have more of the same.

Note: These prompts are for general planning and for thinking things through. They are not professional, financial, tax or legal advice. AI can misread a list or get arithmetic wrong, so check dates, times and totals before you rely on them. Your own judgement comes first.

Plan Your Day

1. Pick My Top Three

> Here's my list for today: [LIST]. Pick the three that matter most and say why in a sentence each. Suggest an order based on how long each one takes and how much attention it needs. Tell me which of the rest can wait until tomorrow without a problem.

Tip: Do the first one before you open your inbox.

Clear Your List

2. Triage My To-Do List

> Here is my to-do list: [PASTE UP TO 30 ITEMS]. Sort each item into one of four groups: do this week, schedule for later, hand to someone else, or drop. Give a one-line reason for each. Flag anything vague that needs turning into a clear next step.

Tip: Be honest about the drop pile. Most lists have one.

Weigh a Decision

3. Compare Two Options

> Here are two options I'm deciding between. Option A: [DESCRIBE WITH AMOUNTS AND DATES]. Option B: [DESCRIBE WITH AMOUNTS AND DATES]. Put them side by side on a like-for-like basis over [TIME PERIOD]. Show your working step by step, list what each option costs me now and later, and tell me what the numbers can't capture. Don't choose for me.

Tip: Use the same time period for both options, or the comparison won't be fair.

Where to go next:

- Work and Planning Prompt Pack (15 prompts)
- Find the 3 That Matter Prompt Pack (15 prompts)
- Money Decisions Prompt Pack (15 prompts)
- Decision Journal (free sheet, by Theo Marlowe)
- Work Planning Bundle (45 prompts and a weekly planner)

More from Dan Rivers

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