

THE SAME 10 PROMPTS RUN 90% OF MY WORK

Not clever ones. Plain ones. The prompt that writes my meeting follow-ups, the one that drafts emails in my voice, the one that catches what I'm forgetting before I send an invoice. All ten, ready to steal.

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People think using AI well means knowing secret words. It doesn't. I run about ninety percent of my work through the same ten prompts, and every one of them is written the way I'd talk to a new hire. Copy them, swap what's in [BRACKETS], send. You're not behind — you just never got handed the list.

01 THE THIRTY-SECOND RULE

Open the free ChatGPT or Claude app. Paste the prompt. Replace anything in [BRACKETS] with your real stuff — a real email, a real invoice, a real pile of notes. That's it. The prompts below only work because you're handing over something real, not asking in the abstract.

*"The people who get generic answers are almost always the ones who gave generic input.
Paste the actual thing."*

02 YOUR INBOX

01 — REPLY IN MY VOICE

Reply to the email below in a warm, professional tone that sounds like a real small business owner, not a big corporation. Keep it under 120 words and end with one clear next step. Email: [PASTE THE EMAIL]. What I want to say back: [YOUR ROUGH NOTES].

Use it when an email has been sitting in your inbox because you don't know how to word the reply.

02 — WRITE IT HOW I TALK

Write this how I talk. Here are 3 emails I actually sent: [PASTE THEM]. Now write [WHAT YOU NEED] in that same voice.

Use it when AI drafts sound stiff and nothing like you. Give it real samples and it stops guessing. Samples beat instructions every time.

03 YOUR PAPERWORK

03 — NOTES INTO ACTION ITEMS

Turn the notes below into a clean list of action items. For each one: what needs to happen, who owns it, and by when. Notes: [PASTE YOUR NOTES].

Use it when you just hung up a call or walked out of a meeting and don't want anything to slip.

04 — ROUGH NOTES INTO A QUOTE

Turn my rough notes into a clear, itemized quote a customer can actually understand. Use plain language and do not invent prices I did not give you. My notes: [PASTE NOTES, INCLUDING ANY PRICES YOU KNOW].

Use it when you owe someone a quote and it's been three days.

05 — PLAIN ENGLISH CONTRACT READ

Read the document below and give me: a 3-sentence plain summary, the 5 things I most need to know, any deadlines or dollar amounts, and anything that looks risky or one-sided. Then list the questions I should ask before I sign. Document: [PASTE TEXT].

Use it when someone sends a contract, lease, or agreement and you don't have a lawyer on speed dial. This tells you what to ask — it does not replace the lawyer.

04 YOUR WEEK

06 — WHAT AM I FORGETTING?

Here is my plan for tomorrow: [PASTE YOUR TO-DO LIST]. What am I forgetting?

Use it when it's the end of the day. Four words, and it catches the follow-up you never sent and the person you said you'd call back.

07 — PLAN MY WEEK

Here is a brain dump of everything on my plate: [PASTE EVERYTHING]. Group it, then give me the 3 things that matter most this week, what can wait, and what I could hand off or set up to run on its own.

Use it when it's Monday morning, everything feels urgent, and nothing is sorted. That last question is where your first system starts.

05 YOUR MARKETING

08 — ONE IDEA, A WEEK OF POSTS

Take this idea and write 5 short social posts, one for each weekday: a quick tip, a short story, a question, a before-and-after, and a soft offer. Plain language, one clear call to action each. Idea: [YOUR IDEA]. Business: [NAME AND WHAT YOU DO].

Use it when you're behind on social and posting feels like a second job.

06 THE TWO THAT UPGRADE THE OTHER EIGHT

These are the ones nobody uses, and they're the reason my output looks different from everyone else's.

09 — INTERVIEW ME FIRST

I need help with [PROJECT OR TASK]. Before you answer, ask me questions until you understand my business and this situation. Then give me your best version.

Use it when you're starting anything that matters. Answer the questions out loud with voice-to-text and the output jumps a whole level.

10 — CLOSE, NOW FIX THIS

That was close, but not quite. [PICK ONE: make it shorter / sound more like me / warmer / more direct / simpler / give me 3 versions]. Here is more context: [ADD ANYTHING THAT HELPS].

Use it when the first answer is 80 percent there. Coach it in plain words like a new hire, then send it again. Most people give up at the first draft. The second one is where it gets good.

07 YOU HAVE THE PROMPTS. HERE'S THE HARDER PART.

Ten prompts on a page will save you an hour this week. I mean that. But here's what actually happens next: you use two of them, the page ends up in a downloads folder, and in three weeks you're back to typing into a blank box and hoping.

The prompts were never the hard part. **Doing this every day, until it's just how you work, is the hard part.** That's the whole reason I built the 10-Day AI Challenge — one small task a day for ten days, so it stops being a page you saved and becomes the way you run your business.

"If my mom can do this in a weekend, you can do it in ten days. You're not behind. You're one prompt in."

Get on the waitlist: 10dayaichallenge.com — first spots and the best price go to the list.

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