/

EVERYDAY EDITION

70 AI shortcuts for everyday life

Copy-ready AI prompts, each with a short slash word to remember it by. Fill in your details and paste into any AI chat. Nothing to install.

START HERE

How slash shortcuts work

They're not a secret feature. They're a clear way to ask.

No AI app has a built-in /**recipe** command. The slash word is a short label you can remember. The plain-English prompt after it is what tells ChatGPT, Claude, Gemini or any other AI chat exactly what to do, so every shortcut here comes as a full prompt you can copy.

Each prompt has [brackets] for your own details: who it's for, the tone, a photo, a limit. Those details are what turn a vague answer into a useful one. Under each prompt, “Give it” lists what matters most, and a “Check” note flags anything to verify.

```
/trip 4 days in Chicago, two people in their 60s, easy walking
```

The slash word
A label you can remember.

The details
Where, how long, who.

The preference
The thing that makes it yours.

1

Copy the prompt

Start a new chat and type or paste the full prompt, like the one for /letter.

2

Fill the brackets

Swap each [bracket] for your details. Add a photo only where it says “You need.”

3

Refine it

Reply “shorter,” “warmer,” or “again, simpler.”

GOOD TO KNOW

- These are prompts, not official features of any AI app. Answers vary by app and can be wrong.
- If a menu pops up when you type /, press Esc or tap away and keep typing, or paste the whole prompt.
- Use them in any AI chat, on phone or computer. Photo uploads may be limited on free plans.

STAY SAFE

- Check facts, prices and opening hours before you rely on them.
- Health and money answers help you prepare. Your doctor or adviser decides.
- Never paste passwords, card numbers or ID numbers.

01	Write it for me	10 shortcuts
02	Explain it to me	10 shortcuts
03	Kitchen and home	10 shortcuts
04	Trips and outings	10 shortcuts
05	Health, with your doctor	10 shortcuts
06	Tech help	10 shortcuts
07	Money and paperwork	10 shortcuts

IF YOU ONLY LEARN TEN

The Top 10

The commands that earn their keep in the first week.

1 `/eli5`
EXPLAIN LIKE I'M 5
Explains a topic in very simple words, then a bit deeper.
SECTION 02

2 `/letter`
Drafts a clear, polite letter for the purpose you describe.
SECTION 01

3 `/fridge`
Suggests meals from food you already have.
SECTION 03

4 `/readthis`
Helps you understand a photo of a letter, sign or form.
SECTION 02

5 `/doctorqs`
Lists questions to ask your doctor at an appointment.
SECTION 05

6 `/scamcheck`
Points out scam warning signs in a message or call.
SECTION 06

7 `/techhelp`
Helps troubleshoot a tech problem with simple, numbered steps.
SECTION 06

8 `/trip`
Drafts a day-by-day trip plan at the pace you set.
SECTION 04

9 `/explainbill`
Explains each line of a bill and what may have changed.
SECTION 07

10 `/stepbystep`
Gives instructions one step at a time and waits for you.
SECTION 06

01 Write it for me

Letters, notes and replies, in your voice.

/letter

Drafts a clear, polite letter for the purpose you describe.

> **/letter** Write a short, polite letter to [who it's to] about [what you need]. Tone: [friendly / firm / formal]. Keep it under 200 words, say clearly what I am asking for and by when, and end with a polite sign-off. If you need a detail like a name or date, leave a [blank] for me to fill in.

GIVE IT Who the letter is to · What you want them to do · The tone you want · Any deadline or key facts

CHECK Read it before sending and fill in every [blank] with the right names, dates and facts.

/reply

Drafts a reply to a message you paste in.

> **/reply** Here is a message I received: [paste the message]. Write a reply that says [what you want to say back]. Match the tone of the original, keep it about the same length or shorter, and give me just the reply, ready to send.

GIVE IT The full message you received · What you want to say back · Your relationship to the sender

CHECK Read it before sending to make sure it says what you mean.

/thankyou

Writes a warm, specific thank-you note.

> **/thankyou** Write a warm thank-you note to [who] for [what they did]. Mention this detail: [one thing you loved or noticed]. Keep it to 3 to 5 sentences, sincere and not over the top.

GIVE IT Who you're thanking · What they did · One specific detail you appreciated

/complaint

Drafts a calm, clear complaint that states what you want done.

> **/complaint** Write a calm, polite complaint to [company] about [what happened, with dates and any order or reference numbers]. Say clearly what I want them to do: [refund / repair / replacement / apology]. Stick to the facts, no angry language, under 250 words, and ask for a reply by a reasonable date. Leave [blanks] for any details I haven't given.

GIVE IT The company and what went wrong · Dates, amounts and reference numbers · What you want them to do · Proof you have, like receipts

CHECK Check every date, amount and reference number before sending. The company decides the outcome; a good letter just helps your case.

/condolence

Helps you write a few gentle words for a sympathy card.

> **/condolence** Help me write a short message for a sympathy card to [who] whose [relationship, e.g. father] has died. How I knew them: [how]. A memory I'd like to include: [memory, optional]. Keep it to 2 to 4 gentle, sincere sentences, avoid clichés, and give me 2 versions to choose from.

GIVE IT Who the card is for and who died · How you knew them · One memory, if you have one

CHECK Read it aloud and change any words that don't sound like you.

/invite

Writes an invitation with all the key details for your event.

> **/invite** Write a friendly invitation for [event]. Date and time: [when]. Place: [where]. Guests should bring: [anything, or nothing]. Include how and by when to RSVP: [how]. Keep it short and easy to read, with the details on separate lines.

GIVE IT What the event is · Date, time and place · What guests should bring · How to RSVP

CHECK Double-check the date, time and address before you send it out.

/shorter

Cuts your text down while keeping the main point.

> **/shorter** Make this text shorter: [paste your text]. Target length: [e.g. 3 sentences or 50 words]. Keep the main point and any names, dates and numbers. Give me only the shortened version.

GIVE IT The full text · How short you want it · Anything that must stay in

/proofread

Fixes spelling and grammar, then lists what it changed.

> **/proofread** Check this text for spelling, grammar and punctuation: [paste your text]. Keep my words and style; only fix mistakes. First give me the corrected text, then a short list of each change you made.

GIVE IT The full text · Whether it's casual or formal · Any words that must stay as they are, like names

/warmer

Rewrites a message to sound friendlier and less stiff.

> **/warmer** Rewrite this message so it sounds friendlier and more natural, without changing what it says: [paste the message]. Keep it about the same length and don't add exclamation marks everywhere. Give me only the new version.

GIVE IT The full message · Who it's going to

/formal

Rewrites a message to sound more professional.

> **/formal** Rewrite this message in a polite, professional tone for [who it's going to]: [paste the message]. Keep all the facts the same, fix any mistakes, and keep it clear and brief. Give me only the new version.

GIVE IT The full message · Who it's going to · Any account or reference details to keep

CHECK Check names, amounts and dates before sending. Never include full card or account numbers in an email.

02 Explain it to me

Make sense of anything, at your pace.

/eli5

EXPLAIN LIKE I'M 5

Explains a topic in very simple words, then a bit deeper.

> **/eli5** Explain like I'm 5 (in very simple words, with an everyday example): [topic]. Keep it to a short paragraph. Then add a second short paragraph that goes a bit deeper for an adult beginner.

GIVE IT The topic · What part confuses you, if anything

/explain

Explains a topic at an everyday-adult level, building on what you know.

> **/explain** Explain [topic] to me in plain English for an adult beginner. What I already know: [what you know]. Start from there, use one everyday example, avoid jargon (or explain any you use), and keep it under 200 words. End by asking if I want more detail on any part.

GIVE IT The topic · What you already know · Why you want to know (optional)

/define

Gives a plain meaning of a word plus an example sentence.

> **/define** Tell me what "[word or phrase]" means in plain English, in one or two sentences. Then give one example sentence using it in everyday life. If it has more than one common meaning, list the main ones briefly.

GIVE IT The word or phrase · Where you saw it, if the meaning depends on context

/jargon

Rewrites jargon-heavy text in plain English.

> **/jargon** Rewrite this in plain, everyday English: [paste the text, or attach a photo of it]. Keep the meaning the same, explain any key terms in brackets, and then sum up in one line what it means for me. If anything is unclear or could be read two ways, say so.

GIVE IT The exact text · What kind of document it is (insurance, lease, medical) · Your question about it

YOU NEED Photo option needs an AI app that accepts images (most do, some only on paid plans). No photo upload? Type or paste the text in instead.

CHECK This is a plain-English guide, not legal or financial advice. For anything important, confirm with the company or a professional.

/readthis

Helps you understand a photo of a letter, sign or form.

> **/readthis** I've attached a photo of a [letter / sign / form]. Tell me in plain English: what it is, who it's from, what it's asking me to do, and any deadline or amount. List the actions as short steps. If any part is blurry or unclear, tell me instead of guessing. My question: [what you need to know].

GIVE IT A clear, well-lit photo of the whole page · What you need to know · Who it seems to be from

YOU NEED An AI app that accepts photos (most do, some only on paid plans). No photo upload? Type the important parts of the text in instead.

CHECK Check deadlines and amounts against the original. If a letter asks for money or personal details, confirm it's real by contacting the sender directly.

/summarize

Pulls out the key points of a long article or document.

> **/summarize** Summarize this in [5] short bullet points: [paste the text, or attach the file]. Then, in 2 sentences, tell me what matters most for someone in my situation: [your situation]. Don't add anything that isn't in the text.

GIVE IT The full text or file · How many points you want · Your situation, so it can say what matters to you

YOU NEED Attaching a file needs an AI app that accepts files; very long documents may be cut off. No file upload? Copy and paste the text, a section at a time if it's long.

CHECK For anything important, check key facts against the original.

/compare

Puts two or more options side by side for your needs.

> **/compare** Compare [option A] and [option B] for [what I'll use it for]. What matters most to me: [e.g. price, ease of use, size]. Show a simple side-by-side table, then tell me which fits my needs better and why in 2 or 3 sentences. If prices or models may have changed, say so.

GIVE IT The options · What you'll use it for · What matters most to you · Your budget

YOU NEED Current prices and models need an AI app that can search the web. No web search? Paste in the specs and prices from the store pages yourself.

CHECK Check current prices and details on the seller's site before you buy.

/prosandcons

Lists honest pros and cons to help you decide.

> **/prosandcons** Give me honest pros and cons of [the decision] for someone in my situation: [your situation]. List up to 5 of each as short bullets, then name the one or two questions I should answer before deciding. Don't make the choice for me.

GIVE IT The decision · Your situation · Budget or limits

/translate

Translates your text and notes anything tricky.

> **/translate** Translate this into [language], with a [polite / casual] tone, for [who it's for]: [paste or type the text]. Give me the translation first, then a short note on any words or phrases that don't translate directly. If it helps, add a simple pronunciation guide.

GIVE IT The exact text · The language · The tone and who it's for

CHECK For anything important, like medical or legal papers, have a fluent speaker or professional check it.

/quizme

Quizzes you one question at a time to help it stick.

> **/quizme** Quiz me on [topic] with [number] questions, one at a time. Ask one question, then wait for my answer before asking the next. After each answer, tell me if I'm right and give a one-line explanation. At the end, give my score and the topics to review.

GIVE IT The topic · How many questions · How hard (beginner or more)

03 Kitchen and home

Cooking, chores and fix-it help.

/recipe

Gives a simple recipe with a shopping list.

> **/recipe** Give me a simple recipe for [dish] for [number] people. Limits: [e.g. low salt, no nuts, basic tools only]. List the ingredients with amounts, then short numbered steps, the total time, and a shopping list at the end.

GIVE IT The dish · How many people · Allergies or limits · Tools you have

CHECK Double-check allergies on ingredient labels and cook meat to a safe temperature.

/fridge

Suggests meals from food you already have.

> **/fridge** Here's what I have: [attach a photo of your fridge, or list the items]. Suggest [3] meals for [number] people that I can make in [time] using mostly these items. For each, list anything extra I'd need and short steps. If you can't tell what something is in the photo, ask me.

GIVE IT What food you have · How many people · How much time · Allergies or dislikes

YOU NEED Photo option needs an AI app that accepts images (most do, some only on paid plans). No photo upload? Just type a list of what you have.

CHECK Check that leftovers and fresh items are still good to eat.

/mealplan

Drafts a week of meals that fits your people, budget and tastes.

> **/mealplan** Make a [7]-day dinner plan for [number] people. Budget: about [amount] for the week. Preferences or limits: [e.g. more vegetables, no pork, quick weeknights]. Show it as a simple day-by-day list with one line per meal, reuse ingredients to cut waste, and add a combined shopping list at the end.

GIVE IT How many people · Your budget · Likes, dislikes and allergies · How much time you have to cook

CHECK Prices vary by store and area, so treat the budget as a rough guide. If you have a medical diet, check the plan with your doctor or dietitian.

/grocerylist

Turns your meals into a shopping list grouped by store section.

> **/grocerylist** Make one shopping list for these meals: [list the meals or paste the recipes]. Combine repeated items and add amounts. Group it by store section (produce, meat and fish, dairy, bakery, pantry, frozen). Put staples I may already have, like salt and oil, in a separate "check at home" list.

GIVE IT The meals or recipes · How many people · Your store, if you want its sections

/substitute

Suggests what to use when you're missing an ingredient.

> **/substitute** I'm making [dish] and I don't have [missing ingredient]. Suggest 2 or 3 swaps using common kitchen items, with exact amounts, and say how each will change the taste or texture. Put the best option first.

GIVE IT The dish · The missing ingredient · What you do have · Any allergies

CHECK If the swap is for an allergy, check the label of what you use.

/scale

Resizes a recipe up or down to the servings you need.

> **/scale** Change this recipe from [current] servings to [new] servings: [paste the recipe]. Show the new ingredient list with amounts rounded to easy kitchen measures. Then note anything that may not scale simply, like pan size, cooking time, eggs, or baking.

GIVE IT The full recipe · Current and new servings · Your pan or pot size

CHECK Check the math on key amounts, and check food is cooked through, since bigger batches can take longer.

/fixit

Helps you troubleshoot simple home fixes, step by step.

> **/fixit** Help me fix this at home: [describe the problem, and attach a photo if you can]. What I've already tried: [what you tried]. Give me the most likely causes first, then simple numbered steps, the tools or parts I'd need, and safety steps (like turning off water or power). Tell me clearly when I should stop and call a professional.

GIVE IT What's wrong and when it started · What you've tried · A photo, if your app accepts one · Make or model, if you know it

YOU NEED Photo option needs an AI app that accepts images (most do, some only on paid plans). No photo upload? Describe what you see and any model number.

CHECK Turn off water, power or gas before working on it. For gas, electrical wiring, or anything you're unsure about, call a licensed professional.

/cleaning

Suggests a cleaning method for a specific mess or item.

> **/cleaning** How do I clean [the stain or mess] from [the item and what it's made of]? How long it's been there: [time]. Give me short numbered steps using common household products, starting with the gentlest method, and tell me what to avoid.

GIVE IT What the stain or mess is · What the item is made of · How long it's been there · Care label, if there is one

CHECK Test on a hidden spot first and follow the care label. Never mix bleach with ammonia or other cleaners.

/plantcare

Helps you identify a plant and work out what it needs.

> **/plantcare** Here's my plant: [attach a photo, or describe it and give its name if you know it]. The problem: [what's going wrong]. Where it lives: [indoors/outdoors, light, how often I water]. Tell me what the plant probably is, the most likely causes of the problem, and simple care steps. If you're not sure what it is, say so.

GIVE IT A clear photo of the leaves and whole plant · What's going wrong · Light and watering · Indoors or outdoors

YOU NEED Photo option needs an AI app that accepts images (most do, some only on paid plans). No photo upload? Describe the leaves, size and color, or give the name from the plant tag.

CHECK Plant IDs from photos can be wrong. If you have pets or small children, check whether the plant is safe for them.

/declutter

Drafts a gentle, step-by-step declutter plan for a space.

> **/declutter** Make a gentle declutter plan for [room or space]. Time I have: [e.g. 30 minutes a day for 2 weeks]. Break it into small daily tasks, one area at a time, and include simple keep / donate / toss rules. Keep each day's task short and doable.

GIVE IT The room or space · How much time you have · What's in it that's hardest to deal with

CHECK Ask a local recycling center how to get rid of paint, chemicals, batteries and electronics safely.

04 Trips and outings

Plan it, pack it, enjoy it.

/trip

Drafts a day-by-day trip plan at the pace you set.

> **/trip** Plan a [number]-day trip to [place] for [who's going]. Our pace: [e.g. easy, lots of rest, limited walking]. Interests: [what you enjoy]. Give a day-by-day plan with morning, afternoon and evening, keep travel between stops short, and suggest a rest break each day. Note anything that needs booking ahead.

GIVE IT Where and how many days · Who's going and your pace · Interests · Budget and dates

YOU NEED Up-to-date hours, prices and events need an AI app that can search the web. No web search? Use the plan as a draft and look up hours and prices yourself.

CHECK Confirm opening hours, prices and bookings on official websites before you go.

/daytrip

Suggests day-out ideas from where you are.

> **/daytrip** Suggest [3] day trips from [your town] in [month or season]. Interests: [e.g. history, nature, good lunch]. Max travel each way: [e.g. 1.5 hours by car]. For each, give the travel time, what to see, a lunch idea, and a simple timeline for the day.

GIVE IT Your starting town · The season or date · Interests · How far you'll travel

YOU NEED Current hours and events need an AI app that can search the web. No web search? Use the ideas as a starting point and check each place's website.

CHECK Check opening hours and any seasonal closures before you set off.

/packing

Makes a packing checklist for your trip.

> **/packing** Make a packing checklist for [number] days in [place] in [month]. Bag: [e.g. carry-on only]. Activities: [what you'll do]. Group it by clothes, toiletries, documents, tech and health, with quantities, and keep it light enough for my bag.

GIVE IT Where, when and how long · Bag size · What you'll be doing · Medicines or special needs

CHECK Check your airline's size and weight limits and liquid rules. Keep medicines and documents in your carry-on.

/rainyday

Suggests indoor backup ideas when weather or plans fall through.

> **/rainyday** Our plans fell through. Suggest [5] indoor things to do in [place] for [who's with you, with ages]. Mix free and paid ideas, note roughly how long each takes, and include one easy option we can do at home or the hotel.

GIVE IT Where you are · Who's with you and their ages · Budget · How much time you have

YOU NEED Current hours and events need an AI app that can search the web. No web search? Use the ideas as a starting point and check each place's website.

CHECK Check opening hours and tickets before heading out.

/phrasebook

Gives the handful of useful phrases for your trip.

> **/phrasebook** Give me the [10] most useful phrases for a visitor to [country] for these situations: [e.g. restaurants, trains, shopping]. For each, show the English, the local phrase, and an easy pronunciation guide. Add 2 or 3 polite habits I should know.

GIVE IT The country or language · Situations you'll be in · How many phrases

CHECK Pronunciation guides are approximate; a translation app's audio can help you hear it said.

/etiquette

Explains common local customs and manners for a place or setting.

> **/etiquette** Explain the common customs and manners for [place or setting], focusing on [topics, e.g. tipping, greetings, dress]. Give 5 to 8 short do's and don'ts in plain words, with a one-line reason for each. Mention where customs differ by region or situation.

GIVE IT The country, city, or setting · The situation (meal, visit, business, religious site) · Topics you care about most

CHECK Customs can vary by region and change over time; check a recent official or local source for anything important.

/jetlag

Drafts a simple day-by-day plan to ease jet lag.

> **/jetlag** Make a simple plan to help me adjust to jet lag. Trip: [from city] to [to city], leaving [date and time], landing [date and local time].
> Cover the 2 days before, the flight, and the first 3 days after: when to sleep, nap, seek daylight, eat, and have caffeine.
> Keep it to short bullet points by day. Don't suggest medicines or sleep aids; tell me to ask a doctor or pharmacist about those.

GIVE IT Departure and arrival cities · Flight times with local time on landing · Your usual bedtime · Any health limits

CHECK This is general guidance, not medical advice; ask a doctor or pharmacist before using melatonin or sleep aids.

/travelbudget

Gives a rough trip budget by category, plus ways to save.

> **/travelbudget** Give me a rough budget for [length] in [destination] for [number of people], [travel style, e.g. budget, mid-range].
> Break it into flights, lodging, food, local transport, activities, and extras, with a low and high estimate for each and a total.
> Then list 5 practical ways to save. Say clearly that prices are rough estimates and may be out of date.

GIVE IT Destination and number of days · Number of travelers and where you fly from · Travel style (budget, mid-range, luxury) · Travel month

YOU NEED Current prices work best with an AI that can search the web. No web access? Treat the numbers as ballpark and check a few real prices yourself.

CHECK Check real prices on booking sites before you plan around these numbers.

/roadtrip

Drafts a day-by-day road trip plan within your daily driving limit.

> **/roadtrip** Plan a road trip from [start] to [end] over [number] days. I want to drive no more than [hours] hours a day.
> Give a day-by-day plan: where to start and stop, rough driving time, one or two things to see, and where to stay overnight (town only).
> Keep each day to 3 or 4 short lines. Flag any day that may run over my limit.

GIVE IT Start and end points · Number of days · Max driving hours per day · Interests (parks, food, history)

CHECK Check drive times, road closures, and opening hours on a map app before you go.

/museum

Drafts a short highlights route for a big museum.

> **/museum** Make a plan to see [museum] in [time available]. My interests: [interests, or "just the highlights"].
> List 6 to 10 must-see works or rooms in a sensible walking order, with one line on why each is worth it and a rough time for each.
> Add one tip on tickets or entry and remind me to check the museum's map for closed galleries.

GIVE IT The museum's name and city · How much time you have · What you like (art type, era, kids' picks)

CHECK Galleries move and close; check the museum's website or map on the day.

05 Health, with your doctor

Be prepared and informed. Never a substitute for medical advice.

/doctorqs

Lists questions to ask your doctor at an appointment.

> **/doctorqs** I have a doctor's appointment for [reason for visit]. Write 8 to 10 clear questions I could ask, in priority order, grouped under short headings (diagnosis, treatment, medicines, next steps). Use plain words and keep each question to one line so I can print it or read it from my phone.

GIVE IT Reason for the visit · What you're worried about most · Current treatments or medicines

CHECK This helps you prepare; it isn't medical advice. Your doctor's answers come first.

/visitprep

Organizes your symptoms and history into a one-page visit summary.

> **/visitprep** Help me organize what to tell my doctor. Here's what's happening: [symptoms, when they started, what makes them better or worse, what I've tried].
> Turn it into a one-page summary with short sections: main concern, timeline, what helps or hurts, medicines I take, and questions I have.
> If something important is missing, ask me before you write it. Don't diagnose.

GIVE IT Symptoms and when they started · What makes them better or worse · Medicines and what you've tried · Relevant history

CHECK This organizes your notes; it isn't medical advice. If symptoms are severe or sudden, contact a doctor or emergency services right away.

/labterms

Explains what the items on a lab report measure, in plain words.

> **/labterms** Explain the terms on this lab report in plain words. For each item, say in one or two sentences what it measures and why doctors check it. Do not tell me whether my results are good or bad or what they mean for my health; end by reminding me to ask my doctor.
> [upload a photo of the report, or paste or type the item names]

GIVE IT The test names on the report · Units or ranges if you want them explained · What you're unsure about

YOU NEED An AI app that accepts photos (most do, some only on paid plans). No photo upload? Type or paste the test names instead.

CHECK Not medical advice. Only your doctor can say what your results mean for you. Cover your name and ID numbers before uploading.

/medlist

Formats your medicines into a clean, printable table.

> **/medlist** Turn my medicines into a clean table I can print and carry. Columns: medicine, dose, when I take it, what it's for, notes.
> Copy names and doses exactly as I typed them; don't change, add, or recommend anything. If something looks unclear or incomplete, list it below the table as a question for me.
> My medicines: [each medicine, dose, time of day, reason]

GIVE IT Each medicine's exact name · Dose and time of day · What it's for · Vitamins and supplements too

CHECK Check the table against your bottles or pharmacy list, and ask your pharmacist to review it.

/symptomlog

Creates a simple daily diary to track symptoms and possible triggers.

> **/symptomlog** Make a simple daily diary to track [symptom] for [length of time]. Include columns for date, time, how bad it was (0 to 10), how long it lasted, and [things to track, e.g. sleep, food, stress].
> Keep it short enough to fill in in under a minute a day, as a table I can print or copy into a notes app. Add 2 lines on how to bring it to my doctor.

GIVE IT The symptom · How long to track it · Possible triggers to record

CHECK A diary helps your doctor see patterns; it can't diagnose. Get help right away for severe or sudden symptoms.

/walkplan

Drafts a gentle week-by-week walking plan.

> **/walkplan** Make a gentle walking plan. I can walk [current minutes] minutes now and want to reach [goal] over [weeks]. My doctor's limits: [limits, or "none given"].
> Show it week by week: days per week, minutes per walk, and an easy pace cue. Add 3 short tips to stay with it and when to stop and rest. Keep everything within my limits.

GIVE IT Where you are now · Your goal and timeframe · Any limits from your doctor · Where you'll walk

CHECK Check with your doctor before starting new exercise, especially with a heart or joint condition. Stop if you have chest pain, dizziness, or shortness of breath.

/sleep

Suggests practical habits for better sleep based on your routine.

> **/sleep** Help me sleep better. My routine: [bedtime, wake time, evening habits]. The problem: [what goes wrong].
> Give 5 to 7 practical habits to try, matched to my problem, each in one line with a short reason. Then suggest one thing to try first this week. Don't recommend medicines or supplements.

GIVE IT Your usual bedtime and wake time · What goes wrong · Evening habits (screens, caffeine, alcohol)

CHECK General tips, not medical advice. If poor sleep lasts weeks or you snore loudly or feel very tired by day, talk to a doctor.

/insurance

Explains health insurance terms and walks through a bill or statement.

> **/insurance** Explain this health insurance question in plain words: [term, or paste the bill or statement with personal info removed].
> Define any insurance terms in one or two sentences each, with a simple dollar example. If I shared a bill, walk through each charge line by line and show the math step by step so I can check it.
> End with 2 or 3 questions I could ask my insurer.

GIVE IT The term, or the bill's lines and amounts · Your plan's deductible and copays if you know them · What confuses you

CHECK Check the math yourself and confirm coverage with your insurer; your plan documents are the final word. Remove your name, member ID, and account numbers before pasting.

/caregiver

Drafts a care checklist or weekly plan for a loved one.

> **/caregiver** Help me organize care for [who] who [situation]. What's hard right now: [challenges].
> Make a weekly checklist grouped by daily, weekly, and as-needed tasks (meals, medicines, appointments, home safety, and time for me to rest).
> Keep it short and printable. Add a short list of questions to ask their care team. Follow the care team's instructions over anything here.

GIVE IT Who you're caring for and their situation · What's hardest right now · Appointments and helpers involved · Care-team instructions

CHECK Follow the doctor's and care team's instructions first; this is for organizing, not medical advice.

/calm

Guides you through a short breathing or calming exercise.

> **/calm** I feel [how you feel] and have [minutes] minutes. Guide me through a simple breathing or calming exercise that fits that time. Use short, numbered steps in a calm, kind tone, with counts for breathing in and out. End with one sentence I can repeat to myself.

GIVE IT How you feel · How much time you have · Where you are (seat, bed, outside)

CHECK If anxiety is frequent or overwhelming, talk to a doctor. If you're in crisis, contact local emergency services or a crisis line.

06 Tech help

Patient answers, one step at a time.

/techhelp

Helps troubleshoot a tech problem with simple, numbered steps.

> **/techhelp** Help me fix a tech problem. Device and model: [device]. Problem: [what happens]. What I've tried: [steps]. What I see on screen: [message].
> Give me numbered steps in plain words, easiest fixes first, and say what I should see after each step. If you need more details, ask me first.

GIVE IT Device and model · Exactly what happens · What you already tried · Any error message

CHECK Menus differ by model and software version; back up before resetting anything.

/stepbystep

Gives instructions one step at a time and waits for you.

> **/stepbystep** Walk me through [task] on my [device and model]. Give me only ONE step at a time in plain words. After each step, stop and wait until I reply "done" or tell you what I see. If I say something went wrong, help me fix it before moving on.

GIVE IT The task · Your device and model · Your comfort level

CHECK Screens differ by model; if a button isn't where the AI says, describe what you see.

/screenshot

Explains what's on your screen and what to tap next.

> **/screenshot** Look at this screenshot from my [device]. Explain in plain words what it is showing and what it wants me to do. Then tell me exactly what to tap next, step by step. If it looks like a scam or a warning, say so.
> [upload screenshot, or type exactly what the screen says]

GIVE IT The screenshot or exact words on screen · Your device · What you were trying to do

YOU NEED An AI app that accepts photos (most do, some only on paid plans). No image upload? Type exactly what the screen says, including button names.

CHECK Cover personal info (names, account numbers) before sharing a screenshot.

/scamcheck

Points out scam warning signs in a message or call.

> **/scamcheck** Check this message for scam warning signs. List each warning sign you see in plain words, say how risky it looks (low, medium, high), and tell me what to do next. Remind me never to click links or call numbers in the message; contact the company using its official website or app instead.
> Message: [paste the text or describe the call; remove any personal info]

GIVE IT The exact text or what the caller said · Who it claims to be from · What it asks you to do

CHECK The AI can't confirm a message is safe. Don't click links; contact the company through its official site or app. Never share codes or passwords.

/passwords

Explains simple steps to keep your accounts safe.

> **/passwords** Help me keep my accounts safe. My devices: [devices]. What worries me: [concern].
> Give me simple, numbered steps in plain words, starting with the most important. Do not ask me for any real passwords, and remind me never to share them or codes with anyone, including you.

GIVE IT Your devices · What worries you · Which accounts matter most (email, bank)

CHECK Never paste real passwords or sign-in codes into any AI chat.

/wifi

Suggests step-by-step fixes for slow or dropping Wi-Fi.

> **/wifi** Help me fix my Wi-Fi. Problem: [what happens and when]. Router: [brand or provider]. Devices affected: [devices]. Where it's worst: [room].
> Give numbered fixes, easiest and free first, in plain words. Say what each one should change. If you need more details, ask me first.

GIVE IT What happens and when · Router brand or provider · Which devices and rooms · Home size and layout

CHECK Before buying new equipment, ask your internet provider whether there's a known issue.

/backup

Explains how to back up your photos and files, step by step.

> **/backup** Help me back up [what to back up] from my [device]. Accounts I have: [e.g. iCloud, Google, none].
> Explain 2 options in plain words (one cloud, one offline), then give numbered steps for the one you recommend for me, and how to check the backup worked.

GIVE IT Your device · What you want to back up and how much · Accounts and computers you have

CHECK Storage plans and prices change; check the provider's current options. Confirm your photos appear in the backup before deleting anything.

/newgadget

Gives a short day-one setup list for a new device.

> **/newgadget** I just got a [device and model]. I want to use it for [main uses]. Give me a day-one setup checklist of 6 to 10 items in order, each with one line on why it matters, and numbered steps for the first one. Use plain words; I'm a beginner.

GIVE IT Device and model · What you want to use it for · Phone or computer you'll pair it with

CHECK Menus differ by model and software version; check the maker's guide if a step doesn't match.

/whichbuy

Helps you compare devices that fit your needs and budget.

> **/whichbuy** Help me choose a [type of device]. I'll use it for [uses]. Budget: [amount]. Must-haves: [features]. Already own: [devices or brand].
> First list the 4 or 5 features that matter most for my uses. Then suggest 2 or 3 options in a short table (price range, pros, cons) and say which you'd pick and why. Say if your product info may be out of date.

GIVE IT What you'll use it for · Your budget · Devices you already own · Must-haves

YOU NEED Current models and prices work best with an AI that can search the web. No web access? Use the feature list to compare current models in a store or online.

CHECK Check current prices, models, and return policies before buying.

/settings

Shows where a setting usually is on your device, step by step.

> **/settings** On my [device, model, and software version if known], how do I [what you want to change]? Give the exact menu path as numbered taps, in plain words. If it can differ by version, say so and tell me what to search for in the Settings search bar.

GIVE IT Device and model · Software version if known · What you want to change

CHECK If the menu doesn't match, use the search bar in Settings.

07 Money and paperwork

Understand it, organize it, handle it.

/explainbill

Explains each line of a bill and what may have changed.

> **/explainbill** Explain this bill line by line in plain words. For each charge, say what it is for. If I tell you last month's total, point out what likely changed and why. End with questions I could ask the company.
> [upload a photo, or paste or type the charges and amounts]

GIVE IT Each charge and amount · Last month's total · What surprised you

YOU NEED An AI app that accepts photos (most do, some only on paid plans). No photo upload? Type or paste the charges and amounts.

CHECK Check the math yourself and confirm with the company. Cover account numbers before sharing.

/budget

Builds a simple monthly budget from your income and costs.

> **/budget** Build a simple monthly budget. Take-home pay: [amount]. Regular costs: [list each cost and amount]. Goal: [e.g. save $300 a month].
> Show a table with needs, wants, and savings, with totals and what's left over. Show your math. Then suggest 3 realistic places to trim, without judging my choices.

GIVE IT Take-home pay · Each regular cost · Your savings goal · Irregular costs (gifts, car repairs)

CHECK Double-check the totals; AI can make math mistakes. This isn't financial advice.

/formhelp

Explains a form field by field so you can fill it in.

> **/formhelp** Explain this form in plain words, field by field: what each box asks for and where I'd usually find that information. If I ask about one box, start there. Don't fill it in for me and don't ask for my ID, Social Security, or account numbers.
> Form: [name of form] [upload a photo, or type the box labels]
> My question: [question]

GIVE IT The form's name · The box labels or a photo · Your specific question

YOU NEED An AI app that accepts photos or files (most do, some only on paid plans). No upload? Type the form's name and the box labels you're unsure about.

CHECK For tax, legal, or government forms, check the official instructions or ask a professional. Cover personal numbers before uploading.

/cancelletter

Drafts a clear, polite cancellation letter or email.

> **/cancelletter** Write a short, polite cancellation email to [company] for my [service or membership]. Account name or number: [account details]. Cancel effective: [date]. Ask them to confirm the cancellation in writing and confirm there are no further charges. Include a subject line. Keep it under 120 words.

GIVE IT Company and service · Your account name or number · The cancel date · Any contract notice period

CHECK Check your contract for notice rules, read the draft before sending, and keep the confirmation.

/dispute

Drafts a polite message disputing a wrong charge.

> **/dispute** Write a short, polite message to [company or bank] disputing a charge. Charge: [amount] on [date]. Why it's wrong: [reason]. What I want: [refund, correction].
> Include a subject line, the key facts in 2 or 3 sentences, a clear request, and a list of documents I should attach. Keep it under 150 words and firm but friendly.

GIVE IT The amount and date · Why it's wrong · What you want · Booking or account number

CHECK Check facts before sending, keep copies, and note any deadline your bank or card has for disputes.

/checklist

Makes a checklist for a big task, organized by timeline.

> **/checklist** Make a checklist for [task]. My deadline: [date or time left]. Details: [who's involved, anything special].
> Group tasks by when to do them (for example, weeks before), with checkboxes and short lines. Put the easy-to-forget items in bold or mark them with a star. Ask me first if anything key is missing.

GIVE IT The task · Your deadline · Who's involved · Anything unusual

/organize

Suggests a simple system for organizing your papers and files.

> **/organize** Help me set up a simple system for my [papers, digital files, or both]. What I keep: [types of documents]. Where it piles up: [problem].
> Suggest 5 to 8 folder names, what goes in each, and roughly how long to keep each type. Add a 10-minute monthly routine to keep it tidy. Keep it simple.

GIVE IT What you keep · Paper, digital, or both · Where things pile up

CHECK How long to keep tax and legal papers varies; check official guidance or a tax professional.

/questionstoask

Lists questions to ask before you sign or buy something.

> **/questionstoask** I'm about to [sign or buy] [what]. Write 8 to 10 questions I should ask the seller or company first, most important first, each with one line on why it matters. Then list 3 red flags to watch for in their answers.

GIVE IT What you're signing or buying · The cost or length of commitment · What worries you

CHECK This helps you prepare; for big contracts, ask a professional before signing.

/negotiate

Drafts a short script to ask for a better price.

> **/negotiate** Help me ask for a better price on [what]. Current price: [amount]. My goal: [amount]. What I know: [competitor offers, how long I've been a customer].
> Write a short, polite phone or chat script with an opening line, 2 or 3 points to make, and what to say if they say no. Add 3 quick tips. Keep it friendly, not pushy.

GIVE IT What it's for and the current price · Your target price · Competitor offers · How long you've been a customer

CHECK Check any competitor prices before you call, and get any new deal confirmed in writing.

/plainterms

Summarizes fine print into key points in plain words.

> **/plainterms** Explain these terms in plain words. Summarize in short bullets: what I'm agreeing to, what it costs, how to cancel, deadlines, and anything unusual or one-sided. Quote the exact sentence for anything important. Say if the text seems cut off.
> [paste the terms]

GIVE IT The full terms text · What you're signing up for · Your main concern

YOU NEED Long documents work best in an AI app that accepts files or long pasted text. Can't upload? Paste the sections on costs, cancellation, and fees.

CHECK A summary can miss details; this isn't legal advice. Read the original and ask a professional about anything big.

KEEP GOING

Make your own

Any short word works if the prompt after it is clear.

THE RECIPE

- Pick a word you'll remember: /birthdaycard, /gardenplan.
- Write the full instructions after it: the job, the format, the length, and [brackets] for what changes.
- Save the full line in your Notes app and paste it next time.

WHEN AN ANSWER MISSES

- Say what's wrong: “too long,” “too fancy,” “I'm in Florida.”
- Ask it to ask you questions first: add “ask me 3 questions before you start.”
- Start a fresh chat if it gets muddled.

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YOUR OWN COMMANDS

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