

100 AI TOOLS & CHATGPT PROMPTS

100%
FREE
GUIDE

YOU CAN USE FOR FREE IN 2026

The Beginner's Guide to Using AI for
Work, Business, Study, Content Creation
and Everyday Life



100+ AI TOOLS
Curated & Tested



**100 CHATGPT
PROMPTS**
Copy & Paste Ready



**PRACTICAL
EXAMPLES**
For Real-Life Use



**30-DAY AI
CHALLENGE**
Step-by-Step Plan



100% FREE
FOREVER



BEGINNER
FRIENDLY



SAVE TIME
EVERY DAY



PRACTICAL
& ACTIONABLE

100 AI Tools & ChatGPT Prompts You Can Use for Free in 2026

The Beginner's Guide to Using AI for Work, Business,
Study, Content Creation and Everyday Life

By Muzammil Sumra

Copyright Notice

© 2026 Muzammil Sumra. All rights reserved. This eBook is provided free of charge and may not be sold, reproduced, or distributed in modified form without permission. You are welcome to share the original, unmodified version with others.

Disclaimer

This eBook is for informational and educational purposes only. The information provided reflects the authors' knowledge as of the date of publication. AI tools, pricing, and features change frequently — always verify the latest information on official websites before making decisions.

This guide does not guarantee any specific financial results or outcomes. Any income-related examples are illustrative only. The authors do not endorse any specific product or service mentioned in this book.

The authors have made every effort to ensure accuracy. However, AI is a rapidly evolving field and some information may become outdated. Free plans and tool features mentioned in this guide may have changed since publication.

A Note to the Reader

This guide was written for real people with real problems — not for tech experts. Whether you're a student, a freelancer, a small business owner, or just someone curious about AI, this book is for you. No jargon. No fluff. Just practical knowledge you can start using today.

AI won't replace smart people. But smart people who know how to use AI will have a real edge in every area of life. This guide shows you exactly where to start.

Table of Contents

Introduction	4
Chapter 1 — AI for Everyday Life	6
Chapter 2 — AI for Students	10
Chapter 3 — AI for Job Seekers	14
Chapter 4 — AI for Work & Productivity	18
Chapter 5 — AI for Small Businesses	22
Chapter 6 — AI for Content Creators	26
Chapter 7 — AI for Design & Images	30
Chapter 8 — AI for Video	33
Chapter 9 — AI for Writing	36
Chapter 10 — AI for Coding	39
Chapter 11 — AI for Making Money	43
Chapter 12 — The 100 AI Tools Directory	47
Chapter 13 — 100 Copy-and-Paste ChatGPT Prompts	55
Chapter 14 — How to Write Better AI Prompts	62
Chapter 15 — 30-Day AI Challenge	66
Quick Reference Cheat Sheet	72

Free Resources

75

CHAPTER

INTRODUCTION

Welcome to the AI Revolution — and Why It Matters for You

A few years ago, artificial intelligence was something you read about in science fiction. Today, millions of people around the world are using AI tools every single day — to write emails, plan trips, build businesses, edit videos, study for exams, and much more.

And the most surprising part? Most of the best AI tools are completely free to use.

This book gives you everything you need to get started: the best free tools, practical prompts you can copy and paste, and real examples that show you exactly how to use AI in your daily life, work, or business.

What AI Can Realistically Do Today

- Write and edit text — emails, essays, articles, scripts, captions
- Answer questions and explain complex topics in simple language
- Summarize long documents in seconds
- Generate images, logos, and graphics from text descriptions
- Create videos, voiceovers, and presentations
- Help you code, debug programs, and build simple apps
- Assist with research, planning, and data analysis
- Translate languages and teach you new skills

■ IMPORTANT

AI is a tool — not magic. It makes mistakes, can be biased, and should always be reviewed before you rely on its output. Think of AI as a capable assistant, not an infallible expert.

Why Most Beginners Struggle with AI

The most common reason people don't get value from AI tools is simple: they don't know how to ask the right questions. Typing 'give me ideas' into ChatGPT gets you generic results. Typing a specific, well-structured prompt gets you something genuinely useful.

This is why prompting is one of the most valuable skills you can learn right now. Chapter 14 of this book covers a simple framework that will immediately improve every AI interaction you have.

How to Use This Book

You don't need to read this from cover to cover. Jump to the chapter that's most relevant to your life right now:

- Student? Start with Chapter 2.
- Looking for a job? Head to Chapter 3.
- Running a business? Chapter 5 is for you.
- Want to create content? Go to Chapter 6.
- Just want the best tools? Skip to Chapter 12.
- Want to improve your prompts? Chapter 14 is essential reading.

■ QUICK TIP

Bookmark Chapter 13 (100 Copy-and-Paste Prompts) and Chapter 15 (30-Day AI Challenge). They're the most practical sections of this entire book.

A Note About Free Plans

AI tools change fast. Free plans get removed, features get paywalled, and new tools launch constantly. Every tool in this book has been included because it has a genuine free option at the time of writing — but always check the official website for the latest pricing before making any decisions.

Throughout this guide, tools are labeled clearly:

- **Free** — Fully free with no credit card required
- **Free Tier** — Free plan with limits (usage, storage, features)
- **Limited Free Credits** — You get a number of free uses, then must pay
- **Paid** — No meaningful free option

Now, let's dive in. AI is about to become your most productive tool.

CHAPTER
1

AI FOR EVERYDAY LIFE

AI isn't just for tech companies and researchers. It's already changing how everyday people plan their days, learn new things, and solve common problems. In this chapter, we'll walk through practical examples anyone can try today — no technical skills required.

Planning a Trip

Problem:

You want to plan a 7-day trip but don't know where to start.

AI Solution:

Use ChatGPT to create a detailed day-by-day itinerary based on your budget, interests, and destination.

EXAMPLE PROMPT

I'm planning a 7-day trip to Portugal in October with a budget of €1,500. I love history, local food, and nature. Create a detailed day-by-day itinerary including suggested accommodation types, transport options, must-see sites, and local food recommendations. Format it as a table.

Expected Result:

A complete travel plan with daily schedules, food tips, and estimated costs — in seconds.

Planning Meals for the Week

Problem:

You want to eat healthier but struggle to plan meals and shopping.

AI Solution:

Ask AI to create a weekly meal plan with a shopping list based on your preferences.

EXAMPLE PROMPT

Create a 7-day healthy meal plan for one person. I prefer Mediterranean-style food, I have a budget of £50 per week, and I'm trying to eat high-protein. Include breakfast, lunch, and dinner each day plus a complete shopping list.

Expected Result:

A practical weekly plan with grocery list ready to screenshot and take to the supermarket.

Understanding Difficult Topics

Problem:

You read something confusing — a medical report, a legal document, or a news article.

AI Solution:

Paste the text into ChatGPT and ask it to explain it in simple terms.

EXAMPLE PROMPT

Explain the following text to me as if I'm 15 years old with no background knowledge. After explaining, give me 3 key takeaways: [paste your text here]

Expected Result:

A clear, jargon-free explanation you can actually understand.

Writing Messages and Emails

Problem:

You need to send a sensitive email but don't know how to phrase it.

AI Solution:

Give ChatGPT the context and let it draft the message for you.

EXAMPLE PROMPT

Write a professional but friendly email to my landlord asking them to fix the heating in my apartment. The heating has been broken for 2 weeks. I want to be firm but polite. Keep it under 150 words.

Expected Result:

A ready-to-send email that sounds professional without being aggressive.

Comparing Products

Problem:

You're buying something (a laptop, a phone, a car) and can't decide between options.

AI Solution:

Ask AI to compare specific products based on your priorities.

EXAMPLE PROMPT

Compare the MacBook Air M3 and Dell XPS 13 for a student who needs it for writing, light photo editing, and long battery life. Budget is around \$1,200. Present the comparison as a table with pros and cons.

Expected Result:

A clear comparison table that makes your decision much easier.

Planning Events

Problem:

You need to organise a birthday party, team event, or family gathering.

AI Solution:

Use AI to brainstorm ideas, create a schedule, and even write invitations.

EXAMPLE PROMPT

Help me plan a surprise birthday party for 20 adults on a £200 budget. Suggest a theme, venue ideas, food and drink options, activities, and a timeline for the day. Also write a fun birthday invitation message.

Expected Result:

A complete event plan plus ready-made invitation text.

Learning New Skills

Problem:

You want to learn something new but don't want to pay for a course.

AI Solution:

Use AI as your personal tutor.

EXAMPLE PROMPT

Teach me the basics of personal finance as if you're an expert and I'm a complete beginner. Cover: budgeting, saving, managing debt, and investing basics. Use simple language, give practical examples, and break it into sections I can learn one at a time.

Expected Result:

A personalised lesson covering exactly what you need to know.

■ PRO TIP

The more specific your prompt, the better the result. Always include: your context, your goal, any constraints (budget, time, length), and your preferred output format.

CHAPTER
2

AI FOR STUDENTS

AI has become one of the most powerful study tools available — and it's free. Whether you're in secondary school, college, or university, knowing how to use AI effectively gives you a genuine advantage. But here's the most important thing to understand upfront:

■ IMPORTANT

Using AI to cheat is not the same as using AI to learn. The students who will benefit most from AI are those who use it to understand things better — not to avoid doing the thinking themselves.

1. Understanding Difficult Concepts

STUDY PROMPT

Act as an expert teacher in [subject]. Explain [specific concept] in the simplest possible way. Use an analogy I can relate to, then give me 3 real-world examples of how this concept is used.

Result: Breaks down complex ideas using familiar comparisons — perfect for subjects like physics, economics, or law.

2. Creating a Study Plan

STUDY PROMPT

I have an exam in [subject] in 3 weeks. The topics I need to cover are: [list topics]. Create a detailed study schedule for me, with 2-hour sessions per day, Monday to Friday. Tell me what to study each day and suggest revision techniques for each topic.

Result: A structured revision plan that removes the stress of not knowing where to start.

3. Summarising Notes

STUDY PROMPT

Summarise the following notes into the 10 most important points. Use bullet points. Highlight any key definitions. Make it suitable for quick revision the night before an exam: [paste your notes]

Result: Condensed study notes ready for last-minute revision.

4. Generating Practice Questions

STUDY PROMPT

I'm studying [topic] for [exam/subject]. Generate 15 practice questions ranging from easy to difficult. After each question, provide the correct answer and a brief explanation of why it's correct.

Result: A ready-made practice test with answers and explanations.

5. Flashcard Creation

STUDY PROMPT

Create 20 flashcards for the topic of [topic]. Format each card as: Front: [term or question] | Back: [definition or answer]. Keep the answers concise.

Result: Flashcard sets ready to use in apps like Anki or to print and cut out.

6. Language Learning

STUDY PROMPT

I am learning [language] at beginner level. Teach me the 50 most useful everyday phrases with pronunciation tips and example sentences showing how to use each phrase.

Result: A practical phrasebook tailored to your level and focus area.

7. Essay Brainstorming

STUDY PROMPT

I need to write a 1,500-word essay on [topic] for [subject]. Help me brainstorm 5 strong thesis arguments with supporting evidence points for each. Then suggest the best structure for the essay with an introduction, body paragraphs, and conclusion outline.

Result: A strong essay framework to guide your own writing.

8. Mathematics Explanations

STUDY PROMPT

I'm struggling to understand [specific maths concept/problem]. Walk me through how to solve it step by step, explaining the reasoning at each step. Then give me 3 similar practice problems so I can test my understanding.

Result: Clear step-by-step walkthroughs of difficult problems.

9. Research Assistance

STUDY PROMPT

I'm researching [topic] for a university essay. Summarise the key academic debates and perspectives on this topic. Identify the main schools of thought, key scholars associated with each view, and suggest specific areas I could explore further.

Result: A solid overview of academic debates to guide your own research.

10. Exam Preparation

STUDY PROMPT

I have an oral exam / presentation on [topic] in [subject] next week. Give me the 10 most likely questions an examiner would ask, and for each question, give me bullet points of what an excellent answer would include.

Result: Exam preparation guide with model answer frameworks.

■ ■ COMMON MISTAKE

Don't copy AI output directly into your work without reviewing and rewriting it in your own voice. Lecturers and teachers can often tell. More importantly, if you skip the thinking step, you don't actually learn — and that will show in exams.

■ PRO TIP

Use the 'Feynman Technique' with AI: ask it to explain something, then try to re-explain it back in your own words. If you can't, ask AI to clarify the parts you missed.

CHAPTER
3

AI FOR JOB SEEKERS

Job hunting is stressful. AI won't apply for jobs for you, but it can make every step of the process faster, sharper, and more professional. From polishing your CV to preparing for tough interview questions — here are practical ways to use AI when you're looking for work.

1. Resume / CV Improvement

COPY-AND-PASTE PROMPT

Here is my current CV: [paste your CV]. I am applying for a [job title] role at a [type of company]. Improve my CV to be more ATS-friendly, highlight relevant achievements with quantifiable results where possible, and make it sound more professional. Keep it to one page if possible.

Result: A polished, ATS-optimised CV tailored to your target role.

2. Cover Letter Writing

COPY-AND-PASTE PROMPT

Write a compelling cover letter for a [job title] position at [company name]. My background: [brief background]. The job description says they are looking for: [paste key requirements]. Make the letter professional but personable, and keep it under 300 words.

Result: A personalised cover letter ready to send with minor tweaks.

3. Job Description Analysis

COPY-AND-PASTE PROMPT

Analyse this job description and tell me: 1) the key skills required, 2) the personality traits they seem to want, 3) any red or green flags in the listing, 4) questions I should ask in the interview: [paste job description]

Result: A decoded job listing with insights into what the employer really wants.

4. Interview Preparation

COPY-AND-PASTE PROMPT

I have an interview for a [job title] role at [company]. The company is known for: [brief company info]. Prepare me for this interview by giving me: 1) 15 likely interview questions, 2) what a strong answer to each looks like, 3) 5 smart questions I should ask the interviewer at the end.

Result: A complete interview preparation guide you can practice from.

5. LinkedIn Profile Improvement

COPY-AND-PASTE PROMPT

Review my LinkedIn headline and About section and improve them. Make them more compelling, keyword-rich, and positioned for [your target role]. Use a professional but approachable tone. Here is my current headline: [headline]. Here is my About section: [paste text]

Result: An optimised LinkedIn profile that attracts recruiters and opportunities.

6. Salary Negotiation

COPY-AND-PASTE PROMPT

I've been offered a salary of [amount] for a [job title] role in [city/region]. I want to negotiate for [target amount]. Help me prepare: write a negotiation email and give me 5 talking points I can use in a call with the hiring manager.

Result: A confident, professional negotiation script.

7. Professional Email Writing

COPY-AND-PASTE PROMPT

Write a professional email to [recruiter/hiring manager] following up on a job application I submitted 2 weeks ago for the [position] role. I want to express continued interest without being pushy. Keep it under 100 words.

Result: A polite, professional follow-up email ready to send.

8. Skill-Gap Analysis

COPY-AND-PASTE PROMPT

I want to become a [target job title] within 12 months. My current skills and experience: [brief background]. Identify the gaps between my current profile and what is required for this role, then give me a learning roadmap with free or low-cost resources.

Result: A personalised skill development roadmap.

■ PRO TIP

Use AI to research every company before an interview. Ask: 'What are the main products, values, recent news, and competitive challenges of [company name]?' — then walk into the interview better prepared than 90% of candidates.

CHAPTER
4

AI FOR WORK & PRODUCTIVITY

Whether you work in an office, at home, or anywhere in between — AI can help you get more done in less time. These are the workplace use cases that people are already using to work smarter every day.

Emails

WORK PROMPT

Write a [type: formal/informal/follow-up] email to [recipient] about [subject]. Context: [brief context]. Tone: [professional/friendly]. Length: [short/medium]. Key points to include: [list points].

Result: Speeds up one of the most time-consuming daily tasks.

Meeting Summaries

WORK PROMPT

Here are my meeting notes: [paste notes]. Summarise them into: 1) Key decisions made, 2) Action items with owner and deadline, 3) Any unresolved issues. Format as a clean bullet-point summary I can email to the team.

Result: Professional meeting notes ready to share within minutes of a meeting ending.

Reports & Documentation

WORK PROMPT

Write a professional [monthly/quarterly] report for [project/department]. The key metrics are: [data]. Main achievements: [list]. Challenges: [list]. Next steps: [list]. Format it with an executive summary followed by detailed sections.

Result: Structured reports drafted in minutes, not hours.

Brainstorming

WORK PROMPT

Act as a creative strategy consultant. I need 20 ideas for [goal/challenge]. The context is: [context]. My constraints are: [constraints]. Rank the top 5 ideas by feasibility and potential impact.

Result: High-quality brainstorming partner available 24/7.

Presentations

WORK PROMPT

Create an outline for a 10-slide PowerPoint presentation on [topic]. Each slide should have: a title, 3 key bullet points, and a suggested visual. The audience is [audience]. The goal of the presentation is to [goal].

Result: A complete presentation structure ready to build in PowerPoint or Google Slides.

SOP Creation

WORK PROMPT

Write a Standard Operating Procedure (SOP) for the following task: [task]. Include: purpose, scope, required tools, step-by-step instructions, quality checks, and troubleshooting tips. Format it professionally.

Result: Clear, formatted SOPs that can be immediately shared with teams.

Project Planning

WORK PROMPT

Create a project plan for [project name]. Objectives: [list]. Timeline: [X weeks]. Team: [roles]. Break it into phases with milestones, key deliverables, and potential risks with mitigation strategies.

Result: A structured project plan with timeline and risk management.

Data Analysis Assistance

WORK PROMPT

Here is a dataset summary: [paste summary or data]. Analyse this data and tell me: 1) key trends, 2) anomalies or patterns worth noting, 3) actionable insights, 4) what additional data would improve this analysis.

Result: Instant data interpretation and insights.

■ QUICK TIP

Set up a prompt library. Create a simple document with your most-used AI prompts so you can copy and paste them quickly instead of re-writing them every time.

■ PRO TIP

Use AI to turn rough meeting notes into polished communication. Just keep your notes app open during meetings, then paste them into ChatGPT immediately after.

CHAPTER
5

AI FOR SMALL BUSINESSES

Small business owners wear many hats — marketing, customer service, finance, operations. AI is becoming the silent team member that helps you do all of it without hiring five extra people. Here's how to put it to work.

Generating Business Ideas

BUSINESS PROMPT

I want to start a business with [£/\$/€X budget] in [location/online]. My skills include: [list skills]. My interests: [list interests]. Generate 10 realistic, low-cost business ideas with estimated startup costs, target customers, and how to get the first sale.

Result: A curated list of business ideas matched to your skills and budget.

Market Research

BUSINESS PROMPT

I'm planning to launch [product/service] targeting [target market] in [region]. Help me research: 1) the size of this market, 2) main customer pain points, 3) key competitors and what they offer, 4) gaps in the market I could fill.

Result: A structured market research brief you can use to validate your idea.

Customer Personas

BUSINESS PROMPT

Create 3 detailed customer personas for a business that sells [product/service]. For each persona include: name, age, job, goals, frustrations, how they find products online, and what would make them choose our brand.

Result: Realistic personas to guide every marketing decision.

Product Descriptions

BUSINESS PROMPT

Write 3 compelling product descriptions for [product name]. Target customer: [description]. Key benefits: [list]. Tone: [energetic/professional/friendly]. One should be short (50 words) for social media, one medium (100 words) for website, one detailed (200 words) for Amazon.

Result: Ready-to-publish product copy in three lengths.

Social Media Content

BUSINESS PROMPT

Create a 30-day social media content calendar for [business type] on [platform]. Include post topics, caption ideas, and content formats (e.g. reel, story, carousel). Goal: increase brand awareness and drive traffic to website.

Result: A month of social content planned in minutes.

Email Marketing

BUSINESS PROMPT

Write a 5-email welcome sequence for new subscribers to [business type]. Email 1: Welcome and brand story. Email 2: Most popular product/service. Email 3: Customer success story. Email 4: Educational tip. Email 5: Special offer. Tone: [friendly/professional].

Result: A complete email nurture sequence ready to load into your email platform.

Customer Support Scripts

BUSINESS PROMPT

Create a set of 10 customer support templates for a [type of business]. Include responses for: order delays, refund requests, product complaints, positive reviews, and general enquiries. Tone: professional and empathetic.

Result: A support template library that saves hours of repetitive writing.

Brand Naming

BUSINESS PROMPT

Generate 15 business name ideas for a company that [description of business]. The names should be: memorable, easy to spell, suitable for a .com domain, and appeal to [target customer]. For each name, explain the concept behind it.

Result: A shortlist of creative, domain-friendly business names.

Business Plan

BUSINESS PROMPT

Write a one-page business plan for [business idea]. Include: problem being solved, target market, product/service overview, revenue model, key marketing channels, startup costs estimate, and 12-month goals.

Result: A concise business plan suitable for sharing with investors or partners.

■ PRO TIP

Create a ChatGPT 'system prompt' that describes your business, your tone of voice, and your target customer. Then every prompt you write automatically gets responses tuned to your brand.

■■ COMMON MISTAKE

Don't use AI output without editing it. AI doesn't know your specific customers, your brand personality, or your local context. Always personalise the output before publishing.

CHAPTER
6

AI FOR CONTENT CREATORS

Content creation is a constant pressure: always-on, always demanding new ideas. AI has become an indispensable part of the modern creator's workflow — not to replace creativity, but to supercharge it. Here's how to use it effectively.

YouTube Video Ideas

CREATOR PROMPT

Generate 20 YouTube video ideas for a channel about [niche]. My target audience: [description]. Current subscriber count: [number]. Mix evergreen topics with trending angles. For each idea, give a title, brief description, and the search intent behind it.

Result: A content idea bank to fill your editorial calendar for weeks.

Video Scripts

CREATOR PROMPT

Write a YouTube script for a [length] video on [topic]. Opening hook (first 30 seconds must grab attention). Main content: [key points]. Call to action at the end. Target audience: [description]. Tone: [energetic/educational/conversational].

Result: A complete script structure with an attention-grabbing hook.

Short-Form Video Hooks

CREATOR PROMPT

Write 15 different opening hooks for a TikTok or Instagram Reel about [topic]. Each hook should stop someone scrolling within the first 3 seconds. Vary the formats: question, bold statement, story opener, controversy, surprising fact.

Result: 15 tested hook formats ready to record.

Instagram Captions

CREATOR PROMPT

Write 10 Instagram captions for posts about [topic/product]. Mix lengths: some short and punchy, some longer storytelling captions. Include 1 call to action in each. Tone: [authentic/inspirational/educational]. Suggest relevant hashtag groupings for each post.

Result: Ready-to-post captions with hashtag strategy.

Blog Post Ideas and Outlines

CREATOR PROMPT

Generate 10 blog post ideas for a website about [niche]. For the best 3 ideas, create a full SEO-optimised outline with: H1 title, meta description, H2 sections, and key points per section.

Result: Blog content plan with complete article outlines.

Content Repurposing

CREATOR PROMPT

I have a [blog post / YouTube video / podcast episode] about [topic]. Help me repurpose it into: 1) A Twitter/X thread (10 tweets), 2) A LinkedIn post (professional angle), 3) 3 Instagram carousel slide ideas, 4) An email newsletter summary (150 words).

Result: One piece of content turned into four — maximum output, minimum effort.

Content Calendar

CREATOR PROMPT

Create a 30-day content calendar for [platform] for a [niche] creator. I post [X times per week]. Mix content types: educational, entertaining, promotional, personal. Include post topics, formats, and the goal of each post.

Result: A full month of planned content with clear purpose for each post.

Thumbnail Ideas

CREATOR PROMPT

I'm creating a YouTube thumbnail for a video titled [title]. Suggest 5 different thumbnail concepts: describe the visual layout, text overlay, colour scheme, and emotion it should convey. Reference successful channels in [niche] for inspiration.

Result: Specific, detailed thumbnail concepts you can brief a designer or create yourself.

■ TRY THIS

Give ChatGPT the URL (or paste the text) of your best-performing piece of content and ask it to identify why it works — and generate 10 similar ideas based on the same formula.

**CHAPTER
7****AI FOR DESIGN & IMAGES**

You don't need to be a designer to create professional-looking visuals anymore. AI image tools have made it possible for anyone to generate logos, social media graphics, product mockups, and unique artwork — often for free.

■ IMPORTANT

Always distinguish genuinely free tools from those offering limited free credits. Some tools give you 5-10 free images and then charge. We'll be clear about this throughout.

Key AI Design & Image Tools

1. Image Generation

- **Adobe Firefly** — Free tier (25 credits/month). Professional quality, commercially safe images.
- **Canva AI (Magic Media)** — Free tier. Integrated into Canva's design platform.
- **Microsoft Designer / Bing Image Creator** — Free (uses DALL-E). No credit card needed.
- **Stable Diffusion (via Clipdrop)** — Free tier with limits. Extremely powerful open-source model.
- **DreamStudio** — Limited free credits on sign-up.

2. Social Media Graphics

- **Canva** — Free tier. The best free design tool for non-designers. Templates for every format.
- **Adobe Express** — Free tier. Professional templates and brand kit features.

- **Picsart** — Free tier. Quick graphics and AI background tools.

3. Background Removal

- **Remove.bg** — Free tier (low-res downloads). Instant background removal.
- **Canva Background Remover** — Free tier. One-click removal inside Canva.
- **PhotoRoom** — Free tier. Background removal plus AI studio backgrounds.

4. AI Image Editing

- **Adobe Firefly (Generative Fill)** — Edit images with text prompts (extend, erase, replace).
- **Clipdrop** — Free tier. Image cleanup, relight, and upscaling tools.
- **Luminar Neo** — Paid. Advanced AI photo editing for photographers.

5. Logo / Brand Concept Ideas

- **Looka** — Limited free (pay to download). AI logo design with brand kit.
- **Brandmark** — Limited free preview. Generates logo concepts from your brand description.
- **Wix Logo Maker** — Free to create, pay to download high-res. Good for exploring concepts.

Prompt Writing for Image Generation

The quality of your AI-generated images depends entirely on your prompt. Here's a formula that works:

IMAGE PROMPT FORMULA

[Subject] + [Style/Medium] + [Lighting] + [Composition] + [Mood/Atmosphere] + [Technical specs] Example: A minimalist flat-lay photo of a coffee cup and notebook on a white marble desk. Soft natural window light. Top-down view. Clean, modern, editorial style. 4K, high detail.

■ TRY THIS

Use AI image generators to create mockups of your product ideas, social media backgrounds, or YouTube thumbnails before investing in professional photography. It's free, instant, and surprisingly good.

■ PRO TIP

Use Canva's free tier for social media graphics. It has over 600,000 templates and AI tools built in. It's genuinely one of the most valuable free tools available to creators and small businesses.

**CHAPTER
8****AI FOR VIDEO**

Video is the most powerful content format on the internet — and AI is making it faster and more accessible to create than ever before. Whether you want to generate a video from text, add captions automatically, or create a voiceover without recording your own voice, there's an AI tool for it.

■ IMPORTANT

AI video generation tools change rapidly. Many that exist today have updated their free plans frequently. Always check official websites for current free tier availability.

AI Video Categories & Tools

1. AI Video Generation (Text-to-Video)

- **Kling AI** — Free tier available. High-quality video generation from text or images.
- **Runway ML (Gen-3 Alpha)** — Limited free credits. Advanced video generation and editing.
- **Pika Labs** — Free tier. Short video clips from text prompts.
- **Canva Video** — Free tier. AI video tools inside Canva's platform.

2. AI Captions & Subtitles

- **Kapwing** — Free tier. Auto-captions, video editing, and subtitle translation.
- **CapCut** — Free. Extremely popular mobile and desktop video editor with auto-captions.
- **Clideo** — Free tier. Simple subtitle and caption tools online.

- **VEED.io** — Free tier. Professional auto-subtitles with 95%+ accuracy.

3. AI Voiceovers

- **ElevenLabs** — Free tier (limited monthly characters). The industry-leading AI voice tool.
- **Murf AI** — Free tier. Natural-sounding studio-quality AI voices.
- **Lovo AI** — Free trial. Voices with emotional range for different content types.
- **VoiceMaker** — Free tier. Simple text-to-speech with many voice options.

4. AI Video Editing

- **CapCut** — Free. Trending-cut detection, transitions, effects, and AI backgrounds.
- **DaVinci Resolve** — Free. Professional video editor with built-in AI features.
- **Descript** — Free tier. Edit video by editing the transcript text — revolutionary for podcasters.

5. Script Generation for Video

VIDEO SCRIPT PROMPT

Write a 60-second video script for a YouTube Short about [topic]. Opening line must stop scrolling immediately. Include a hook, 3 key points, and a call to action. Keep sentences short for teleprompter reading. Tone: energetic and direct.

6. Short-Form Content Strategy

SHORT-FORM IDEAS PROMPT

Generate 20 TikTok/Reel video ideas for a [niche] creator. For each idea: topic, hook (first line), key point, and format (talking head / screen share / text-based / trending audio).

■ TRY THIS

Use CapCut's free auto-caption feature for all your videos. Captions increase watch time by up to 40% — and with AI, adding them takes under 60 seconds.

■ PRO TIP

Combine tools: write your script with ChatGPT, generate a voiceover with ElevenLabs, create supporting visuals with Canva, then assemble in CapCut. A complete video production workflow — almost entirely free.

CHAPTER
9

AI FOR WRITING

Writing is one of the clearest areas where AI delivers immediate value. Whether you need a blog post, an email, a product description, or you just want to improve your existing writing — AI tools can help you get from blank page to polished output faster than ever before.

Best Free Writing Tools

- **ChatGPT (free tier)** — The most versatile writing assistant available.
- **Claude.ai (free tier)** — Excellent for long-form writing and nuanced tone.
- **Google Gemini (free)** — Integrated with Google Workspace.
- **Grammarly (free tier)** — Grammar checking, clarity suggestions, and tone detection.
- **QuillBot (free tier)** — Paraphrasing and summarisation tool.
- **Hemingway Editor (free browser version)** — Readability and clarity checker.

Writing Use Cases

Blog Writing

BLOG PROMPT

Write a 1,200-word blog post on the topic: '[topic]'. Target audience: [description]. SEO keyword to target: '[keyword]'. Structure: engaging introduction, 4 H2 sections with actionable advice, and a conclusion with a CTA. Tone: conversational and informative. Do not use generic filler — every paragraph should add value.

Rewriting & Improving Existing Text

REWRITE PROMPT

Rewrite the following text to be more [clear / engaging / professional / concise]. Maintain the same meaning but improve the structure, word choice, and flow. Target reading level: [simple / professional]. Here is the text: [paste text]

Social Media Posts

SOCIAL PROMPT

Write 10 Twitter/X posts about [topic]. Mix formats: hot take, question, tip, personal story angle, and controversial opinion. Each tweet should be under 280 characters and designed to generate engagement.

Grammar & Proofreading

PROOFREAD PROMPT

Proofread the following text. Correct all grammar, spelling, and punctuation errors. Flag any sentences that are awkward or unclear. After correcting, give me a summary of the main issues found: [paste text]

Summaries

SUMMARY PROMPT

Summarise the following text into 5 bullet points. Each bullet should be one sentence. Focus on the most important ideas. After the bullets, write a one-paragraph executive summary: [paste text]

Storytelling & Creative Writing

STORY PROMPT

Write the opening 300 words of a short story in [genre] set in [setting]. Main character: [brief description]. The story should open in the middle of action (in medias res). Use vivid, sensory language. Tone: [dark / humorous / suspenseful].

■ COMMON MISTAKE

Asking AI to 'write something about X' produces generic output. The more specific you are about tone, audience, format, and word count, the better the result.

■ TRY THIS

Paste your writing into ChatGPT and ask: 'What are the 3 weakest parts of this text and how would you improve each one?' — instant writing coaching.

**CHAPTER
10****AI FOR CODING**

You don't need to be a programmer to benefit from AI coding tools. Whether you want to understand how code works, fix an error, or build a simple tool — AI can guide you through it. And for experienced developers, AI dramatically accelerates the entire build process.

■ IMPORTANT

AI-generated code should always be reviewed and tested before use. AI can make logical errors, security mistakes, and produce code that works but isn't optimal. Never deploy AI code to production without proper review.

Best Free Coding AI Tools

- **ChatGPT (free tier)** — Explain, write, and debug code in any language.
- **GitHub Copilot (free tier)** — AI code completion inside VS Code and other editors. Free for verified students and educators, free tier for all users.
- **Google Gemini (free)** — Coding assistance integrated with Google tools.
- **Replit AI (free tier)** — AI coding inside a browser-based IDE. Great for beginners.
- **Claude.ai (free tier)** — Excellent for complex code explanation and long files.

Coding Use Cases

1. Understanding Code

CODE EXPLAIN PROMPT

Explain the following code to me as if I'm a complete beginner with no programming knowledge. Walk through it line by line, explain what each part does, and tell me what the overall program achieves: [paste code]

2. Debugging

DEBUG PROMPT

I'm getting the following error when I run this code: [paste error]. Here is my code: [paste code]. Identify the bug, explain why it's happening, and show me the corrected version of the code with the fix highlighted.

3. Generating Scripts

CODE WRITE PROMPT

Write a Python script that [what you want it to do]. Requirements: [list specific requirements]. The script should include comments explaining each step so I can understand and modify it.

4. Learning Programming

LEARN CODE PROMPT

Teach me the fundamentals of [language/concept] with hands-on examples. Start with the most basic concepts and build up progressively. After each concept, give me a small exercise to practice. Assume I have no prior programming experience.

5. Code Conversion

CONVERT CODE PROMPT

Convert the following [language A] code into [language B]. Keep the same logic and functionality. Add comments explaining any key differences between how the two languages handle this task: [paste code]

6. Writing Documentation

DOCS PROMPT

Write professional documentation for the following code. Include: 1) Overview of what it does, 2) Parameters/inputs explained, 3) Return values, 4) Usage examples, 5) Known limitations: [paste code]

7. Creating Prototypes

PROTOTYPE PROMPT

Help me build a simple prototype for [idea]. I want to use [HTML/Python/JavaScript] and keep it as simple as possible. Walk me through it step by step. I'm a beginner, so explain each part as we go.

■ PRO TIP

Use GitHub Copilot inside VS Code (free tier available). It suggests code completions as you type — like autocomplete for programming. For beginners, it's like having an experienced developer looking over your shoulder.

CHAPTER
11

AI FOR MAKING MONEY

■ IMPORTANT

This chapter is about realistic income opportunities — not get-rich-quick schemes. Building any legitimate income takes time, skill, and consistent effort. AI can help you work more efficiently, but it is not a shortcut to guaranteed earnings.

AI has genuinely lowered the barrier to entry for many services and digital products. People are building real businesses and freelance careers using AI-assisted workflows. Here are the most realistic ways AI can help you generate income.

■ TRY THIS

Before you start any service business, test the demand. Find 3 potential clients and offer to do the work for free or heavily discounted to get your first testimonials and portfolio pieces.

CHAPTER
12

THE 100 AI TOOLS DIRECTORY

This directory covers the most useful AI-native tools across 14 categories. Every tool listed here is a genuine AI tool — built with artificial intelligence at its core, not a traditional app with AI bolted on. Free plan availability can change — always check official websites for current pricing. Note: While previous chapters mention excellent general tools like Canva or CapCut, this directory specifically focuses on dedicated AI-native platforms.

■ IMPORTANT

Tool labels: FREE = fully free. FREE TIER = free plan with limits. LIMITED FREE = free credits that run out. PAID = no meaningful free option.
Difficulty: EASY / MEDIUM / ADVANCED

■ AI Chatbots & Assistants

1. ChatGPT

Free Tier

Easy

What it does:	Conversational AI for writing, coding, analysis, and brainstorming
Best for:	General-purpose AI assistant for any task
Website:	chat.openai.com

2. Claude	
Free Tier	Easy
What it does:	Advanced AI assistant with 200K context window for long documents
Best for:	Long-form analysis, nuanced writing, coding
Website:	claude.ai

3. Google Gemini	
Free Tier	Easy
What it does:	Google's multimodal AI with real-time web access and Google integration
Best for:	Research, writing, and Google Workspace users
Website:	gemini.google.com

4. Microsoft Copilot	
Free	Easy
What it does:	GPT-4 powered AI with web search, image generation built in
Best for:	Free GPT-4 access with Bing search grounding
Website:	copilot.microsoft.com

5. Mistral Le Chat	
Free	Easy
What it does:	Open-weight AI chatbot by Mistral with web search and canvas
Best for:	Privacy-conscious users wanting a European AI alternative
Website:	chat.mistral.ai

6. HuggingChat	
Free	Easy
What it does:	Open-source AI chat interface running multiple open models
Best for:	Trying different open-source AI models for free
Website:	huggingface.co/chat

7. Poe	
Free Tier	Easy
What it does:	Multi-model AI platform accessing GPT-4, Claude, Gemini, and more
Best for:	Comparing outputs across different AI models
Website:	poe.com

8. You.com	
Free Tier	Easy
What it does:	AI search and chat with citations, code, and image generation
Best for:	AI-powered search engine with source verification
Website:	you.com

■ AI Research & Knowledge

9. Perplexity AI	
Free Tier	Easy
What it does:	AI search engine that cites real sources for every answer
Best for:	Researching any topic with verifiable, cited sources
Website:	perplexity.ai

10. Consensus	
Free Tier	Medium
What it does:	AI that searches and synthesises peer-reviewed scientific papers
Best for:	Finding evidence-based answers from academic literature
Website:	consensus.app

11. Elicit	
Free Tier	Medium
What it does:	AI research assistant that finds and summarises academic papers
Best for:	Systematic literature reviews and paper discovery
Website:	elicit.com

12. SciSpace	
Free Tier	Easy
What it does:	AI copilot for reading, understanding, and explaining research papers
Best for:	Breaking down complex academic papers into plain language
Website:	typeset.io

13. Semantic Scholar	
Free	Easy
What it does:	AI-powered academic search engine by Allen Institute for AI
Best for:	Discovering influential papers and citation analysis
Website:	semanticscholar.org

14. Connected Papers	
Free Tier	Easy
What it does:	AI visual tool that maps related academic papers as a graph
Best for:	Exploring connected research and finding related studies
Website:	connectedpapers.com

15. NotebookLM	
Free	Easy
What it does:	Google's AI notebook that analyses your uploaded documents
Best for:	Summarising and querying your own PDFs and documents
Website:	notebooklm.google.com

■ AI Image Generation

16. DALL·E 3 (via Copilot)	
Free	Easy
What it does:	OpenAI's latest image generator, free through Microsoft Copilot
Best for:	Free high-quality AI image generation with no account needed
Website:	copilot.microsoft.com

17. Adobe Firefly	
Free Tier	Easy
What it does:	Commercially safe AI image generation trained on licensed content
Best for:	Marketing and business imagery safe for commercial use
Website:	firefly.adobe.com

18. Ideogram	
Free Tier	Easy
What it does:	AI image generator specialising in accurate text rendering in images
Best for:	Creating images with readable text, logos, and typography
Website:	ideogram.ai

19. Leonardo.ai	
Free Tier	Medium
What it does:	AI art platform with fine-tuned models, real-time canvas, and textures
Best for:	Game assets, concept art, and consistent character generation
Website:	leonardo.ai

20. Playground AI	
Free Tier	Easy
What it does:	Free AI image generation with mixed-image editing and canvas
Best for:	Exploring different AI image styles with generous free limits
Website:	playground.com

21. Flux (via Replicate)	
Free Tier	Medium
What it does:	State-of-the-art open-source image model by Black Forest Labs
Best for:	Highest quality open-source AI image generation
Website:	replicate.com/black-forest-labs/flux-schnell

22. Krea AI	
Free Tier	Easy
What it does:	Real-time AI image generation that updates as you type or sketch
Best for:	Instant visual prototyping and real-time image exploration
Website:	krea.ai

23. Tensor.art	
Free Tier	Medium
What it does:	Community platform running Stable Diffusion models with free GPU
Best for:	Running custom AI image models without your own hardware
Website:	tensor.art

■ AI Video Generation

24. Kling AI	
Free Tier	Medium
What it does:	Chinese AI video generator producing cinema-quality clips from text
Best for:	High-quality text-to-video and image-to-video generation
Website:	klimgai.com

25. Runway ML	
Limited Free	Medium
What it does:	Professional AI video generation, editing, and green-screen tools
Best for:	Professional AI video editing and Gen-3 video generation
Website:	runwayml.com

26. Pika	
Free Tier	Easy
What it does:	AI that generates and edits short video clips from text or images
Best for:	Quick social media video clips and special effects
Website:	pika.art

27. Luma Dream Machine	
Free Tier	Easy
What it does:	AI video generator creating realistic and cinematic video from text
Best for:	Photorealistic AI video clips with smooth motion
Website:	lumalabs.ai/dream-machine

28. Haiper	
Free Tier	Easy
What it does:	AI video generator with animation, text-to-video, and repainting
Best for:	Quick AI video clips with artistic style controls
Website:	haiper.ai

29. Synthesia	
Limited Free	Easy
What it does:	AI avatar video creation with realistic digital presenters
Best for:	Training videos, explainers, and presentations with AI avatars
Website:	synthesia.io

30. HeyGen	
Free Tier	Easy
What it does:	AI video generator with talking avatars and video translation
Best for:	Translating videos into other languages with lip-sync
Website:	heygen.com

■ AI Audio & Voice

31. ElevenLabs	
Free Tier	Easy
What it does:	Industry-leading AI voice synthesis and voice cloning
Best for:	Professional AI voiceovers, audiobooks, and dubbing
Website:	elevenlabs.io

32. Suno	
Free Tier	Easy
What it does:	AI music generator that creates complete songs from text prompts
Best for:	Creating original AI-generated music with vocals and instruments
Website:	suno.com

33. Udio	
Free Tier	Easy
What it does:	AI music creation with genre control and professional-quality output
Best for:	Producing high-quality AI music across any genre
Website:	udio.com

34. Whisper (OpenAI)	
Free	Medium
What it does:	Open-source speech recognition supporting 99 languages
Best for:	Accurate free transcription of audio and video files
Website:	github.com/openai/whisper

35. Adobe Podcast (Enhance)	
Free	Easy
What it does:	AI audio enhancement that makes any recording sound professional
Best for:	Cleaning up noisy audio recordings and improving voice quality
Website:	podcast.adobe.com

36. Resemble AI	
Free Tier	Medium
What it does:	AI voice cloning and speech synthesis with emotional control
Best for:	Creating custom AI voices for apps and content
Website:	resemble.ai

37. Podcastle	
Free Tier	Easy
What it does:	AI-powered podcast recording, editing, and transcription studio
Best for:	End-to-end podcast production with AI enhancement
Website:	podcastle.ai

■ AI Writing & Content

38. Jasper	
Limited Free	Medium
What it does:	Enterprise AI content platform with brand voice consistency
Best for:	Large-scale marketing content that stays on brand
Website:	jasper.ai

39. Copy.ai	
Free Tier	Easy
What it does:	AI copywriting for marketing, sales emails, and social posts
Best for:	Marketing copy, email sequences, and ad variations
Website:	copy.ai

40. Rytr	
Free Tier	Easy
What it does:	AI writing assistant with 40+ templates for different content types
Best for:	Quick short-form content: social posts, emails, blog intros
Website:	rytr.me

41. Writesonic	
Free Tier	Easy
What it does:	AI writing platform with SEO-optimised blog and article generation
Best for:	SEO-focused blog posts and long-form articles
Website:	writesonic.com

42. Wordtune	
Free Tier	Easy
What it does:	AI rewriting tool that suggests alternative ways to phrase sentences
Best for:	Improving clarity and tone of existing writing
Website:	wordtune.com

43. Sudowrite	
Limited Free	Medium
What it does:	AI creative writing assistant designed for fiction and storytelling
Best for:	Novel writing, world-building, and creative fiction
Website:	sudowrite.com

44. Grammarly	
Free Tier	Easy
What it does:	AI grammar, clarity, tone, and style checker across all platforms
Best for:	Proofreading emails, documents, and essays everywhere
Website:	grammarly.com

45. QuillBot	
Free Tier	Easy
What it does:	AI paraphrasing, summarising, grammar checking, and citation tools
Best for:	Rewriting and summarising content while preserving meaning
Website:	quillbot.com

■ AI Coding & Development

46. GitHub Copilot	
Free Tier	Medium
What it does:	AI pair programmer that suggests code in real-time inside your editor
Best for:	Professional developers wanting AI code completion
Website:	github.com/features/copilot

47. Cursor	
Free Tier	Medium
What it does:	AI-first code editor built on VS Code with deep codebase understanding
Best for:	AI-native software development with codebase context
Website:	cursor.sh

48. Codeium (Windsurf)	
Free	Medium
What it does:	Free AI code autocomplete and chat supporting 70+ languages
Best for:	Free alternative to GitHub Copilot for code completion
Website:	codeium.com

49. Bolt.new	
Free Tier	Easy
What it does:	AI full-stack web app builder from natural language descriptions
Best for:	Non-coders building complete web apps from prompts
Website:	bolt.new

50. v0 by Vercel	
Free Tier	Medium
What it does:	AI UI component generator that creates React/Next.js components
Best for:	Frontend developers generating UI components from descriptions
Website:	v0.dev

51. Replit Agent	
Free Tier	Easy
What it does:	AI coding agent inside a browser IDE that builds complete projects
Best for:	Beginners building software projects with AI guidance
Website:	replit.com

52. Aider	
Free	Advanced
What it does:	Open-source AI pair programming tool that edits code in your terminal
Best for:	Developers wanting a free, local AI coding assistant
Website:	aider.chat

53. Tabnine	
Free Tier	Medium
What it does:	AI code completion trained on permissively-licensed code only
Best for:	Enterprise teams needing IP-safe AI code suggestions
Website:	tabnine.com

■ AI Design & Graphics

54. Remove.bg	
Free Tier	Easy
What it does:	Instant AI background removal from any photo in seconds
Best for:	Product photography, profile pictures, and e-commerce
Website:	remove.bg

55. PhotoRoom	
Free Tier	Easy
What it does:	AI product photo editing, background swap, and scene creation
Best for:	E-commerce product photography at professional quality
Website:	photoroom.com

56. Clipdrop	
Free Tier	Easy
What it does:	Suite of AI image tools: cleanup, relight, upscale, uncrop
Best for:	Quick AI image editing without Photoshop skills
Website:	clipdrop.co

57. Vectorizer.ai	
Free Tier	Easy
What it does:	AI that converts raster images (PNG/JPG) to clean vector SVGs
Best for:	Converting logos and artwork to scalable vector format
Website:	vectorizer.ai

58. Looka	
Limited Free	Easy
What it does:	AI logo and brand identity generator with full brand kits
Best for:	Creating professional logo concepts and brand guidelines
Website:	looka.com

59. Magician (Figma Plugin)	
Free Tier	Medium
What it does:	AI design assistant inside Figma that generates icons, copy, and images
Best for:	UI/UX designers wanting AI assistance inside Figma
Website:	magician.design

60. Mokker AI	
Free Tier	Easy
What it does:	AI product photo background generator for e-commerce
Best for:	Generating professional product backgrounds automatically
Website:	mokker.ai

■ AI Presentations & Docs

61. Gamma	
Free Tier	Easy
What it does:	AI that generates complete presentations, documents, and websites
Best for:	Creating polished presentations from a simple outline
Website:	gamma.app

62. Beautiful.ai	
Free Tier	Easy
What it does:	AI-powered slide design that automatically applies smart layouts
Best for:	Professional slide decks that design themselves
Website:	beautiful.ai

63. SlidesAI	
Free Tier	Easy
What it does:	AI Google Slides add-on that converts text into presentations
Best for:	Quickly converting notes or articles into slide decks
Website:	slidesai.io

64. Tome	
Free Tier	Easy
What it does:	AI storytelling tool that creates narrative-driven presentations
Best for:	Pitch decks, investor presentations, and visual storytelling
Website:	tome.app

65. Decktopus	
Free Tier	Easy
What it does:	AI presentation builder with built-in speaker notes and forms
Best for:	Quick professional presentations with minimal effort
Website:	decktopus.com

■ AI SEO & Marketing

66. Surfer SEO	
Limited Free	Medium
What it does:	AI content optimisation that analyses top-ranking pages in real-time
Best for:	Writing blog posts optimised to rank on Google
Website:	surferseo.com

67. NeuronWriter	
Free Tier	Medium
What it does:	AI SEO content editor with competitor analysis and NLP suggestions
Best for:	Content writers optimising articles for search engines
Website:	neuronwriter.com

68. AdCreative.ai	
Limited Free	Medium
What it does:	AI that generates high-converting ad creatives for Meta and Google
Best for:	Digital advertisers needing fast ad design variations
Website:	adcreative.ai

69. Predis.ai	
Free Tier	Easy
What it does:	AI social media content generator with post scheduling built in
Best for:	Creating and scheduling AI-generated social media posts
Website:	predis.ai

70. Instantly.ai	
Free Tier	Medium
What it does:	AI cold email outreach with deliverability optimisation
Best for:	Sales teams running AI-personalised cold email campaigns
Website:	instantly.ai

71. Frase	
Limited Free	Medium
What it does:	AI SEO research and content brief generator with SERP analysis
Best for:	Creating data-driven content briefs before writing
Website:	frase.io

72. Ocoya	
Free Tier	Easy
What it does:	AI social media management with content generation and scheduling
Best for:	Small businesses automating their social media workflow
Website:	ocoya.com

■ AI Productivity & Workspace

73. Notion AI	
Free Tier	Easy
What it does:	AI writing, summarising, and Q&A; built into Notion workspace
Best for:	Knowledge management with AI-powered search and writing
Website:	notion.so

74. Otter.ai	
Free Tier	Easy
What it does:	AI meeting transcription and real-time note-taking assistant
Best for:	Recording and transcribing meetings automatically
Website:	otter.ai

75. Fireflies.ai	
Free Tier	Easy
What it does:	AI meeting recorder that joins calls and creates searchable transcripts
Best for:	Teams wanting searchable AI notes from every meeting
Website:	fireflies.ai

76. tl;dv	
Free Tier	Easy
What it does:	AI meeting recorder for Google Meet and Zoom with timestamped notes
Best for:	Reviewing key meeting moments without watching the full recording
Website:	tldv.io

77. Reclaim.ai	
Free Tier	Easy
What it does:	AI calendar assistant that auto-schedules tasks and protects focus time
Best for:	Busy professionals optimising their calendar automatically
Website:	reclaim.ai

78. Mem.ai	
Free Tier	Easy
What it does:	AI-powered note-taking that self-organises and surfaces relevant notes
Best for:	Capturing ideas and having AI find connections between them
Website:	mem.ai

79. Taskade	
Free Tier	Easy
What it does:	AI project management with mind maps, tasks, and AI agents
Best for:	Teams collaborating on projects with built-in AI automation
Website:	taskade.com

■ AI Data & Analytics

80. Julius AI	
Free Tier	Easy
What it does:	AI data analyst that creates charts, runs analysis on uploaded data
Best for:	Non-technical people analysing spreadsheets and CSV files
Website:	julius.ai

81. ChatCSV	
Free Tier	Easy
What it does:	AI tool that lets you ask questions about your CSV data in plain English
Best for:	Querying and understanding data without knowing SQL or Python
Website:	chatcsv.co

82. Rows AI	
Free Tier	Easy
What it does:	AI-powered spreadsheet that generates formulas and analyses data
Best for:	Spreadsheet users wanting AI to write formulas and summarise data
Website:	rows.com

83. Akkio	
Free Tier	Medium
What it does:	No-code AI platform for predictive analytics and data forecasting
Best for:	Small businesses building AI predictions without data science skills
Website:	akkio.com

84. Hex AI	
Free Tier	Medium
What it does:	AI-powered data notebooks that generate SQL, Python, and visualisations
Best for:	Data teams using AI to accelerate analysis workflows
Website:	hex.tech

■ AI Automation & Agents

85. n8n	
Free	Advanced
What it does:	Open-source AI workflow automation with 400+ integrations
Best for:	Technical users building complex AI-powered workflows
Website:	n8n.io

86. Lindy.ai	
Free Tier	Medium
What it does:	No-code AI agent builder for business task automation
Best for:	Building personal AI agents that handle email, scheduling, research
Website:	lindy.ai

87. Activepieces	
Free	Advanced
What it does:	Open-source AI automation platform alternative to Zapier
Best for:	Self-hosted AI workflow automation with full data control
Website:	activepieces.com

88. Relevance AI	
Free Tier	Medium
What it does:	Platform for building AI agents and automating business processes
Best for:	Teams deploying AI agents for sales, support, and operations
Website:	relevanceai.com

89. Flowise	
Free	Advanced
What it does:	Open-source drag-and-drop UI for building LLM apps and chatbots
Best for:	Developers building custom AI chatbots and RAG applications
Website:	flowiseai.com

90. Langflow	
Free	Advanced
What it does:	Visual framework for building multi-agent AI applications
Best for:	Prototyping and deploying complex AI agent workflows
Website:	langflow.org

■ AI Translation & Language

91. DeepL	
Free Tier	Easy
What it does:	AI translator widely considered more accurate than Google Translate
Best for:	Professional-quality translations for documents and text
Website:	deepl.com

92. Heygen Translate	
Free Tier	Easy
What it does:	AI video translation with automatic lip-sync in 40+ languages
Best for:	Translating video content for international audiences
Website:	heygen.com

93. Rask AI	
Free Tier	Medium
What it does:	AI video and audio dubbing and translation platform
Best for:	Dubbing podcasts, courses, and videos into other languages
Website:	rask.ai

94. Speechify	
Free Tier	Easy
What it does:	AI text-to-speech reader with natural-sounding voices
Best for:	Listening to articles, PDFs, and documents read aloud by AI
Website:	speechify.com

■ AI for Specific Niches

95. Mixo	
Free Tier	Easy
What it does:	AI website builder that generates a complete landing page from a description
Best for:	Entrepreneurs validating business ideas with instant landing pages
Website:	mixo.io

96. Durable	
Free Tier	Easy
What it does:	AI website generator that builds a business site in 30 seconds
Best for:	Small businesses needing a professional website immediately
Website:	durable.co

97. Wix AI Website Builder	
Free Tier	Easy
What it does:	AI that designs and builds a full website based on a conversation
Best for:	Non-technical users wanting an AI-designed website
Website:	wix.com/ai-website-builder

98. Napkin AI	
Free Tier	Easy
What it does:	AI that turns text into visual diagrams, flowcharts, and infographics
Best for:	Transforming written content into shareable visual explanations
Website:	napkin.ai

99. Mapify	
Free Tier	Easy
What it does:	AI mind mapping and brainstorming tool
Best for:	Visually organising ideas and mapping out complex concepts
Website:	mapify.so

100. Mapify	
Free Tier	Easy
What it does:	AI that turns any text, URL, or video into interactive mind maps
Best for:	Visualising complex topics and brainstorming as structured mind maps
Website:	mapify.so

CHAPTER
13

100 COPY-AND-PASTE CHATGPT P

These 100 prompts are designed to be immediately useful. Copy them, fill in the brackets with your specific details, and paste directly into ChatGPT (or any other AI assistant). They are organised by category so you can find exactly what you need.

■ QUICK TIP

Replace everything in [brackets] with your specific details. The more specific you are, the better the result. These prompts work in ChatGPT, Claude, Gemini, and most other AI assistants.

■ Productivity

- 1

Productivity

You are a productivity coach. I have [X hours] per day available for deep work. My main goal is [goal]. Create a daily schedule for me, including time blocks for focused work, breaks, exercise, and personal time. Also list my top 3 priorities for each week and suggest a morning routine.
- 2

Productivity

Create a 90-day personal development plan for someone who wants to become better at [skill]. Include weekly goals, recommended resources, measurable milestones, and habits to build.
- 3

Productivity

I keep procrastinating on [task]. Help me understand why I might be avoiding it and give me a step-by-step action plan to start and complete it within [timeframe].

4	Productivity Act as a time management expert. I have the following tasks to complete this week: [list tasks]. Prioritise them using the Eisenhower Matrix (urgent/important) and suggest the best order to tackle them.
5	Productivity Write a weekly review template I can use every Sunday evening to reflect on the past week, set intentions for the next week, and track progress on my main goals.
6	Productivity Help me create a personal productivity system. I want to track: daily tasks, weekly goals, monthly projects, habits, and notes. Suggest a simple setup using [Notion / paper / Google Sheets].
7	Productivity I spend too much time on [task]. Analyse my current process: [describe process]. Identify inefficiencies and suggest a streamlined version that takes 50% less time.
8	Productivity Create a deep focus playlist strategy. Tell me what types of music or sounds are best for [writing / coding / studying / creative work] and why. Give me a Spotify search strategy to find the best playlists.
9	Productivity Design a 30-minute morning routine that sets me up for maximum productivity. I wake up at [time] and need to be ready by [time]. I want to include: [preferences, e.g. exercise, journaling, planning].
10	Productivity Help me set 3 SMART goals for [month/quarter/year]. My main focus areas are: [list areas]. For each goal, include specific actions, timelines, and how I'll measure success.

■

Students

11	Students Act as an expert tutor in [subject]. I'm preparing for [exam] in [timeframe]. Create a detailed study plan with daily sessions, revision techniques, and mock test schedule. Include tips for the specific exam format.
12	Students I'm struggling to understand [concept] in [subject]. Explain it to me using 3 different methods: 1) a simple analogy, 2) a real-world example, 3) a visual description I can draw out.
13	Students Create 25 multiple-choice practice questions on the topic of [topic] for [level/exam]. After all questions, provide the answer key with explanations for each answer.
14	Students I need to write a [word count] essay on [topic] for [subject]. Generate 5 strong thesis statements I could argue. For the best one, create a full essay outline with introduction, 3 body paragraphs with evidence points, and conclusion.
15	Students Teach me [language] vocabulary for [topic area]. Give me 30 words with: the word in [language], pronunciation guide, English translation, and an example sentence using the word in context.
16	Students I have a presentation on [topic] in [subject]. Create a presentation structure, 3 talking points per slide, speaker notes, and 5 strong questions to invite from the audience at the end.
17	Students Summarise the key arguments and counterarguments in the academic debate on [topic]. Present both sides fairly and suggest which academic sources I should look for to deepen my research.
18	Students Act as a maths tutor. I need help with [specific maths topic]. Give me a clear explanation, show me 3 worked examples going from easy to hard, and then give me 5 practice problems to solve.

19 Students

I have [X pages] of reading to get through on [topic] by [deadline]. Help me create a reading strategy: what to skim, what to read carefully, how to take effective notes, and how to remember the key points.

20 Students

Help me prepare for a group project on [topic]. Suggest how to divide the work among [X] people, a timeline, communication tools to use, and how to handle disagreements constructively.

■ Job Seekers

21 Job Seekers

Rewrite my CV for a [job title] role. My current experience: [paste experience]. Make it ATS-friendly, quantify achievements where possible, and use strong action verbs. Keep it to one page if possible.

22 Job Seekers

I'm applying for a [job title] at [company name]. Write a compelling cover letter tailored to this job description: [paste JD]. Highlight how my background in [your background] makes me a strong fit.

23 Job Seekers

Prepare me for a competency-based interview for a [job title] role. Give me 15 behavioural interview questions and for each one, guide me on what a strong STAR-format answer would include.

24 Job Seekers

Analyse this job description and tell me: the top 5 skills required, the company culture implied, any concerns about the role, and 5 smart questions I should ask in the interview: [paste JD]

25 Job Seekers

Write a LinkedIn connection request message to send to [type of person, e.g. hiring manager / industry professional]. I want to connect regarding opportunities in [industry]. Keep it under 200 characters.

26	Job Seekers My LinkedIn headline currently says: [current headline]. I'm targeting [target role]. Rewrite my headline and About section to be more compelling, keyword-rich, and clear about what I offer.
27	Job Seekers I've been offered [amount] for a [role] in [location]. I want to negotiate for [target]. Write a professional email making the counteroffer and give me 5 key talking points to use in the negotiation call.
28	Job Seekers Help me identify and fill skill gaps for becoming a [target role]. My current skills: [list skills]. Give me a ranked list of skills to develop, free learning resources, and an estimated timeline.
29	Job Seekers Write 5 different follow-up email templates for: after an application, after a first interview, after a second interview, after a rejection, and to maintain contact with a recruiter.
30	Job Seekers Create a 30-day job search action plan for someone targeting [type of role] in [industry]. Include daily actions, platforms to use, networking strategies, and how to track progress.

■ Business

31	Business You are a business strategist. I run a [type of business] targeting [target market]. Create a 90-day growth plan with specific actions for: marketing, sales, operations, and customer retention.
32	Business Conduct a SWOT analysis for a [type of business] in [location/market]. Be specific about real market conditions and provide strategic recommendations based on each quadrant.

33	Business Write 5 customer email sequences for: 1) Welcome, 2) Abandoned cart, 3) Post-purchase, 4) Re-engagement, 5) Product upsell. Business type: [describe business]. Tone: [describe tone].
34	Business Create a complete social media strategy for [business type]. Include: platform priorities, content mix, posting frequency, engagement tactics, and how to measure success each month.
35	Business I want to launch [product/service]. Create a go-to-market strategy covering: target audience, positioning, pricing strategy, launch channels, and a 30-day launch timeline.
36	Business Write 10 different ad headlines and body copy variations for a [product/service] targeting [audience] on Facebook/Instagram. Include: a hook, the main benefit, and a clear call to action.
37	Business Act as a customer experience consultant. Here is a common complaint we receive: [describe complaint]. Analyse the root cause and suggest 3 systematic improvements we can make to prevent it.
38	Business Create a referral programme concept for a [type of business]. Include: how it works, incentives for referrers, how to promote it, and how to track referrals.
39	Business Write a business pitch for [business idea] targeting [type of investor]. Include: problem, solution, market size, business model, competitive advantage, and funding ask.
40	Business Create a 6-month content marketing plan for [business]. Include: content pillars, monthly themes, channel strategy, and KPIs to track. Align content with business goals: [list goals].

■ Marketing

- 41

Marketing

Write 10 high-converting email subject lines for a [type of campaign, e.g. Black Friday sale / product launch / re-engagement]. Each subject line should use a different copywriting technique.
- 42

Marketing

Create a paid ad strategy for [product/service] with a budget of [amount] per month. Recommend: platform split, audience targeting, ad formats, creative direction, and KPIs to track.
- 43

Marketing

Write a landing page for [product/service]. Include: headline, subheadline, 3 benefits sections, social proof placeholder, FAQ section, and a strong CTA. Target audience: [description].
- 44

Marketing

Generate 20 viral-worthy social media post ideas for [niche/brand]. Include post type (video, carousel, poll, etc.), hook, and the psychological trigger it uses (FOMO, curiosity, humour, etc.).
- 45

Marketing

Create a 12-week SEO content strategy for a [type of website] targeting [keyword area]. Include: weekly blog topics, target keywords, content format, and internal linking opportunities.
- 46

Marketing

Write a full Google Ads campaign structure for [product/service]. Include: campaign objective, ad groups, keyword list (20 keywords), negative keywords, and 3 ad copy variations per ad group.
- 47

Marketing

Analyse this marketing email I plan to send and give me feedback on: subject line effectiveness, clarity of CTA, tone, potential deliverability issues, and overall conversion potential: [paste email]

48	Marketing Create 5 customer testimonial request templates for different channels: email, text, post-purchase popup, social media, and in-person. Make them easy to respond to.
49	Marketing Write a brand voice guide for [business name]. Business description: [description]. Target audience: [audience]. Include: tone, vocabulary to use, vocabulary to avoid, and 5 example paragraphs.
50	Marketing Create a competitive analysis framework and apply it to [your business] vs [competitor 1] and [competitor 2]. Include pricing, positioning, target audience, strengths, and weaknesses.

■ Content Creation

51	Content Creation Generate 30 YouTube video titles for the topic of [niche]. Mix: how-to, list, question, story, and controversy formats. Include the target keyword and make each title click-worthy.
52	Content Creation Write a YouTube video description for a video titled [title]. Include: hook sentence, what viewers will learn (3 bullets), timestamps for sections, relevant keywords, and a subscribe CTA.
53	Content Creation Create a full content strategy for a [niche] creator starting from zero on [platform]. Include: niche positioning, content pillars, posting schedule, collaboration strategies, and 6-month growth milestones.
54	Content Creation I have a [blog post / video / podcast] on [topic]. Repurpose it into: 5 Twitter posts, 1 LinkedIn post, 3 Instagram captions, 1 email newsletter, and 3 short video script hooks.

55

Content Creation

Write 15 Instagram carousel slide ideas on the topic of [topic]. For each slide: the slide title, 3 bullet points of content, and the visual concept. Final slide should have a strong CTA.

56

Content Creation

Generate 20 podcast episode ideas for a show about [topic]. For each idea: episode title, 3 talking points, a potential guest type, and why this topic would interest the target audience.

57

Content Creation

Write a complete newsletter edition on [topic] for [audience]. Include: subject line, preview text, opening hook, 3 content sections with value, a curated resource recommendation, and a CTA.

58

Content Creation

Create a TikTok video script for a video about [topic]. It must be [time] long. Include: hook (first 3 seconds), middle content, pattern interrupt, and strong end screen with a reason to follow.

59

Content Creation

Build a 90-day content repurposing system. I create [1 blog post / 1 video / 1 podcast] per week. Show me how to turn each piece into content across [list platforms] with minimal extra effort.

60

Content Creation

Analyse why this content performed [well / poorly] and suggest how to replicate or improve it: [paste content or describe it]. Consider hook strength, format, timing, and audience alignment.

■ Writing

61

Writing

Edit this piece of writing to improve: sentence variety, word choice, pacing, and overall engagement. Don't change the meaning — just make it read better: [paste your writing]

62	Writing Write an introduction for an article on [topic] that: opens with a compelling hook, states the problem clearly, promises specific value, and leads naturally into the first section. Target audience: [description].
63	Writing Rewrite this paragraph to be 50% shorter without losing any key information or meaning: [paste paragraph]
64	Writing Act as a professional ghostwriter. I need a personal essay on [topic] in my voice. My style: [describe your writing style]. Key experiences to include: [list]. Tone: [reflective / funny / honest]. Length: [word count].
65	Writing Write 10 different versions of this call-to-action button text for a [product/service] landing page. Each version should use a different emotional trigger: urgency, curiosity, benefit, social proof, etc.
66	Writing Give me 20 headline formulas with examples for [niche/topic]. Include: how-to headlines, list headlines, question headlines, and benefit-driven headlines. For each formula, write a specific example.
67	Writing Proofread this text and provide: a corrected version, a list of all errors found with explanations, and a reading level score: [paste your text]
68	Writing Write the opening chapter (500 words) of a [genre] novel. Setting: [description]. Main character: [description]. The chapter should end on a cliffhanger. Tone: [tone].
69	Writing Create a writing template for [document type, e.g. business proposal / case study / report]. Include section headers, guidance on what to include in each section, and example language.

70

Writing

Help me develop my personal writing voice. Here are two writing samples: [sample 1] and [sample 2]. Analyse my style, identify my strengths and weaknesses, and suggest how to develop a stronger, more consistent voice.

■ Learning

71

Learning

Create a personalised learning roadmap for [skill/subject]. I'm a [beginner/intermediate]. I have [X hours] per week to study. Include: phases, resources (free and paid), milestones, and projects to build.

72

Learning

Teach me [concept] using the Feynman Technique. Explain it simply enough that a 12-year-old could understand it. Then identify the gaps in a typical beginner's understanding.

73

Learning

I want to learn [language] from scratch. Give me: 1) a realistic 6-month learning plan, 2) the best free resources, 3) a daily practice routine for 30 minutes per day, 4) tips from polyglots.

74

Learning

Create a quiz on [topic] with 20 questions. After I answer each one, tell me if I'm right or wrong, and give a brief explanation. Start the quiz.

75

Learning

Explain [complex concept] using 3 analogies from everyday life. Then explain why each analogy works and where it breaks down.

76

Learning

I want to build a reading habit and improve my knowledge of [subject]. Recommend 10 books from most beginner-friendly to advanced, with a summary of what each book covers.

77

Learning

Act as a Socratic teacher for [topic]. Instead of telling me the answers, ask me guided questions to help me figure things out myself. Start with: what do I already know about [topic]?

78	Learning Create a spaced repetition study plan for mastering [topic]. Tell me what to study, review, and test myself on each day for 4 weeks.
79	Learning I just read [book title]. Help me: 1) summarise the key ideas, 2) identify what I should implement immediately, 3) create 5 discussion questions, 4) connect the ideas to [another topic].
80	Learning Teach me [skill] by breaking it into micro-skills. List the component skills from most fundamental to most advanced and suggest which to learn first for the fastest progress.

■ Personal Planning

81	Personal Planning Help me create a personal annual plan. My top 3 goals for [year] are: [list goals]. Break each goal into quarterly milestones, monthly actions, and weekly habits. Include review checkpoints.
82	Personal Planning I want to create a personal budget for the first time. My income is [amount]. My main expenses are: [list]. Help me create a simple monthly budget that includes saving goals and a plan to reduce [specific expense].
83	Personal Planning Create a fitness plan for me. Goal: [goal, e.g. lose weight / build strength / run 5K]. Current fitness: [description]. Available time: [X days per week, X minutes per session]. Access to: [gym / home / outdoor].
84	Personal Planning Help me plan a major life decision: [describe decision]. Walk me through a structured decision-making framework: the key factors to consider, potential outcomes of each option, and how to evaluate them.

85	Personal Planning I feel overwhelmed with everything on my plate. Here is everything I'm trying to manage: [brain dump list]. Help me organise this, identify what's most important, what to delegate, and what to eliminate.
86	Personal Planning Create a realistic savings plan to reach [savings goal] in [timeframe]. Starting savings: [amount]. Monthly income: [amount]. Current expenses: [brief list]. Suggest specific strategies to accelerate savings.
87	Personal Planning Help me design my ideal week. I work [X days], have [commitments list]. I want to include: [priorities, hobbies, social time]. Create a weekly template that balances productivity and wellbeing.
88	Personal Planning I want to build the habit of [habit]. Design a 30-day habit-building plan using behavioural science principles. Include: trigger, routine, reward, accountability methods, and how to track progress.
89	Personal Planning Write a personal mission statement for me based on these inputs: my values are [values], my strengths are [strengths], what matters most to me is [what matters]. Make it inspiring and authentic.
90	Personal Planning Help me prepare for a major life change: [describe change, e.g. moving abroad / career change / starting a business]. Create a checklist of everything I need to sort out, a timeline, and potential obstacles to plan for.

■

Creativity

91	Creativity Act as a creative director. I need a concept for a [campaign / brand / product launch / event] for [brand/business]. The theme should be [theme]. Give me 5 big creative ideas with: the concept, execution ideas, visual direction, and tagline.
----	--

92

Creativity

I'm writing a [type of story]. Help me develop: 3 complex characters with backstories, motivations, and flaws; a world with unique rules; and a central conflict with unexpected twists.

93

Creativity

Give me 30 creative writing prompts for [genre]. Each prompt should be specific enough to spark a full scene but open enough to allow creative freedom.

94

Creativity

Help me brainstorm a creative business name for [business description]. Give 20 options across different styles: playful, professional, abstract, descriptive, and invented words. Explain the concept behind each.

95

Creativity

Generate 10 unexpected creative ideas for [challenge/project]. Push past the obvious first ideas. For each, give a 2-sentence concept and explain what makes it genuinely original.

96

Creativity

Act as a creative writing coach. Here is a piece of my creative writing: [paste]. Give me: strengths to keep, 3 specific improvements with examples, and a rewrite of the weakest paragraph.

97

Creativity

Create a mood board brief for [project]. Describe: 5 reference images to find, colour palette (with hex codes), typography direction, visual metaphors, and overall emotional tone.

98

Creativity

I need a speech / toast for [occasion]. About the person/event: [description]. Length: [time]. Tone: [funny / heartfelt / inspiring]. Include: a strong opening, 3 personal anecdotes structure, and a memorable close.

99

Creativity

Generate a world-building guide for a fictional setting: [brief description]. Cover: geography, culture, power structures, history, unique rules (magic / technology), and 10 story hooks set in this world.

100

Creativity

Help me develop a creative project concept. I want to create [type of project] about [theme]. Give me: a unique angle that differentiates it from similar work, a format and structure, a potential audience, and a 3-month creation roadmap.

CHAPTER
14

HOW TO WRITE BETTER AI PROMPTS

Prompting is a skill. The difference between a mediocre AI response and a genuinely useful one almost always comes down to how the question is asked. This chapter gives you a simple framework that works every time, plus before/after examples to show you the difference.

The RCTOF Framework

Use this five-part formula to build powerful prompts:

■ QUICK TIP

ROLE + CONTEXT + TASK + OUTPUT FORMAT + FILTERS
R — Role: Who should the AI be? (e.g. 'Act as a marketing strategist')
C — Context: What is the background? (e.g. 'for a small coffee shop in London')
T — Task: What exactly do you want? (e.g. 'Create 10 social media post ideas')
O — Output: What format? (e.g. 'as a table / bullet list / 500-word article')
F — Filters: Constraints? (e.g. 'targeting 25-40 year olds, focus on Instagram')

10 Before & After Prompt Examples

- 1. Marketing Plan
- 2. CV Improvement
- 3. Blog Post

4. Email

5. Business Idea

6. Social Media Content

7. Study Plan

8. Interview Prep

9. Product Description

10. Presentation

Additional Prompting Tips

- **Iterate** — If the first response isn't right, follow up: 'Make it more concise / change the tone / add more examples'
- **Give examples** — Show AI what good output looks like: 'Write something similar to this: [example]'
- **Set length explicitly** — 'Write 200 words / write a 5-bullet summary / write one paragraph'
- **Ask for alternatives** — 'Now give me 3 alternative versions with a different tone'
- **Chain prompts** — Use the output of one prompt as the input to the next
- **Ask for critique** — 'What are the weaknesses in this plan?' gets better output than asking AI to just validate your idea

■ PRO TIP

Save your best prompts in a personal 'Prompt Library' document. Over time this becomes one of your most valuable personal productivity assets.

CHAPTER
15

30-DAY AI CHALLENGE

The best way to get comfortable with AI is to use it every day for 30 days. Each day introduces one practical AI workflow. By Day 30, you'll have hands-on experience across a dozen different tools and use cases — and AI will feel like a natural part of your daily routine.

■ TRY THIS

Commit to completing at least 20 of these 30 days. Share your progress in a journal, on social media, or with a friend. Accountability dramatically increases completion rates.

CHAPTER

QUICK REFERENCE CHEAT SHEET

Bookmark this page. It's your at-a-glance guide to getting the most from AI tools.

Best AI Tools by Category

The RCTOF Prompt Formula

■ QUICK TIP

ROLE: 'Act as a [expert type]...' CONTEXT: 'For [situation/audience/business]...' TASK: '[Specific action verb] [specific deliverable]...' OUTPUT: 'Format as [table/bullets/article/email]...' FILTERS: 'Keep it under [X words], tone: [tone], avoid [X]'

AI Safety Reminders

- **Always verify facts** — AI can confidently state incorrect information. Cross-check important claims.
- **Never share passwords or sensitive personal data** with AI systems.
- **Don't trust AI for medical, legal, or financial decisions** — always consult qualified professionals.
- **AI-generated content can be biased** — review outputs critically, especially on sensitive topics.
- **Tool pricing changes** — free plans can be removed or limited at any time.
- **AI can plagiarise unintentionally** — always review and edit outputs before publishing.

What to Always Double-Check

- Statistics and numerical claims
- Quotes attributed to real people
- Legal or medical information
- Historical facts and dates
- Links and website URLs (AI can invent these)
- Tool availability and pricing

10 Situations Where AI Helps Most

1. When you have a blank page and no idea where to start
2. When you need to draft something quickly and improve it later
3. When you need to understand something complex
4. When you want to brainstorm many ideas at once
5. When you need to process or summarise large amounts of text
6. When you want to improve existing writing
7. When preparing for meetings, interviews, or presentations
8. When you want to learn something new on a budget
9. When you're stuck on a decision and need structured thinking
10. When you want to be more productive with less effort

You Did It.

You now know more about AI than most people will ever bother to learn.

Free Resources

Visit our website to find the most up-to-date version of this guide, new tool recommendations, additional prompt packs, and other free resources to help you make the most of AI.

Bookmark the site, share this guide with someone who would benefit from it, and keep experimenting. The best way to get good at AI is simply to keep using it.

Share This Guide

If you found this guide useful, please share it with a friend, colleague, or anyone who wants to learn how to use AI. It's 100% free, always.

Thank You

for reading. Now go build something.

© 2026 Muzammil Sumra · 100 AI Tools & ChatGPT Prompts · Free Edition