AI PLAYTIME · THE GIVEAWAY

10 Prompts on *Autopilot.*

SET THEM ONCE.

Six for work. Four for life. Schedule them in Cowork and they run every week without you.

HOW THIS WORKS

Set it once.

Each prompt is a standing instruction, not a one-time question. Four steps to put one on a schedule.

STEP 01 · CONNECT YOUR APPS

Give Cowork access to the apps each prompt lists. Work prompts use your work account. Life prompts use your personal one.

STEP 02 · RUN IT ONCE BY HAND

Fill in the [brackets], run the prompt, and tweak it until the output is what you want. Fix it before you automate it.

STEP 03 · SET THE SCHEDULE

Save it as a scheduled task using the time on each page, or one that fits your week. From then on, it runs without you.

STEP 04 · KEEP IT ON A LEASH

Every prompt here says draft, not send. You review before anything leaves your hands. Start there and stay there.

BEFORE YOU AUTOMATE

Four ground rules.

A task that runs on its own needs a few guardrails. Thirty seconds now saves an awkward talk with IT later.

01 · USE THE RIGHT TOOL

Work tasks go in the AI tool your company approved. Your personal accounts are for your personal life.

02 · CONNECT ON PURPOSE

Only connect the apps a task actually needs. If you would not email it to a stranger, do not let a personal AI read it.

03 · YOU'RE THE EDITOR

AI can be confidently wrong. Check the facts, numbers, and names before anything leaves your hands.

04 · PRUNE MONTHLY

Once a month, look at what is running. Kill the tasks you stopped reading. Sharpen the ones you rely on.

AT WORK · PROMPT 01 · MORNING

The Monday Kickoff

THE PLAY

Stop spending Monday morning figuring out what Monday is about. Wake up to a plan instead.

THE PROMPT · COPY THIS

```
Every Monday morning, look at my calendar for this week and my email from the last 3 days. Give me: (1) my top 3 priorities this week and why, (2) the meetings I need to prepare for and what to prep, (3) emails still waiting on my reply, oldest first, and (4) any conflicts or double-bookings. Keep it to one screen.
```

SCHEDULE IT
Mondays · 7:30 a.m.

CONNECT
Email · Calendar

LEVEL UP *Give it your quarterly goals once. It will rank your week against them.*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

The Daily Inbox Sweep

THE PLAY

Your inbox is everyone else's to-do list for you. Have it triaged before you sit down.

THE PROMPT · COPY THIS

```
Every weekday morning, review the emails I received since
yesterday morning. Sort them into: reply today, reply this week,
FYI only, and safe to ignore. For everything in “reply today,”
write a reply in my voice under 100 words and save it as a
draft. Do not send anything.
```

SCHEDULE IT
Weekdays · 7:00 a.m.

CONNECT
Email

LEVEL UP *Point it at three emails you have sent and add: “match this tone.”*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

AT WORK · PROMPT 03 · MEETINGS

The Meeting Prep Brief

THE PLAY

Walk into every meeting like you read the pre-read. Because now you did.

THE PROMPT · COPY THIS

```
Every weekday morning, look at today's meetings. For each one
with an outside guest or more than 3 people, give me: who is
attending and their role, the latest email thread or document
about it, open items from last time, and 2 questions I should
ask. Skip recurring meetings that have no agenda.
```

SCHEDULE IT
Weekdays · 7:15 a.m.

CONNECT
Calendar · Email · Files

LEVEL UP *Add: “flag any meeting where I am not needed.” Then decline it.*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

AT WORK · PROMPT 04 · PEOPLE

The 1:1 Prep

THE PLAY

Your team can tell when you are winging their 1:1. Show up with notes that prove you were paying attention.

THE PROMPT · COPY THIS

```
Every Thursday afternoon, look at my 1:1s scheduled for next
week. For each person, review our emails, chats, and shared
files from the past two weeks. Give me: one specific win to
recognize, anything they seem blocked on, open items from our
last 1:1, and one growth question to ask them.
```

SCHEDULE IT
Thursdays · 3:00 p.m.

CONNECT
Calendar · Email · Chat · Files

LEVEL UP *Have it add each brief to a running doc per person. Review season gets easy.*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

The Friday Update

THE PLAY

Your boss can't champion work they don't know about. Get the update that gets you noticed written for you.

THE PROMPT · COPY THIS

```
Every Friday afternoon, review what I sent, attended, and worked on this week across email, calendar, and files. Draft a weekly update to my manager with three sections: Wins (with the impact), Risks (with my plan), and Asks (what I need from them). Under 200 words. Save it as a draft for me to review. Do not send it.
```

SCHEDULE IT
Fridays · 2:00 p.m.

CONNECT
Email · Calendar · Files

LEVEL UP *Save every update to one doc. At review time, you have six months of receipts.*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

AT WORK · PROMPT 06 · FOLLOW-THROUGH

The Loose Ends Tracker

THE PLAY

Most dropped balls are not dropped. They are forgotten. Catch them before someone else does.

THE PROMPT · COPY THIS

```
Twice a week, scan my sent emails and chats from the past 7 days. List every commitment I made (“I'll send,” “let me check,” “by Friday”) and every commitment someone made to me. Mark which look done and which look open. For anything open and more than 3 days old, draft a short, friendly nudge.
```

SCHEDULE IT
Tuesdays & Fridays · 9:00 a.m.

CONNECT
Email · Chat

LEVEL UP *Add: “put my open promises at the top.” Those are the ones that cost you trust.*

WORKS IN Cowork · or any assistant with scheduled tasks · use your company-approved tool

The Sunday Reset

THE PLAY

“What's for dinner?” is a daily decision you do not need to make. Get the whole week planned before you have had coffee.

THE PROMPT · COPY THIS

```
Every Sunday morning, plan dinners for the next 5 nights. We are
[how many people, ages], we like [cuisines], we avoid [foods],
and weeknight cooking takes no more than [30] minutes. Budget is
about [$X]. Reuse ingredients to cut waste, and give me one
grocery list by store section. Check my calendar and put the
quickest meals on the busiest nights.
```

SCHEDULE IT
Sundays · 9:00 a.m.

CONNECT
Personal calendar

LEVEL UP *Tell it which meals were hits. Every week gets a little better.*

WORKS IN Cowork · or any assistant with scheduled tasks · on your personal account

The Subscription Watch

THE PLAY

The free trial you forgot about is now $14.99 a month. Find every recurring charge before it finds you.

THE PROMPT · COPY THIS

```
On the 1st of every month, search my personal email for receipts, renewal notices, and price-change emails from the past 30 days. List every subscription or recurring charge with the amount and renewal date. Flag new charges, price increases, and anything renewing in the next 14 days. Do not cancel or change anything. Just report.
```

SCHEDULE IT
1st of the month · 8:00 a.m.

CONNECT
Personal email

LEVEL UP *Add: “which of these have I not used or opened in 60 days?”*

WORKS IN Cowork · or any assistant with scheduled tasks · on your personal account

IN LIFE · PROMPT 09 · WEEKEND

The Weekend Scout

THE PLAY

Friday night should not start with “so, what do you want to do?”

THE PROMPT · COPY THIS

```
Every Thursday evening, check the weekend weather for [city] and find events, festivals, and new restaurants nearby. Suggest 3 weekend plans for [me / my partner / kids ages X]: one free, one under [$X], and one that works if it rains. Include times, addresses, and anything that needs tickets in advance.
```

SCHEDULE IT	CONNECT
Thursdays · 6:00 p.m.	**Web search**

LEVEL UP *Connect your calendar and it will skip anything that conflicts.*

WORKS IN Cowork · or any assistant with scheduled tasks · on your personal account

The Daily Lesson

THE PLAY

You do not need another AI headline. You need ten minutes a day that actually stick.

THE PROMPT · COPY THIS

```
Every weekday morning, teach me one lesson on [topic, for example Excel, public speaking, or AI agents]. Explain one concept like I am smart but busy, give one real example from [my job or industry], and end with one question on yesterday's lesson. Keep a running log in a file called [topic] lessons and read it first, so you build on what we covered instead of repeating it.
```

SCHEDULE IT
Weekdays · 6:30 a.m.

CONNECT
A notes file

LEVEL UP *Have it read aloud in voice mode. It becomes a private podcast for your commute.*

WORKS IN Cowork · or any assistant with scheduled tasks · on your personal account

YOUR NEXT PLAY

Don't stop at ten.

Start with one. Let it run for two weeks. When you stop thinking about it, add the next.

THE NEWSLETTER

One email a week on what actually matters in AI, in plain English. New prompts, real experiments, zero jargon.

aiplaytime.ai

Grabbed this at AfroTech? The questionnaire from my closing slide gets you everything else.