

1. Possible Scam Emails

“Is this email real or a scam?”

2. Planning a Garden

“Here is the size of my garden, and my zip code, and here are the vegetables and flowers I'd like to grow. Today's date is _____ Can you give me a layout of how to plant them, as well as when they should be planted?”

3. Writing a Sensitive Email

“I'm having a hard time with the wording of this email, I want to be clear and kind and keep my boundaries intact. Here are my thoughts - can you create an email that will accomplish all of that?”

4. Leaving a Legacy

“I would like you to interview me about my life and the lives of my kids when they were younger. Can you come up with a list of twenty questions to start the interview?”

5. Getting Things Done This Week

“Here are the things that I'd like to get done this week, as well as the appointments I have. I work best in 15-minute sessions, with a 15-minute break in between. Please help me create a schedule for the week that helps me accomplish my goals with what I already have scheduled. I am most productive between 8:30 and 11:30 in the morning.”

6. Planning Your Next Vacation

“For my next vacation, here are the places I'd like to visit, and I prefer Holiday Inns to stay at. I don't want to drive more than six hours a day. Can you create a route for a 7-day driving vacation?”

7. Audit Your Bank Account

“Here is a copy of my last three bank statements. Can you create a list of any reoccurring payments I should look at to see if I want to continue paying for those services?”

8. Meal Planning with What You Have

“Here are a list of ingredients I have on hand, along with a well-stocked spice cabinet, and staples of rice, pasta, etc. Can you create a menu for breakfast, lunch and dinner for two people, with leftovers planned throughout the week? I would also like recipes for each dish. I especially want to use up my chicken the first day, and the bananas by the third day.”

9. Decluttering Routine

“I want to declutter every room in my house over the next year. I want to work on it for 15 minutes a day, five days a week. I’ve included a list of room and trouble spots that I need to pay attention to. My plan is to go to the donation center once every two weeks. Please create a plan to help me declutter every space in my house. Feel free to interview me about what I need to get done. Today’s date is _____ and I’d like to be done a year from today.”

10. Terms and Services

“Could you evaluate these Terms and Services and let me know if there is anything unusual I should be aware of?”