



Time, Mastered

*AI arranges your week.
You choose your priorities.*

10 prompts to sort your tasks, plan a realistic week
and protect your focus, from a simple phone.

Free for the SYSTINFO community



GOOD TO KNOW

An assistant. Not a boss.

In 2026, assistants plan your week for you: they slot tasks into your calendar and reschedule on their own when something comes up (Motion, Reclaim, Sunsama). Used well, they save hours. But a perfect calendar only holds if you decide your priorities. Three markers.

- **Decide, don't hand over**

The AI proposes a plan, you choose what matters. A machine does not know your real priorities or limits.

- **Realistic, not ideal**

A packed schedule breaks at the first surprise. Keep a margin every day, it absorbs the rest.

- **Simple, not perfect**

The best tool is the one you keep using. A notebook you follow beats an app you forget.

The right reflex: AI arranges your time, you keep the say over your priorities.
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THE METHOD

Ten prompts, five moves.

Managing your time comes down to five moves: frame what needs doing, plan it, make progress without scattering, protect your priorities, then review. These 10 prompts turn AI into an organisation assistant. You always keep the final say.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 **Frame**

· 2 prompts

02 **Plan**

· 3 prompts

03 **Do**

· 2 prompts

04 **Protect**

· 2 prompts

05 **Improve**

· 1 prompt



The Big Sort

PROMPT TO COPY

Role: you are a methodical organisation assistant.

Context: I have [everything on my plate] jumbled in my head.

Task: sort this list into three groups, urgent, important, to delegate or defer.

Format: three short lists, one action per line, starting with a verb. Flag anything you assume with an asterisk.

What you get

A cleared head and a clear list. Writing it all down already cuts the mental load.



Clear Priorities

PROMPT TO COPY

Role: you are a priorities coach.

Context: here are my [8 tasks] for the week, in no order.

Task: rank them from highest to lowest priority.

Format: a numbered list, each task with a five-word reason. Mark the two to do first.

What you get

A clear order to start without hesitating. The right first task sets the tone for the day.



The Settled Week

PROMPT TO COPY

Role: you are a realistic planner.

Context: my week holds [these tasks] and [these fixed meetings], I work [Monday to Friday].

Task: spread my tasks across the week without overloading it.

Format: one block per day, morning and afternoon, with free room each day. Leave [Saturday] empty.

What you get

A spread-out, breathable week. A daily margin absorbs surprises without shifting everything.



The Realistic Day

PROMPT TO COPY

Role: you are an assistant planning my day.

Context: tomorrow I have [these tasks] and [these time limits].

Task: build an hour-by-hour schedule I can actually keep.

Format: from [8am] to [6pm], one line per slot, with a lunch break and two real breaks. No more than three priorities.

What you get

A framed day, not a crammed one. Three priorities kept beat ten started.



The Protected Block

PROMPT TO COPY

Role: you are a deep-work expert.

Context: I must make progress on [a demanding task] but I am often interrupted.

Task: suggest a focus slot and its rules.

Format: one [90-minute] block, three simple rules to hold it, and one sentence to say so I am not disturbed.

What you get

Quiet time that is truly protected. One hour without interruption beats three choppy ones.



The Unblocked Task

PROMPT TO COPY

Role: you are an assistant who breaks tasks down.

Context: I keep putting off [this task] because it feels too big.

Task: split it into very small first steps.

Format: five steps maximum, the first doable in ten minutes. Start each step with an action verb.

What you get

A first step so small you take it. Ten minutes is often enough to launch the rest.



The Quick Decision

PROMPT TO COPY

Role: you are a clear, neutral advisor.

Context: I am stuck between [option A] and [option B].

Task: compare them and help me decide today.

Format: two columns, pros and limits, then your pick in one sentence with the main reason.

What you get

A decision made instead of dragging. Settling small choices fast frees energy for the big ones.



The Polite No

PROMPT TO COPY

Role: you are a professional communication assistant.

Context: I am asked to take on [a new task] while my schedule is already full.

Task: write a polite refusal that keeps the relationship.

Format: three sentences, a thank you, a clear no, an alternative. Respectful tone, without over-explaining.

What you get

A clear, courteous no, ready to send. Saying no in time protects your priorities better than a regretted yes.



The Useful Meeting

PROMPT TO COPY

Role: you are a facilitator of efficient meetings.

Context: I must run a meeting on [the topic] with [the attendees].

Task: prepare a tight, timed agenda.

Format: three items maximum, a duration each, a clear goal, and the decision expected at the end.

What you get

A short meeting that actually decides. A timed agenda stops meetings that drag on forever.



The Friday Review

PROMPT TO COPY

Role: you are a weekly-review coach.

Context: here is [what I did] and [what I did not finish] this week.

Task: help me draw one lesson and adjust next week.

Format: three short questions, then a single thing to change next week.

What you get

A quick check that moves you forward. Five minutes on Friday beat a big cleanup later.



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