

FREE GUIDE · TRENT CALLOWAY

7 AI Shortcuts That Feel *Unfair* to Know

Copy. Paste. Get hours of your week back.
Works with ChatGPT, Claude, Gemini or any AI you already use.

7

SHORTCUTS

5 min

TO TRY THEM ALL

6 of 7

WORK ON FREE PLANS

FROM THE MAKERS OF AI SHORTCUTS FOR THE LAZY MIND

READ THIS FIRST

Same AI. Two kinds of people.

1 min

Right now, millions of people have the exact same AI tools you do. Most of them use it like a smarter Google: ask a question, read the answer, close the tab.

A small group uses the same tools completely differently. They don't **ask** AI things. They **hand it work**. The inbox, the report, the spreadsheet, the plan for the week. Then they go do something else.

THE ASKER

"What's a good way to reply to an angry client?"

Reads a generic answer. Still has to write the email. Still has 40 more in the inbox.

THE OPERATOR

Pastes the whole thread and says "Write my reply. Calm, firm, offer a call Thursday."

Sends it. Next.

Same tool, same price. One saves 30 seconds and the other saves the whole afternoon.

The 7 shortcuts in this guide are the fastest way to cross that line. Every one is **copy-paste ready**. Swap the bits in [brackets] and go.

DO THIS NOW, NOT LATER

Open your AI in another tab and try Shortcut 01 while you read. You'll feel the difference in under a minute, and that's the whole point.

The 5-part prompt formula

The reason your AI answers sound generic

Bad answers usually aren't the AI's fault. It just doesn't know who you are, what you need, or what "good" looks like. Give it these five things and the quality jumps instantly:

PART	WHAT YOU TELL IT
Role	Who it should act as ("a senior marketer", "a strict editor")
Context	Your situation, in two or three sentences
Task	Exactly what you want done
Format	How the answer should look (bullets, table, email, 100 words)
Rules	What to avoid, the tone, any limits

BEFORE

Write an Instagram caption for my bakery.

AFTER

You're a social media copywriter (role). I run a small bakery, we just launched sourdough on Saturdays (context). Write 3 captions for the launch post (task). Max 2 lines each + 3 hashtags (format). No cringe puns, sound like a real person (rules).

Template: copy this

You are [ROLE].

Context: [YOUR SITUATION IN 2-3 SENTENCES].

Task: [EXACTLY WHAT YOU WANT].

Format: [BULLETS / TABLE / EMAIL / LENGTH].

Rules: [TONE, WHAT TO AVOID, LIMITS].

WHY IT WORKS

The AI fills every gap you leave with the most average guess possible. Five short lines remove the guessing.

Clear your inbox in 5 minutes

Stop writing emails. Start approving them.

Copy the emails you need to answer (or forward the thread text) and paste them in one go. The AI sorts them, drafts every reply, and tells you which ones actually need **you**.

Below are [NUMBER] emails I need to deal with today.

For each one:

1. One-line summary of what they want.
2. Priority: URGENT / TODAY / CAN WAIT / IGNORE.
3. A ready-to-send reply in my voice: friendly, short, direct.
If I need to decide something first, write the reply with
[OPTION A] / [OPTION B] so I just pick one.

At the end, list anything I must personally handle.

Emails:

[PASTE EMAILS HERE]

LEVEL UP

Paste 3 emails you've written before and add: "*Match the tone and length of these examples.*" From then on the drafts sound like you, not like a robot.

Voice note → finished action plan

Talk for 2 minutes. Get a plan.

Typing your thoughts is slow. Talking is fast. Record a voice memo on your phone (most phones transcribe automatically now), or use the voice button inside the AI app. Ramble freely: no structure, no editing. Then paste the transcript:

Here's a messy brain-dump / meeting transcript.

Turn it into:

1. DECISIONS: what was actually decided
2. TO-DO: every action, with who owns it and a deadline
(if no deadline was said, suggest one)
3. OPEN QUESTIONS: things nobody answered
4. A short message I can send to the team recapping this

Keep my wording where it matters. Cut the filler.

Transcript:

[PASTE HERE]

WHERE PEOPLE USE THIS

After client calls, after team meetings, in the car on the way home. Two minutes of talking replaces half an hour of "wait, what did we agree on?"

Messy data → clean spreadsheet

Receipts, notes, lists, chaos

Got a pile of info in the wrong shape? Order confirmations, a list of leads from five places, notes from a trade show, prices from different websites? Paste **all of it**, unformatted:

Turn the text below into a clean table.

Columns: [e.g. Date | Name | Company | Amount | Notes]

Rules:

- One row per item. Merge obvious duplicates.
- Same date format everywhere (YYYY-MM-DD).
- If something's missing, leave it blank. Never invent it.
- After the table, add totals and anything that looks wrong.

Give it to me as CSV so I can paste it into Excel / Google Sheets.

Data:

[PASTE EVERYTHING HERE]

THE ONE RULE THAT MATTERS

"Never invent it." Without that line, AI will happily fill gaps with believable fake numbers. With it, you get blanks you can check.

Make the AI interview you first

The lazy way to write a perfect prompt

Don't know what to tell it? Don't. Flip it around and let the AI ask the questions. This one trick fixes most "the answer was useless" problems, because the AI finds out what it actually needs before it starts.

```
I want you to help me with: [GOAL, e.g. "a business plan for  
my dog-walking side hustle"].
```

```
Before you write anything, interview me.
```

```
Ask me one question at a time. Max 7 questions.
```

```
Only ask what you genuinely need to do this well.
```

```
When you have enough, say "Ready" and then deliver.
```

Use it for: CVs and cover letters, business plans, website copy, workout or meal plans, a hard message to someone, anything personal.

WHY "ONE AT A TIME"

If it fires 10 questions at once, you'll answer lazily. One at a time feels like a conversation, and your answers get much better.

The brutal week planner

For when everything feels urgent

Dump every single thing on your mind, from big projects to tiny errands, and let the AI be the strict manager you don't have:

Here's everything on my plate this week:

[DUMP EVERYTHING, IN ANY ORDER]

My available time: [e.g. 6 hrs/day Mon-Fri, mornings best]

Fixed stuff: [meetings, school pick-up, gym...]

Be brutal:

1. What can I delete completely? Tell me why.
2. What can I hand to AI or someone else?
3. The 3 things that actually move the needle this week.
4. A day-by-day plan with time blocks, hardest work first.
5. One thing I'm probably avoiding. Call it out.

WHY THIS WORKS

The "delete" and "hand to AI" steps are the real magic. Most people's to-do lists are 40% things that never needed doing.

One sentence. The AI does the work on your computer.

This is where it stops being a chatbot

Shortcuts 01–06 make AI write things for you. This one makes it **do** things. Tools like **Claude Code** run on your own computer. You type one sentence and the AI opens files, sorts folders, builds spreadsheets, even writes and launches a website, by itself, while you watch.

```
# Real one-sentence jobs people give it
Sort everything in my Downloads folder into sensible folders
by type and date. Show me the plan before you move anything.

Turn all the receipts in this folder into one spreadsheet
with totals per month.

Build me a simple one-page website for my bakery
and open it in the browser.
```

Getting a first taste takes two commands. You'll need a paid Claude plan for this one.

```
# Mac / Linux
curl -fsSL https://claude.ai/install.sh | bash

# Windows (PowerShell)
irm https://claude.ai/install.ps1 | iex

# then, inside any folder:
claude
```

BEFORE YOU LET IT LOOSE

An AI that can move files can also move the **wrong** files. Always add *"show me the plan before you do anything"*, and try it on a test folder first. Setting up proper safety rules, so it can work fast without touching what it shouldn't, is a whole chapter on its own.

Here's what you haven't seen yet.

This guide is the warm-up

Shortcut 07 is where people's jaws drop, and it's also where most people get stuck: the setup, the safety rules, knowing what to actually hand over. That's exactly what the full **Operator** system covers, step by step:

- **Full Mac + Windows setup, from zero** LOCKED
Every click, so it works the first time.
- **Safe autonomy: let it work without wrecking anything** LOCKED
The exact permission rules to copy, so it's fast on boring jobs and blocked from dangerous ones.
- **16 real builds you can copy** LOCKED
and more, start to finish.
- **NEW: make Claude Code rebuild itself around your business** LOCKED
Your numbers live above the prompt, One paste, no code.
- **NEW: Claude Duet, set up for your business** LOCKED
Anthropic's new agent that briefs you every morning.
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