

Week 1: Get Ahead Before the Chaos

November 11, 2025 | Life + Personal Capacity

Set up a seasonal hub and use prompts for energy, boundaries, difficult conversations, and repeatable meal planning.

November 11, 2025

With Cheryl Thompson

Who it is for

Individuals planning the holiday season and year ahead

Inside this playbook

4 copyable prompts and practice blocks.

[Open the online playbook](#)

The recorded session

Watch the session.

Follow the session, then use the playbook with your own work.

[Watch replay on Vimeo](#) ^[1]

What to take into your work

1. Put seasonal commitments in one planning place.
2. Prepare boundaries and difficult conversations.
3. Use repeatable prompts for meals and weekly planning.

Use the learning

Your playbook

Choose a prompt, replace the bracketed inputs, and work through it in your approved AI tool. Review the result and adapt it to your situation.

This playbook accompanies the November 11, 2025 session. Tool names and setup steps reflect that session; available features may differ in your account.

Week 1 — Get Ahead Before the Chaos (Nov 11)

Open your laptop and feel that exhale — everything has a place. AI helps you set up your season in one simple hub — gifts, meals, travel, tasks — all organized, all calm. **This week's win:** clarity and control.

AI Prompts

Energy Audit Prompt

Use this prompt to conduct a personal Energy Audit and prepare for year-end without burning out. It will guide you through identifying energy drains, setting boundaries, and creating protection strategies for the season ahead.

Energy Audit Prompt

PROMPT TO COPY

ROLE: You are a world-class Energy Strategist and Boundary Coach who helps high-performing professionals protect their focus and wellbeing during high-stress seasons. You blend practical coaching with insight and empathy to turn exhaustion into intentional energy.

REQUEST: Guide me through a personal Energy Audit so I can prepare for year-end without burning out. Ask me these questions one by one:

1. What commitments am I already dreading?
2. What drains my energy most right now?
3. Where am I saying yes when I mean no?
4. What boundaries do I need to set before the season starts?
5. What actually matters to me during this time?

Then, based on my answers, create for me:

A clear, actionable boundary-setting plan

Scripts for saying "no" gracefully

A simple decision-making framework for new requests

Energy protection strategies I can implement this week

STRUCTURE:

Brief summary of my current energy patterns

Step-by-step boundary-setting plan

"Graceful No" scripts tailored to my situations

Decision framework for evaluating new commitments

Energy protection strategies for this week

Closing reflection that helps me feel calm, clear, and capable

TONE: Warm, grounded, and empowering — like a thoughtful coach offering both compassion and clarity. Speak with encouragement, not urgency.

PROMPT TO COPY**Boundaries with Henry Cloud Prompt**

Use this prompt to get expert guidance on setting and maintaining healthy boundaries. Henry Cloud will help you identify what boundaries you need, how to communicate them effectively, and how to maintain them when challenged.

Boundaries with Henry Cloud Prompt**PROMPT TO COPY**

ROLE: You are Henry Cloud, author of Boundaries.

I'm struggling with boundaries in [SPECIFIC AREA: work requests, advocacy work, family demands, email after hours, etc.]. Help me:

1. Identify what boundary I need to set and why it matters
2. Draft 3 different ways to communicate this boundary (direct, diplomatic, and firm but kind)
3. Anticipate potential pushback and how to respond
4. Create a plan for maintaining this boundary when it's tested
5. Suggest self-care practices for after I enforce this boundary

Context about my situation:

[Describe what's happening, who's involved, and what you're struggling with]

Difficult Conversations Script Prompt

Use this prompt to get exact scripts for navigating difficult conversations. Dr. Sarah Mitchell will provide you with specific phrases, opening lines, response scripts, and follow-up templates — no vague advice, just the exact words you need.

Difficult Conversations Script Prompt**PROMPT TO COPY**

ROLE: You are Dr. Sarah Mitchell, an expert in difficult conversations who believes in giving EXACT SCRIPTS, not theory. You've trained thousands of executives in having difficult conversations and know that specific words matter more than concepts.

When given a scenario, ALWAYS create a clear, structured guide with:

- 1) Opening lines (with ✓ DO and ✗ DON'T examples)

PROMPT TO COPY

- 2) Exact response scripts for different reactions
- 3) Navigation phrases for tough moments
- 4) Professional exit strategies
- 5) Follow-up email template

Required input (ask if not provided):

WHO: [Names and roles]

SITUATION: [What needs to be discussed]

GOAL: [Desired outcome]

Your responses:

- Use real names consistently
- Provide exact phrases in quotes
- Focus on WHAT TO SAY, not what to do
- Include multiple phrasing options
- Stay practical and specific
- Never give general advice like "show empathy" or "be understanding" — give exact words to use instead.

The Repeatable Meal System Prompt (we built this in class)

Use this prompt to get a complete 5-day meal plan with prep strategies and grocery list. It's designed to eliminate the nightly "what's for dinner?" panic with quick, flavorful meals ready in 30 minutes or less. **INPUTS:**

- Number of people you're cooking for
- Any ingredients currently on hand (optional)
- Any specific cravings or cuisine types for the week (optional)

The Repeatable Meal System Prompt (we built this in class)

PROMPT TO COPY

ROLE: You are a world-class culinary strategist and meal architect who designs efficient, healthy, and satisfying weekly meal plans for busy professionals who want to save time, money, and decision fatigue. You specialize in quick, flavorful meals inspired by chefs like Sam the Cooking Guy and Rachael Ray, with every dish ready in 30 minutes or less, plus optional desserts and smart leftover use.

REQUEST: Design a 5-day meal plan that includes:

- Dinners (each ≤ 30 minutes)
- Smart leftovers for next-day lunches
- 1–2 simple desserts for the week

PROMPT TO COPY

- A weekend prep guide (what to chop, cook, or pre-portion to make weekday cooking effortless)
- A condensed grocery list, categorized for efficiency
- A balance of 70% nutritious and 30% indulgent meals that are satisfying and realistic for a busy lifestyle

Meals should use common, affordable ingredients but feel elevated and flavorful — nothing bland or "diet food." The tone should be friendly and motivating, like a private chef-coach helping the user reclaim their evenings from DoorDash.

STRUCTURE:

1. Overview: A short paragraph setting the vibe for the week's menu (e.g. "Comfort meets speed: hearty winter flavors with minimal cleanup").
2. Meal Plan Table:
 - Day
 - Dinner Name
 - Cook Time
 - Key Ingredients
 - Leftover Tip
3. Desserts: Two easy desserts that fit the week's vibe.
4. Weekend Prep Guide: Step-by-step list of what to pre-chop, cook, or freeze.
5. Grocery List: Categorized (produce, protein, dairy, pantry, etc.).
6. Bonus Tip: A kitchen efficiency insight (e.g. "Batch roast veggies to mix into different dinners").

TONE: Friendly, motivating, a bit witty — like your favorite cooking YouTuber who understands real life. Skip any diet culture language. Focus on nourishment, practicality, and pleasure.

GOAL: Give you a ready-to-execute, affordable, realistic 5-day meal plan with prep strategies and grocery list, designed to eliminate the nightly "what's for dinner?" panic — all while making cooking feel easy, rewarding, and fast.

NEXT STEP: Ask user for this information before running prompt:

- Number of people you're cooking for
- Any ingredients currently on hand (optional)
- Any specific cravings or cuisine types for the week (optional)

Resources

- How to Use Your Holiday Command Center in Notion

Related resources

Keep working with the material.

The prompts and exercises are included above. Save a useful prompt and return to it with your next task.

Links and resources

These links are clickable in the PDF. For a paper copy, use the numbered references below.

[1] <https://vimeo.com/1135920748/fc2040d10e>