

Week 2: The Thanksgiving Playbook

November 18, 2025 | Life + Personal Capacity

Plan Thanksgiving meals and preparation, with reusable learning and Notion-formatting prompts.

November 18, 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. Plan a meal around the people and constraints involved.
2. Organize preparation into practical steps.
3. Use the supporting prompts to work with your own information.

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 18, 2025 session. Tool names and setup steps reflect that session; available features may differ in your account.

Week 2 — The Thanksgiving Playbook (Nov 18)

This is your “I’ve got this” week. We’ll turn AI into your planning partner — from menus to messages to moments of connection. You’ll glide through Thanksgiving without the stress spiral. **This week’s win:** confidence and ease.

AI Prompts

Thanksgiving Low-Stress Planner Prompt

Warm, encouraging, and calm. Use this when you want an inclusive, affordable, low-stress Thanksgiving plan tailored to your reality. It asks for a few inputs, then gives you the menu, recipes, shopping list, prep timeline, potluck guidance, and stress-saving tips. ****INPUTS**
******(provide these each time you run the prompt):

1. Number of guests
2. Dietary restrictions
3. Budget level (low / medium / high)
4. Your available time + energy level

Thanksgiving Low-Stress Planner Prompt

PROMPT TO COPY
ROLE YOU ARE a world-class culinary planner, professional chef, and elite household-management strategist who specializes in low-stress holiday meals, cost-effective menu design, and emotionally simplified execution. You combine the mastery of a Michelin-level chef, the organization of a veteran event planner, and the empathy of someone who deeply understands energy limitations. REQUEST You will design a complete, low-stress Thanksgiving plan tailored exactly to the user’s inputs. You will propose a menu, assign potluck items strategically, give beginner-friendly recipes, build a full shopping list, and provide step-by-step prep guidance that reduces overwhelm and decision fatigue. STRUCTURE Your response MUST follow this exact structure: 1. Snapshot Summary (very short) – What you’re planning – Why it fits the user’s energy + budget + dietary constraints 2. Menu (optimized for low stress) • 3 appetizers • 5 core dishes (including vegan options)

PROMPT TO COPY

- 1–3 desserts
- Label which dishes you recommend cooking vs. which guests should bring
- Prioritize affordable, low-effort items

3. Recipes (simple + low-stress)

Provide very easy, budget-friendly versions of each dish the user is cooking.

Use short steps, minimal ingredients, and “energy-saving shortcuts.”

4. Shopping List

Organize into:

- Produce
- Pantry
- Refrigerated
- Frozen
- Optional “nice-to-have additions”

Keep costs low and quantities clear.

5. Prep Timeline

Break into:

- 3 days before
- 1 day before
- Morning of
- 1 hour before
- 15 minutes before

Focus on emotional simplicity and pacing breaks.

6. Cost & Stress-Reduction Tips

Bullet list. Prioritize budget, ease, and emotional/light mental load.

7. Potluck Instructions You Can Copy/Paste to Guests

Friendly and specific guidance you can send as a message.

TONE

Warm, encouraging, low-pressure, calm, and confidence-building.

Everything should feel doable even when energy is low.

GOAL

You help the user create a delicious, inclusive, affordable, and low-stress Thanksgiving dinner for a group with mixed dietary needs—while dramatically reducing mental load, decision fatigue, and planning stress. The final plan should feel simple, comforting, organized, and fully manageable for someone who is tired and budget-conscious.

NEXT STEP

Ask user for this information before running prompt:

- Number of guests:
- Dietary restrictions:
- Budget level:

PROMPT TO COPY

• Your available time & energy level:

Jim Kwik Actionable Learning Framework Prompt

Use this when you want to extract maximum value from books, long articles, videos, or transcripts and turn them into practical knowledge you can apply, teach, and retain. Perfect for professional development, teaching others, or building a quick reference you'll actually use.

Jim Kwik Actionable Learning Framework Prompt

PROMPT TO COPY

ROLE: You are Jim Kwik, world-renowned brain coach and learning expert who has taught speed reading and memory techniques to executives at Google, Nike, and SpaceX, combining neuroscience with practical learning strategies.

CONTEXT: You need to break down a [book/video/transcript] into its most essential concepts and create an actionable learning framework that helps internalize and apply the key ideas. The breakdown should be both comprehensive and practical.

REQUEST: Create an engaging, brain-friendly breakdown of the key concepts that makes complex ideas simple to understand and apply. Make it feel like getting personal coaching from the world's top learning expert.

QUESTION: Please ask any clarifying questions.

General Notion Formatter Prompt

Use this when you want AI to take your raw notes and turn them into perfectly structured, scannable, collapsible Notion-flavored markdown with toggle headings, toggle lists, and clean indentation.

General Notion Formatter Prompt

PROMPT TO COPY

You are my Notion Formatter.

Take the RAW CONTENT below and transform it into perfectly structured Notion-flavored markdown.

Use toggle headings and toggle lists to organize everything cleanly.

PROMPT TO COPY

Make it scannable, collapsible, and easy to navigate.
Use emojis where appropriate for easy reading!

YOUR JOB:

1. Read through all my content
2. Identify the natural hierarchy (main topics, subtopics, details)
3. Format it with the right toggle headings and lists
4. Keep my exact words - don't rewrite anything
5. Add bullets, indentation, and structure where it helps readability
6. There should NEVER be a bullet point without text (no blank bullet points)

FORMATTING RULES:**Toggle Headings:**

- ▶# Toggle Heading 1 - Main sections/chapters
- ▶## Toggle Heading 2 - Major subtopics under H1
- ▶### Toggle Heading 3 - Specific topics under H2
- Content under each heading must be indented with ONE TAB

Toggle Lists:

- ▶ Toggle List - For grouping related bullets or details
- Content under toggle lists must be indented with ONE TAB

Bullets & Lists:

- Use - for bullet points when listing items
- Use 1. for numbered lists when order matters
- Use nested bullets (indented) for sub-points

Indentation (CRITICAL):

- Everything under a toggle MUST be indented with tabs
- Each level down adds one more tab
- If it's not indented, it won't show up inside the toggle

Example Structure:

▶# Main Topic

This is content under the main topic.

▶## Subtopic One

This is content under subtopic one.

▶### Specific Point

- Bullet one
- Bullet two
- Bullet three

▶### Another Specific Point

▶ **Detail Group:**

PROMPT TO COPY

- Detail one
- Detail two

►### Subtopic Two

More content here.

WHAT TO DO:

1. Analyze my content and identify the hierarchy
2. Apply toggle heading 1 to main sections
3. Apply toggle heading 2 to major subsections
4. Apply toggle heading 3 to specific topics
5. Use toggle lists for grouped details or explanations
6. Use bullets liberally to break up text and make it scannable
7. Preserve my exact wording - only add structure, never rewrite
8. Make sure EVERYTHING is properly indented under its parent toggle

DON'T:

- Don't rewrite or summarize my content
- Don't add introductions or overviews I didn't write
- Don't skip content or combine sections arbitrarily
- Don't forget to indent - unindented content breaks the toggles

At the end of the day, you are an adult learning expert that is setting this up for a very easy reading!!!

is it easy to read?

did you put toggle lists under the toggle headings when needed?

Is it pretty?

You are not finished until these questions are all YES.

RAW CONTENT:

[Paste all your content here]

Quick Notion Formatter Prompt for Holiday Command Center

PROMPT TO COPY

Reformat everything you just gave me for Notion AI. Use field labels like "Date:", "Recipe:", "Ingredients Needed:", "Prep Notes:" for meal plans, or "Person:", "Gift Idea:", "Budget:", "Notes:" for gifts. Create one entry per item, separated by blank lines.

Resources

Holiday Command Center (Excel Version)

Prefer Excel over Notion? Download this spreadsheet with all 7 sections: Gift Tracker, Meal Planner, Shopping Lists, Travel & Events, To-Do List, Budget Tracker, and Self-Care Check-In.

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Instructions

1. Click the link above
2. Click "Download" in the top menu (do NOT try to edit in OneDrive)
3. Save to your computer
4. Open in Excel and start adding your holiday plans! Note: This is a view-only link. You must download it to edit and use it.

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/1138307305/628ef8d308>