

Week 4: The Calm December Blueprint

December 2, 2025 | Life + Personal Capacity

Personalize AI support for travel, hosting, gatherings, and everyday planning.

December 2, 2025

With Cheryl Thompson

Who it is for

Individuals planning the holiday season and year ahead

Inside this playbook

6 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. Bring your priorities and constraints into the planning.
2. Prepare for travel, hosting, and gatherings.
3. Use the source examples as starting points for your own plans.

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 December 2, 2025 session. Tool names and setup steps reflect that session; available features may differ in your account.

Week 4 — The Calm December Blueprint (Dec 2)

Customize your AI to remember your preferences, speak your language, and anticipate your needs. Plus: stress-free travel planning and 5-minute daily habits that turn AI from "seasonal helper" to "strategic partner." **This week's win:** Personalized Power

AI Prompts

Travel Assistant Prompt

Use this prompt to create a personalized, crowd-savvy daily itinerary with local eats, transit tips, costs, and backup plans.

Travel Assistant Prompt

PROMPT TO COPY

ROLE: You are Rick Steves, renowned travel expert and author with 40+ years of experience creating engaging European travel experiences, combined with the local knowledge of a [CITY] resident of 20 years.

CONTEXT: I'm planning a [LENGTH] trip to [CITY] from [DATES] with [TRAVEL COMPANIONS].
We enjoy [INTERESTS/ACTIVITIES] and have a [BUDGET LEVEL] budget ([SPECIFIC AMOUNT] if applicable).
We're staying at [HOTEL/AREA]. Weather forecast shows [WEATHER CONDITIONS] during our visit.

REQUEST: Create a detailed daily itinerary that maximizes our experience while avoiding tourist traps. Include:

- Day-by-day schedule with optimal attraction visiting times and crowd-avoiding tips
- Local restaurant recommendations for each meal (including must-try dishes)
- Transportation plans between locations (including costs and insider tips)
- Activity costs and money-saving strategies
- Indoor backup plans for each day's activities
- Hidden gems and local secrets near each major attraction
- Best photo spots and optimal times for pictures
- Recommended advance bookings and reservations

QUESTION: Please ask any clarifying questions

Holiday Gatherings Decision Support Prompt

Use this prompt to decide which invitations to accept, how to decline kindly, and how to protect your energy before, during, and after gatherings.

Holiday Gatherings Decision Support Prompt

PROMPT TO COPY

ROLE: You are Nedra Glover Tawwab, author of Set Boundaries, Find Peace.

CONTEXT: I'm navigating multiple holiday events and invitations. I want to make decisions based on alignment, not guilt. I need help understanding whether I actually want to attend something, how to decline gracefully if I don't, how to create a supportive exit plan if I do attend, and how to regulate any anxiety, guilt, or people-pleasing patterns that come up.

REQUEST:

1. Ask me 5 clarifying questions to understand the gathering and my emotional state.
2. Help me decide if this event is aligned or draining.
3. If aligned: create a clear boundary + exit strategy I can use.
4. If not aligned: write a kind, supportive "no" script tailored to my relationship with the host.
5. Give me a short, nervous-system regulation plan I can use before and after the event.

QUESTION: Please ask any clarifying questions.

Holiday Hosting Assistant

Use this prompt to design a calm, simplified hosting plan aligned to your real capacity, with clear delegation scripts and gentle boundaries.

Holiday Hosting Assistant

PROMPT TO COPY

ROLE: You are Emily Ley, author of A Simplified Life and creator of The Simplified Planner.

CONTEXT: I'm hosting a holiday gathering and feeling overwhelmed by the planning, details, and expectations. I want the event to feel calm, intentional, and aligned with my actual capacity. I need help simplifying decisions, creating a realistic plan, setting boundaries, and delegating without feeling guilty.

REQUEST:

1. Ask me 6 clarifying questions about the event size, vibe, timing, and emotional pressures.
2. Create a simplified, step-by-step hosting plan tailored to my capacity.
3. Identify what I can delegate and write scripts for asking for help.
4. Set healthy boundaries for timing, energy, and responsibilities.
5. Give me a mini self-regulation ritual for the day of the event.

QUESTION: Please ask any clarifying questions.

PROMPT TO COPY

Update Your Chat GPT Memory Prompt

Use this prompt to rebuild your GPT’s memory around your values, leadership style, and communication patterns before layering in operations.

Update Your Chat GPT Memory Prompt

PROMPT TO COPY
ROLE: You are Brené Brown, author of Dare to Lead. CONTEXT: I've built a highly operational GPT memory—full of workflows, systems, and automations—but it lacks me. I want to rebuild my GPT so it deeply understands who I am: how I think, lead, communicate, and make decisions. The goal is to create a foundation of emotional intelligence and human depth before adding back the operational layers. REQUEST: Design a 12-question interview that draws out my values, working style, communication patterns, triggers, and what "support" looks like to me in different contexts (creative flow, leadership, stress, decision-making, collaboration). Make the tone conversational but insightful—like a trusted coach guiding deep self-awareness. QUESTION: Please ask any clarifying questions.

Market / Competitive Analysis Prompt

Use this prompt to identify market opportunities, analyze competitive landscape, refine positioning strategies, and find underserved client needs in financial planning. (adjust for your market/industry)

Market / Competitive Analysis Prompt

PROMPT TO COPY
 Prompt ROLE:You are a Marianne Lake, former CFO and now co-CEO of Consumer & Community Banking at JPMorgan Chase — specializing in financial services, excelling at identifying unique market opportunities and crafting standout positioning strategies.

PROMPT TO COPY

CONTEXT:You're analyzing the competitive landscape for a financial planning practice in [CITY/REGION].
The target market is [CLIENT DESCRIPTION - e.g., "professionals ages 35-50 earning \$150k+"].
Current service offerings include [LIST CORE SERVICES].
Key competitors include [LIST 3-5 MAIN COMPETITORS] with their websites and social media profiles.

REQUEST: Create a comprehensive competitive analysis that:

- Maps competitor service offerings and positioning
- Identifies underserved market segments
- Analyzes pricing and packaging strategies
- Highlights gaps in competitor offerings
- Recommends unique differentiation opportunities
- Suggests specific ways to stand out in the market
- Outlines potential unique value propositions

QUESTION: Please ask any clarifying questions

SWOT Analysis Prompt

SWOT analysis for businesses to identify strengths, weaknesses, opportunities, and threats, with actionable recommendations for improvement and growth.

SWOT Analysis Prompt

PROMPT TO COPY

INPUTS:

Business or Organization Name: The name and brief description of the business or organization.

Specific Objective for Analysis: (e.g., increase market share, improve brand perception, expand customer base, enhance digital presence)

ROLE: You are a seasoned marketing strategist and business coach, renowned for creating insightful, actionable SWOT analyses that clarify key opportunities and threats in any industry.

REQUEST: Perform a comprehensive SWOT analysis to help the business understand its internal strengths and weaknesses, as well as external opportunities and threats. Tailor your insights to provide practical recommendations for improvement, growth, and competitive positioning.

PROMPT TO COPY**STRUCTURE:**

Introduction: Briefly introduce the business, its industry, and the main objective for this SWOT analysis.

Strengths: Identify and explain the business's core strengths. These could include unique assets, strong brand reputation, loyal customer base, innovative products, or efficient processes.

Weaknesses: Outline the business's primary weaknesses or limitations. Address areas that could hinder growth, such as limited resources, brand perception issues, or operational inefficiencies.

Opportunities: Describe the potential external opportunities. This may cover market trends, emerging customer needs, or technology developments the business can capitalize on.

Threats: Identify external threats. These might include competitive pressures, regulatory challenges, or economic downturns that could impact the business.

Recommendations: Provide actionable recommendations based on the SWOT findings, focusing on how the business can leverage strengths, address weaknesses, seize opportunities, and mitigate threats.

TONE: Professional, strategic, and supportive.

GOAL: Equip the business with a clear SWOT analysis to inform their strategic planning and guide ongoing coaching discussions.

NEXT STEPS:

Each time this prompt is used, provide the Business or Organization Name and Specific Objective for Analysis to focus the SWOT analysis on relevant insights.

Resources**CADIA AI Writing Quality Filter *Run all content through this before publishing*****1. Lead with Insight**

- Does it hook immediately with something fresh?
- Is it backed up with observation, story, or data?
- Will our audience think "I hadn't thought about it that way"?

1. Cut 20% After Drafting

- Remove phrases that "sound deep" but say nothing
- Shorten meandering sentences

- Delete corporate fluff
- Every word should earn its place

1. **Flow Over Choppiness**

- Connect ideas in flowing sentences
- Avoid stacking tiny sentences: "AI can help. It saves time. It sharpens thinking."
- Better: "AI helps sharpen thinking and save time"
- Exception: Use ONE short sentence occasionally for punch

1. **Don't Overexplain**

- Adding more words weakens impact
- Bad: "And the truth is: Shallow, lazy work will never be replaced. Because it was never valuable to begin with."
- Better: "Shallow work was never valuable"
- Make your point and trust it to land

1. **Skip Manufactured Drama**

- No fake contrast for effect ("You don't grow by fitting in. You grow by standing out")
- No line breaks after every single word
- No isolated one-liners trying to sound profound
- If it feels like poetry, it probably feels like AI

1. **Kill These Filler Phrases** Delete immediately:

- Here's the thing...
- Let me explain...
- The truth is...
- It's not about X, it's about Y...
- At the end of the day...
- Let that sink in
- More than ever...
- You're not broken...

1. **Check Voice**

- Does it use "we" (not "I")?
- Does it show excitement and humility?
- Does it invite people in vs. calling them out?

1. **Make It Concrete**

- Name the actual problem
- Include ROI/success stories when possible
- NEVER make up numbers
- Keep client examples generic

1. **Questions: Only If Genuine**

- Use only if meant to spark real thinking OR pull into action
- Never use "comment X to get Y" tactics
- When in doubt, cut the question

1. **Lists: 1 or 3 Items, Never 2**

- 1 = bold and focused
- 3 = complete and balanced
- 2 = weak and incomplete

1. **Format: Hyphens, Not Em-dashes Final Test:** Does this sound like something nobody else has said, in a way that makes sophisticated L&D/talent leaders want to lean in? If it feels like AI, spam, or everyone else - rewrite.

5 Phrases That Make AI Work Like YOUR Co-Pilot

01 — When You're Starting "I don't know what to ask for, but here's what's happening: [your situation]. Can you interview me and help me figure out what I actually need?" **02 — Copy Someone's Style** "Write this like [person]—[their style in 3 words]." Examples: • "Write like Alex Hormozi—direct and no fluff." • "Write like you're texting a friend." **03 — When You're Stressed or Rushed** "Here's how I'm feeling: [emotion]. Here's what's causing it: [problem]. Now help me figure out what to do." **04 — See AI's Thinking** "Walk me through your reasoning step by step." **05 — Get Multiple Options** "Give me 3 different ways to solve this, then tell me which one is best and why."

Cheryl's System Custom Instructions

Show up as a sharp, grounded strategic partner. Conversational, clear, human. No fluff, no cheerleading, no generic positivity. Use simple language and clean sentences. Push my thinking when helpful. Offer insight, not clichés. Stay steady, supportive, and focused on what moves me forward. Do not mirror my wording or talk about yourself. **GLOBAL EXECUTION**

RULE (non-negotiable):

When I provide something that looks like a prompt, instructions, a template, placeholders, or a block meant to be run, treat it as a command to EXECUTE exactly as written.

Do not rewrite, optimize, shorten, expand, critique, format, wrap in Markdown, or offer advice unless I explicitly say: "improve," "rewrite," or "analyze."

Do not return the prompt back to me in any form unless I ask.

If the prompt includes placeholders or asks clarifying questions, ask only those questions.

Default: literal, word-for-word execution with zero interpretation. **WHEN I WANT META WORK:**

I will signal it explicitly using phrases like: "Improve this." "Rewrite this." "Analyze this."

Never assume I want meta feedback unless I ask. **STYLE & BEHAVIOR:** Keep answers short and actionable first. Expand only if invited. Challenge gently, with clarity and insight. No headings or formatting unless I request it. No unsolicited structure, strategy, or commentary. Ask only necessary clarifying questions. **PRIORITY:**

Depth delivered efficiently. Focus on what sharpens my thinking and moves the work forward.

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/1142625634/8725b08d73>