

100 AI Prompts *every professional* should steal.

The copy-paste prompt library our 12,000+ Academy members use daily for marketing, sales, ops, HR, finance, and writing.

How to use this prompt library

Every prompt is built the same way. Copy it, paste it into ChatGPT / Claude / Gemini / Copilot, replace the bracketed **[fields]** with your details, and run.

A good prompt has four parts:

1. **Role** — what you want the AI to be ("Act as a senior marketer...")
2. **Task** — what you want it to do ("Write three subject lines...")
3. **Constraints** — specific rules ("Each under 60 characters. No emoji.")
4. **Context** — what it needs to know ("My audience is mid-market HR leaders.")

The prompts in this library follow that structure. If you change a prompt, keep all four parts.

How to read each prompt:

Each prompt has a number, a title, the prompt itself in a gray box, and a one-line note on when to use it. The library is organized by job function. Use the section that matches what you actually do for work; come back for the rest later.

Marketing

18 prompts for content, campaigns, ads, audience research, and brand voice.

PROMPT 01

Three subject-line options for any email

Act as a senior B2B email copywriter. Write three subject lines for an email about [topic] aimed at [audience]. Each must be under 60 characters, no emoji, no clickbait. Vary the angles: one curiosity, one benefit-led, one direct.

Use when: drafting any newsletter or sales email.

PROMPT 02

Landing page hero rewrite

Act as a conversion copywriter. Rewrite this landing-page hero to lead with the customer outcome, not the product feature. Keep the headline under 12 words and the subhead under 25. Original copy below.

[paste]

Use when: your hero feels feature-y.

PROMPT 03

Cold-email research summary

Summarize what this company does in 3 bullets I can reference in a cold email. Pull from the homepage and the latest press release. Keep it factual, no marketing language. Company: [name]. URL: [url].

Use when: personalizing outbound. **Tool:** ChatGPT w/ browsing or Claude w/ web.

PROMPT 04

Ad-copy variation generator

Act as a paid-ads specialist. Generate 5 variations of this ad headline for Google Search. Constraint: 30 characters max each. Keep the keyword "[keyword]" in at least 3 of them. Tone: confident, not hype.

Original: [headline]

Use when: RSA needs new headlines.

PROMPT 05

Blog outline from a single sentence

Outline an 800-word blog post on this premise: "[one-sentence premise]". Audience: [persona]. Required sections: a hook, 3 H2s with one supporting stat each, and a closing CTA. Suggest a meta title under 60 chars.

Use when: facing a blank page.

PROMPT 06

Audience-research summary

Act as a market researcher. Summarize the top concerns of [persona] based on their behavior in 2026: what they fear, what they want, what they're shopping for. Cite 3 plausible sources I can verify.

Use when: kicking off a new campaign or product.

PROMPT 07

Brand voice extractor

Read these three samples and describe the brand voice in 5 bullets I can hand to a new writer. Include: tone, sentence length, vocabulary, words to avoid, signature phrases.

[paste 3 samples]

Use when: onboarding new writers or agencies.

PROMPT 08

Social-post pack from a long post

Turn this blog post into 5 social posts: one LinkedIn (400 words, story-led), one Twitter/X thread (8 tweets), one Instagram caption (150 words), one Reddit post for r/[subreddit], and one short hook for TikTok. Match each to platform conventions.

[paste post]

Use when: distributing a single piece of long-form content.

PROMPT 09

Webinar invite copy

Write a 100-word webinar invite to [audience] for an event titled "[title]". Lead with the problem the attendee has, not the agenda. End with the date, time, and a single CTA.

Use when: promoting a live or on-demand session.

PROMPT 10

SEO meta-pack for a page

Generate the meta title (under 60 chars), meta description (under 155 chars), and the H1 for a page targeting the keyword "[keyword]". Audience: [persona]. Tone: trustworthy, specific.

Use when: shipping any new SEO page.

PROMPT 11

Customer-objection rewrite

A prospect said: "[objection]". Write three different responses I could use on a call: one acknowledging, one reframing, one asking a clarifying question. Keep each under 40 words.

Use when: prepping for a tough sales call.

PROMPT 12

Persona-based pain points

List the top 7 pain points for [personal] working in [industry] today. For each, give one specific scenario where it shows up. Be concrete, not abstract.

Use when: writing landing pages or sequences.

PROMPT 13

Competitor positioning summary

Compare us and [competitor] on five buyer-relevant dimensions: price, breadth, depth, support, integration. Use only public information. End with the dimension where we win and the one where they win.

Use when: sharpening competitive positioning.

PROMPT 14

Email sequence skeleton

Outline a 5-email nurture sequence for someone who downloaded our [lead magnet]. Email 1 delivers. Emails 2-4 build trust. Email 5 makes the offer. Give me subject lines, hooks, and a one-line goal per email.

Use when: designing a new automated funnel.

PROMPT 15

Case-study turnaround

Turn these notes from a customer call into a 400-word case study with a clear before/after/results structure. Pull a real quote for the headline.

[paste]

Use when: you have raw notes but no time.

PROMPT 16

Headline test pack

Generate 10 headline variations for the same article: 3 curiosity, 3 benefit-led, 2 list-style, 2 contrarian. Topic: [topic]. Audience: [persona].

Use when: A/B testing creative.

PROMPT 17

Influencer outreach DM

Write a 70-word DM to a creator with [X] followers who posts about [topic]. Goal: invite them to a paid partnership. Specific, not generic. No flattery.

Use when: reaching out to creators or partners.

PROMPT 18

Content brief for a freelance writer

Turn this idea into a content brief a freelance writer can execute: "[idea]". Include: working title, word count, target keyword, 3 SERP references, key sources, and the "so what" of the article in one sentence.

Use when: handing off content production.

Sales

16 prompts for outreach, discovery, follow-up, objection handling, and account work.

PROMPT 19

Cold-email opener

Write the first 2 sentences of a cold email to [name], [title] at [company]. Reference a specific thing from their recent [post / press / podcast]. Goal: get them to read the third sentence. No "I hope this finds you well."

Use when: personalizing outbound at scale.

PROMPT 20

Discovery-call question set

Generate 8 discovery questions for a first call with [persona] at a [company size] [industry] company evaluating [our category]. Mix: pain, process, decision, timing. No yes/no questions.

Use when: prepping a first call.

PROMPT 21

Objection-handling cheatsheet

Build me a quick cheatsheet for the top 5 objections sales hears about [product]. For each: the objection in the customer's words, the reframe, the proof point, and a follow-up question to ask.

Use when: training new reps.

PROMPT 22

Follow-up after silence

Write a 70-word follow-up email to a prospect who went silent after a demo two weeks ago. Tone: warm, not desperate. End with a low-pressure ask. Reference what we discussed: [topic].

Use when: reviving a stalled deal.

PROMPT 23

LinkedIn connect-request copy

Write a 200-character LinkedIn connection request to [name] (a [title] at [company]). Reference one specific thing from their profile. Do not pitch.

Use when: growing your network deliberately.

PROMPT 24

Pre-call research note

Pull together a 5-bullet brief on [company] for my discovery call: business model, recent news, likely current challenge in our space, who else is selling to them, and one warm thread I can pull on.

Use when: 10 minutes before a call.

PROMPT 25

Proposal cover-letter rewrite

Rewrite the cover letter of this proposal to lead with the buyer's stated outcome, not our solution. Keep it under 200 words. Original:

[paste]

Use when: proposal feels self-centered.

PROMPT 26

Account map skeleton

Build an account map for [company]: likely org chart for the buying committee around [category], who the economic buyer probably is, who the champion likely is, who the blocker could be. Mark which roles I should map next.

Use when: moving into enterprise deals.

PROMPT 27

Win/loss debrief synthesizer

Summarize these 4 win/loss interviews into a one-page "what we keep doing / stop doing / start doing" memo for our sales team.

[paste 4]

Use when: turning interviews into action.

PROMPT 28

Mutual action plan

Draft a Mutual Action Plan for a [deal size] opportunity with [company] expected to close in [timeframe]. Include: stages, owner per stage, deliverable per stage, and the buyer's required internal steps.

Use when: aligning on a complex close path.

PROMPT 29

Renewal risk email

Write a 4-sentence email to a customer whose usage has dropped 40% this quarter. Goal: get a 20-minute check-in on the calendar. Tone: concerned, not desperate.

Use when: warning signs on renewal.

PROMPT 30

ROI-claim translator

Rewrite this ROI claim into 3 forms: a one-line CEO version, a 30-second practitioner version, and a 2-paragraph procurement-friendly version.

Claim: [paste]

Use when: the same claim needs to reach three audiences.

PROMPT 31

Pricing-page Q&A pack

List the 10 questions a [persona] is most likely to ask before paying \$X for [product]. For each, give an honest 2-sentence answer.

Use when: reducing pricing-page friction.

PROMPT 32

Reference-call prep

Prep me for a reference call. The prospect is [persona] at [company] evaluating [our solution]. List 7 questions they'll likely ask the reference, and 7 the reference should be ready for.

Use when: orchestrating a reference call.

PROMPT 33

Email triage classifier

Read this inbound email and categorize: is it a real lead, a vendor pitch, a job applicant, or noise? If a lead, score 1-5 on fit and 1-5 on intent, and suggest the next move.

[paste]

Use when: drowning in inbox volume.

PROMPT 34

Quote pack from a transcript

Extract the 5 most quotable lines from this customer call. For each, give the timestamp, the line, and what part of the funnel I could use it in.

[paste transcript]

Use when: mining customer calls for marketing.

Operations

14 prompts for SOPs, project plans, meetings, vendor evaluation, and process improvement.

PROMPT 35

SOP from a habit

Turn this process I do from memory into a documented SOP another person could follow: [describe process]. Include: trigger, steps numbered, tools needed, common pitfalls.

Use when: handing work off.

PROMPT 36

Project-plan first draft

Draft a project plan for [project goal]. Include: phases, owner per phase, key milestones, risks, dependencies, and a 1-line success metric. Timeframe: [X] weeks.

Use when: kicking off a new initiative.

PROMPT 37

Meeting prep brief

Prep me for a 30-min meeting with [name] tomorrow about [topic]. Generate: a 2-sentence summary of where we left off, 5 questions to ask, and 3 decisions we should make before leaving the room.

Use when: the night before any important meeting.

PROMPT 38

Vendor evaluation grid

Build a vendor evaluation grid for [category]. Columns: vendor name, price tier, integrations, security posture, customer-rating average, biggest concern, biggest strength. List the 6 most relevant vendors.

Use when: shortlisting tools.

PROMPT 39

Risk register first pass

Generate a starting risk register for [project]. For each risk: description, likelihood (1-5), impact (1-5), owner, mitigation. Prioritize by likelihood × impact.

Use when: formalizing a project for execs.

PROMPT 40

Status update auto-writer

Turn this raw weekly update into a clean stakeholder note: lead with progress in 2 sentences, then 3 highlights, then 1 blocker, then asks.

[paste]

Use when: Friday afternoon updates.

PROMPT 41

Meeting note summarizer

Summarize this meeting transcript into: decisions made, action items with owners, open questions, and one follow-up question I should ask this week.

[paste]

Use when: turning recordings into action.

PROMPT 42

Process audit

Audit this process and find the 3 biggest sources of avoidable rework: [paste process]. For each, suggest a specific change.

Use when: a workflow feels slow.

PROMPT 43

Schedule conflict resolver

I have these competing commitments next week. Help me prioritize: list each, score on urgency (1-5) and importance (1-5), and recommend what to keep, defer, decline.

[list]

Use when: Sunday-night calendar dread.

PROMPT 44

Onboarding checklist generator

Build a 30/60/90 onboarding plan for a new [role] joining [team]. Each section: 5 specific deliverables, who owns the support, and the success metric for that phase.

Use when: setting up a new hire for success.

PROMPT 45

Postmortem template

Run a structured postmortem on this incident: [describe]. Format: what happened, why it happened, blast radius, what worked, what didn't, what we change.

Use when: something broke and you need a clear record.

PROMPT 46

RFP response stub

Draft a response to this RFP question: [paste]. Pull from our public materials only. Keep under 250 words. Match the buyer's vocabulary.

Use when: RFPs land on Friday afternoon.

PROMPT 47

Compliance gap analyzer

Compare this policy against [standard / framework]. Identify the 5 clearest gaps and what we'd need to add to close each.

[paste policy]

Use when: prepping for an audit.

PROMPT 48

Tool-stack consolidator

Here is our current tool stack: [list]. Identify likely overlaps, tools that 80% of teams could drop, and consolidation candidates. Save us [\$ amount] without breaking workflows.

Use when: trimming SaaS bloat.

HR & People

12 prompts for hiring, reviews, comp, recognition, and difficult conversations.

PROMPT 49

Job description rewrite

Rewrite this job description to lead with what the person will **do** in their first 90 days, not the company description. Cut the length by 30%. Make the must-haves crisp and the nice-to-haves honest.

[paste]

Use when: a JD reads like a wishlist.

PROMPT 50

Interview question set

Generate 8 interview questions for a [role] candidate. Mix: 2 work-style, 2 problem-solving with a specific scenario, 2 about past results, 2 about how they handle ambiguity.

Use when: opening a new req.

PROMPT 51

Performance-review feedback

Help me write balanced performance review feedback for [name], a [role] on my team. Strengths from this list: [list]. Growth areas from this list: [list]. Tone: honest, specific, kind. No corporate fog.

Use when: review cycle is two weeks out.

PROMPT 52

Compensation benchmark request

Summarize the 2026 compensation range for [role] at [stage / size] companies in [location]. Provide: base, equity, total comp, sources I can verify.

Use when: calibrating an offer.

PROMPT 53

Promotion case draft

Help me draft a written case for promoting [name] from [current title] to [next title]. Use specific results, scope expansion, and demonstrated competencies. 300 words.

Use when: defending a promotion in calibration.

PROMPT 54

PIP letter (delicate)

Draft a Performance Improvement Plan letter for [name] focused on [specific behavior or outcome gaps]. Tone: firm and respectful. Include: expectations, support offered, review timeline, consequences.

Use when: formal performance management.

PROMPT 55

Employee handbook section

Write a clear, plain-English [policy area] section for our employee handbook. Audience: people who skim. Avoid HR jargon. End each subsection with what to do if the rule is unclear.

Use when: updating the handbook.

PROMPT 56

Stay interview question set

Generate 6 questions for a "stay interview" with a high performer I do not want to lose. Goal: surface concerns before they become exit interviews.

Use when: retaining your best people.

PROMPT 57

Calibration session prep

Help me prep for a calibration session for [team / cohort]. Generate neutral language to describe the spread between "exceeds", "meets", and "developing" – and the 3 questions I should ask peers about each person.

Use when: ratings are due.

PROMPT 58

Recognition note generator

Write a 4-sentence recognition note to [name] for [specific result]. Tone: specific, not gushing. Include what they did, what it changed, and why it matters.

Use when: someone shipped something great.

PROMPT 59

Offer-letter cover note

Draft a 100-word personal note to attach to [name]'s offer letter. Reference something specific from our interviews. End with what excites me about having them on the team.

Use when: closing a candidate.

PROMPT 60

Org-design pressure test

Pressure-test this proposed org structure: [paste]. Where will reporting lines create confusion? What roles are under-scoped? Which managers will have too many or too few reports?

Use when: reorgs are on the table.

Finance

12 prompts for variance commentary, board memos, scenarios, and investor updates.

PROMPT 61

Variance commentary

Write the variance commentary section for this month's P&L. Highlights: [list].
Tone: factual, not defensive. Surface the 3 numbers leadership will ask about.

Use when: close has finished.

PROMPT 62

Board-memo skeleton

Outline a board memo on [topic]. Include: 1-sentence ask, 3-bullet context, key data, options considered, recommendation, risks. Target length: 2 pages.

Use when: 5 days before a board meeting.

PROMPT 63

Scenario model framework

Help me build a 3-scenario forecast (downside, base, upside) for [business question]. List the input variables, the relationships between them, and the 3 metrics that change most across scenarios.

Use when: uncertainty makes single forecasts useless.

PROMPT 64

Expense write-up

Write up the business justification for this expense: [describe]. Audience: finance approver. Include: what it is, why now, alternatives considered, expected return, who reviewed.

Use when: defending a budget line.

PROMPT 65

Investor update first draft

Turn this month's metrics into a 400-word investor update: headline number, 3 wins, 1 challenge, asks. Voice: matter-of-fact. No hype.

[paste metrics]

Use when: monthly investor updates.

PROMPT 66

AR-collection email

Write an AR collection email to [company] for an invoice 45 days past due. Tone: professional, firm, not threatening. Include a specific next step.

Use when: chasing payment.

PROMPT 67

Budget-cut prioritization

We need to cut [\$ amount] from this budget: [paste]. Rank by impact-per-dollar. Identify the 3 cuts least likely to hurt revenue and the 1 cut that would hurt the most.

Use when: tightening the belt.

PROMPT 68

Unit-economics summary

Summarize the unit economics of [product / segment] in plain English: CAC, LTV, gross margin, payback, the math, and the 1 number that would break the model if it moved 20%.

Use when: explaining to non-finance leaders.

PROMPT 69

Pricing-page math check

Check the math on this pricing page: [paste]. Identify inconsistencies between tiers, places where buyers will get confused, and 1 way to make the value clearer at the same price.

Use when: updating pricing.

PROMPT 70

Audit-prep checklist

Build a 4-week pre-audit checklist for [audit type]. Include: documents needed, reconciliations to complete, common findings to head off, who should review.

Use when: annual audit approaches.

PROMPT 71

Cap-table explainer

Explain this cap table change to a non-finance founder in 6 sentences. What changed, who got diluted, who didn't, and what to watch in the next round.

[paste]

Use when: post-fundraise debriefs.

PROMPT 72

Capex business case

Build a 300-word business case for [capex item]. Include: cost, payback horizon, alternatives, risks, who needs to approve.

Use when: getting capex approved.

Writing & Communications

14 prompts for status updates, exec summaries, narration, and difficult emails.

PROMPT 73

Plain-English rewrite

Rewrite this paragraph in plain English a smart 7th grader could read. Keep the meaning. Cut jargon. Shorten sentences. Use specific verbs.

[paste]

Use when: jargon is winning.

PROMPT 74

Weekly status update

Turn these 5 bullet points from my week into a clean weekly status update for my manager: progress (2 sentences), this week (3 bullets), blockers (0-1 bullet), asks (0-1 bullet).

[paste]

Use when: Friday-afternoon update is due.

PROMPT 75

Slide narration generator

For each slide title below, write the 30-second narration I'd say to a small group of executives. No reading the slide. Lead with the "so what".

[paste titles]

Use when: presenting to a senior audience.

PROMPT 76

Client follow-up email

Write a follow-up email to [client] summarizing our meeting today. Tone: clear, calm, specific. Include: what we agreed, what they're doing, what I'm doing, next check-in date.

Use when: closing the loop after a meeting.

PROMPT 77

Difficult email rewrite

Rewrite this email to be firm but not harsh. The recipient has missed [X]. We need a real response within [Y] days. Keep it under 80 words.

[paste draft]

Use when: your draft is too soft or too hot.

PROMPT 78

Speech-to-readable

Clean up this transcript of me speaking into my phone. Fix grammar. Preserve my voice. Cut filler. Group thoughts into paragraphs.

[paste]

Use when: turning voice notes into prose.

PROMPT 79

Apology that doesn't grovel

Write a 4-sentence apology email to a customer for [specific issue]. Acknowledge, take responsibility, explain the fix, end with a small gesture. Do not over-apologize.

Use when: something broke for a customer.

PROMPT 80

Internal announcement

Write a 200-word internal announcement about [news]. Lead with the employee impact. Be clear about what changes and what doesn't. End with who to ask if confused.

Use when: rolling out a policy or change.

PROMPT 81

Talking points for a hard meeting

Build 5 bullet talking points for a difficult conversation with [name] about [topic]. Each: the point, the supporting fact, the likely pushback, the response.

Use when: nervous about a 1:1.

PROMPT 82

Press-release draft

Draft a 300-word press release for [news]. Use the inverted-pyramid structure. Include a quote from a [role]. Bury the boilerplate at the bottom.

Use when: shipping a public announcement.

PROMPT 83

Tone-of-voice match

Rewrite this in the voice of this sample: [paste sample]. Then rewrite again in a more formal version. Then a more casual version. Same content, three voices.

Original: [paste]

Use when: matching brand voice.

PROMPT 84

Incident customer comms

Draft a 100-word customer note for an active service issue: [paste status]. Be honest about scope. Don't speculate. Tell them what we know, what we don't, and when they'll hear from us next.

Use when: something is on fire.

PROMPT 85

Executive summary on demand

Write the 6-sentence executive summary for this document. The reader is a [persona]. The decision they need to make is [decision]. End with the recommendation.

[paste]

Use when: a long doc needs a TL;DR.

PROMPT 86

Meeting-decline note

Write a polite 3-sentence decline to this meeting request. Tone: warm. Suggest a smaller alternative (a quick email, a 10-min call later).

[paste request]

Use when: protecting deep-work time.

Research & Analysis

8 prompts for competitive scans, market sizing, source synthesis, and pattern-finding.

PROMPT 87

Competitive scan

Run a competitive scan of [category]. List the top 8 players, where each is positioned, their pricing range, and the 1 thing each does better than anyone else.

Use when: entering a new category.

PROMPT 88

Market sizing first pass

Estimate the 2026 US market size for [category] using a bottom-up approach. Show your math. Flag the 2 assumptions most likely to be wrong.

Use when: pitching internally or to investors.

PROMPT 89

Source synthesis

Synthesize these 5 sources on [topic] into a single 400-word brief. Where sources disagree, surface the disagreement. Cite each claim.

[paste sources]

Use when: building a position on a contested topic.

PROMPT 90

Document summarizer with citations

Summarize this document. For every claim in your summary, cite the page or section it came from. Highlight any claim that the document doesn't fully support.

[paste]

Use when: trusting a long document.

PROMPT 91

Fact-check pass

Fact-check this draft. For every claim that is checkable, mark it verified, unverified, or wrong, and give the source. Flag anything that is opinion presented as fact.

[paste draft]

Use when: shipping anything externally.

PROMPT 92

Inconsistency finder

Read this [document type]. List every place where two parts contradict each other or where the document promises one thing and delivers another.

[paste]

Use when: contracts, RFPs, long policies.

PROMPT 93

Customer-call patterns

Across these 6 customer-call transcripts, find: shared language, recurring pain points, words customers use that we don't, decision-maker behavior patterns.

[paste]

Use when: qualitative research.

PROMPT 94

Pattern-finder in raw data

Look at this dataset and tell me what's interesting. Don't tell me the average.
Find the surprises, the bimodal distributions, the outliers worth investigating.

[paste data]

Use when: staring at a CSV you don't understand.

Bonus: 6 Advanced Prompts

For when you want more leverage than a single prompt provides.

PROMPT 95

Multi-step research chain

```
Step 1: Define what [topic] means to a [persona] in [industry] in 2026.  
Step 2: List the 5 problems this persona is actively trying to solve.  
Step 3: For each problem, name the 3 solutions they're considering.  
Step 4: Score each solution by likelihood of adoption.  
Step 5: Tell me which solution we should build / sell against.
```

Use when: opening a new product or campaign question.

PROMPT 96

Custom evaluator

```
Act as a critic. Score this [artifact] on a 1-10 scale across these dimensions:  
clarity, originality, evidence, structure, brevity. For each dimension below 7,  
suggest one specific edit. Then rewrite the weakest paragraph.
```

```
[paste]
```

Use when: you need editorial pressure on your own work.

PROMPT 97

Adversarial reviewer

```
Argue against this proposal as if you were [skeptical role]. Generate the 5  
strongest objections, the 2 fatal flaws, and the 1 question that would kill the  
deal in a board meeting. Be ruthless.
```

```
[paste]
```

Use when: pressure-testing before a real review.

PROMPT 98

Prompt-improving prompt

Improve this prompt I wrote. Identify ambiguity, missing context, and constraints I forgot. Return the improved version. Explain what you changed and why.

Prompt: [paste]

Use when: a prompt isn't getting you what you want.

PROMPT 99

Concept extractor

Read this transcript. Extract every named concept, framework, or model the speaker uses. For each: name, 1-sentence definition, how the speaker applies it. Build a glossary.

[paste]

Use when: learning from a podcast or talk.

PROMPT 100

The "what would my best self do" prompt

You are my future self, 6 months from now, looking back at this decision I'm about to make: [describe]. What is the question I should be asking that I'm not asking? What is the smaller version of this decision I could test first? What is the cost of waiting one quarter to decide?

Use when: facing a real fork in the road.

You made it to the end. Now do this.

Pick one prompt. Use it today. Tomorrow, pick another. After two weeks, the ones that worked will become muscle memory. The ones that didn't will tell you what kind of work AI doesn't help you with yet.

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