

Basic Structure of a Prompt:

Acting as a **[ROLE]** perform **[TASK]** in **[FORMAT]**

Act as a **[ROLE]**

Marketer
Advertiser
Copywriter
Accountant
Lawyer
Analyst
Ghostwriter
Project Manager
Therapist
Journalist
Chief Financial Officer
Prompt Engineer

Create a **[TASK]**

Headline
Presentation / Webinar
Essay
Book Outline
Email Sequence
Social Media Post
Product Description
Cover Letter / Resume
Blog Post / Article
Summary
Tiktok, YT Reel - Video
Script
Sales Page / Ad Copy

Show as **[FORMAT]**

A Table
A list
Summary
HTML
Code
Spreadsheet
CSV file
Plain Text file
Rich Text
PDF
Markdown
Word Cloud

Complete Chatgpt Prompts Guide For Busy Professionals

Kevian Liley



Complete Chatgpt Prompts Guide For Busy Professionals:

500 ChatGPT Prompts to Supercharge Your Life Lucas Brenner, 2025-09-10 Transform Every Aspect of Your Day with Thoughtfully Crafted Prompts Imagine a single resource that empowers you to conquer your to do list grow your income and sharpen your skills all while sparing you hours of guesswork and frustration This comprehensive guide offers you 500 expertly designed prompts tailored to revolutionize how you engage with ChatGPT turning it into your ultimate productivity partner creative collaborator and strategic advisor Whether you re a busy professional aiming to climb the career ladder an entrepreneur seeking fresh marketing ideas a student looking to boost academic performance or simply someone who wants to manage life s chaos with more clarity and calm this book has something transformative for you From time management and financial planning to creative writing and stress relief each prompt is carefully curated to spark actionable results no matter your goals or lifestyle Discover how to streamline routine tasks craft compelling sales pitches plan memorable trips nurture your mental well being and even brainstorm the next big innovation all by tapping into the power of prompts specifically made for ChatGPT s capabilities Backed by practical strategies and easy to follow categories you ll quickly find tools that align perfectly with your personal and professional ambitions Ready to elevate your daily efficiency creativity and financial savvy without juggling multiple tools or strategies Dive in and experience a new level of focus and accomplishment simply by asking the right questions Your time is valuable this book shows you how to spend it smarter so you can live fuller

A Beginner's Guide to Prompt Writing: How to Communicate with AI Tools Like ChatGPT, Claude, and Gemini Enamul Haque, 2025-07-14 Your AI tools are powerful Your results are mediocre Here s why Most people treat AI like a search engine typing random questions and hoping for magic They get generic responses waste hours on trial and error and conclude that AI is overhyped They re doing it wrong In this groundbreaking guide technology transformation expert Enamul Haque reveals the hidden language of AI communication Through practical frameworks such as the revolutionary 4 Cs method real world examples and step by step techniques you ll discover how to transform ChatGPT Claude and Gemini from frustrating puzzles into powerful thinking partners Learn to craft prompts that get exactly what you need on the first try Debug conversations that go off track Design AI interactions for everything from career advancement to creative breakthroughs Most importantly discover how to think with AI rather than use it Whether you re a complete beginner or already dabbling with AI this book will revolutionise how you communicate with the tools that are reshaping our world Stop accepting mediocre AI responses Start creating exceptional results The future belongs to those who can speak AI fluently Your journey to AI mastery starts here

625+ Easy Digital Product Ideas For Earning Passive Income While You Sleep Om Prakash Saini, 2024-02-16 Embark on a journey of endless possibilities with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep This book is your ultimate guide to unlocking the world of online entrepreneurship without breaking a sweat Packed with over 625 simple and lucrative digital product ideas it covers a wide range of categories

like Ebooks and Written Content Online Courses Printables Stock Photos Videos Audio Products Software 3D Models Web Development Resources and more Whether you re a seasoned digital entrepreneur or a newbie looking to make money while you snooze this book has something for everyone Dive into the realm of passive income and discover how to turn your creativity into cash From crafting engaging Ebooks to developing user friendly applications the book is a treasure trove of inspiration With clear and accessible language it breaks down complex ideas making it perfect for anyone ready to take the leap into the world of online income Don t just dream about financial freedom make it a reality with 625 Easy Digital Product Ideas For Earning Passive Income While You Sleep Your journey to success starts now

Optimal Physical Activity across the Lifespan for People of All Abilities Ronald F. Zernicke ,David Arthur Hart, Humans evolved to be mobile within the boundary conditions of Earth and many biological and physiologic systems depend on mechanical loading to maintain integrity during growth and maturation during skeletal maturity and during the aging process These systems subscribe to the use it or lose it principle and thus require continual use to maintain integrity Given that premise considerable basic and clinical research efforts have been directed at optimizing the effectiveness and positive impact of exercise on sports performance and the well being of those with intact systems However those with disabilities or compromised abilities also benefit from exercise protocols and there exists a need to focus attention on these populations as well Given the myriad of biological and physiological systems that benefit from exercise and mechanical loading there is a need for all humans of varying abilities to not only maintain the integrity of their health but to attempt to optimize it recognizing that optimizing each person s health across the stages of the life cycle may require different exercise protocols dependent on stage of life sex genetics and other individualized variables For those with physical disabilities embracing and maintaining such exercise protocols may be challenging but expanded research translation of findings and integration of the outcomes into everyday life to enhance the health and well being of this significant population are needed going forward

c't Working with AI c't-Redaktion,2024-01-24 The special issue of c t KI Praxis provides tests and practical instructions for working with chatbots It explains why language models make mistakes and how they can be minimised This not only helps when you send questions and orders to one of the chatbots offered online If you do not want to or are not allowed to use the cloud services for data protection reasons for example you can also set up your own voice AI The c t editorial team explains where to find a suitable voice model how to host it locally and which service providers can host it The fact that generative AI is becoming increasingly productive harbours both opportunities and risks Suitable rules for the use of AI in schools training and at work help to exploit opportunities and minimise risks

Prompt Engineering and ChatGPT Russel Grant,2023-11-24 Prompt Management Margeaux E. Stafford,2025-07-21 Prompt Management is a practical sharp witted guide for working managers who are overwhelmed by the writing their roles require With more than 200 ChatGPT prompts written for real workplace scenarios this book helps you tackle the daily writing tasks that slow you down

performance reviews team updates policy summaries project memos meeting notes stakeholder reports and the ever growing pile of unread emails Rather than offering abstract leadership advice or vague inspiration this book delivers something far more useful well structured professional prompts you can use immediately Each one is paired with a brief thoughtful introduction to help you understand its context tone and best use Whether you re writing up quarterly results coaching an underperforming team member summarizing a company wide initiative or drafting an apology that doesn t sound like one this book shows you how to use AI to get the job done faster and better You will find prompts for executive communications training materials project documentation client messaging spreadsheets and tables and even slide decks You will learn how to request support without sounding unprepared offer feedback without being harsh and keep your messaging clear and professional even when your actual workload is anything but Written by a former manager with fifteen years of experience and a well earned sense of humor Prompt Management was created for professionals who don t have time to waste but still care deeply about how they sound It is part survival guide part language toolkit and part quiet rebellion against writing another memo alone If you ve ever opened a blank document sighed and thought I just need a place to start this book was made for you Let AI handle the first draft so you can focus on the part of your job that actually matters and leave work a little closer to on time

ChatGPT Prompts for Beginners Checcao, Are you curious about ChatGPT but unsure where to start ChatGPT Prompts for Beginners is your essential guide to harnessing the incredible capabilities of this AI tool Whether you re a student professional or just someone looking to enhance creativity this eBook provides easy to follow prompts that unlock the full potential of ChatGPT Inside you ll discover A Friendly Introduction to ChatGPT Understand what ChatGPT is and how it works setting a solid foundation for your journey into AI Practical Prompts for Everyday Use Explore a variety of prompts designed to enhance your productivity inspire creativity and facilitate learning in an engaging manner Expert Tips for Effective Interaction Learn how to formulate your requests for the best results avoiding common pitfalls that beginners often encounter Application Across Various Domains Whether you re interested in writing business strategies or personal growth find tailored prompts to meet your specific needs With ChatGPT Prompts for Beginners you ll not only learn how to use ChatGPT effectively but also gain confidence in leveraging AI as your personal assistant Start your journey today and unlock new possibilities with the power of AI

[The ChatGPT Revolution](#) Donna McGeorge, 2024-09-16 Learn how to simplify your life with AI in this essential guide now fully updated and revised with even more ideas to spark creativity and boost efficiency The ChatGPT Revolution is the ultimate quick start guide to unlocking the power of generative AI We re on the edge of an AI revolution but what does that mean for you It s time to get curious about how the latest tech can help you handle your everyday load at work and at home Whether you re overwhelmed by repetitive time consuming tasks or you re simply looking for a fresh injection of creativity ChatGPT has got your back With this essential handbook you ll learn how quickly and easily apps like ChatGPT can turn your to do list into a ta da list From emails and reports to planning your next

meal or vacation generative AI can help you simplify your daily tasks and responsibilities The ChatGPT Revolution shows you exactly how to use this innovative tech to save on time and stress Sharing practical tips and fun ideas acclaimed productivity expert Donna McGeorge unpacks everything you need to know Learn how generative AI is already being used in everyday life and how tools like ChatGPT are transforming the future of work and life admin Understand the different tasks that AI tools like ChatGPT Copilot and DALL E can do and when and how to use these tools most effectively Get step by step advice for writing smart specific prompts and follow up queries to produce better results Discover tips for using ChatGPT on the go with the mobile app and voice and photo capability Take control revitalise your workflows and overcome procrastination and creative blocks with entertaining examples and activities for work home creative writing and more Whether you re a busy professional or you simply want an answer to the dreaded question What s for dinner The ChatGPT Revolution reveals how generative AI can make your life easier AI technologies are here to stay This is your invitation to join the revolution Pick up this book and learn how to harness the power of AI so you can free up more time and energy for the things that truly matter

The ChatGPT Revolution Donna McGeorge,2023-07-12 The essential guide to using AI in your everyday life The ChatGPT Revolution is the ultimate quick start guide to unlocking the power of AI tool ChatGPT We re on the edge of an AI revolution but what does that mean for you It s time to get curious about how the latest tech can help you handle your everyday load at work and at home Whether you re overwhelmed by repetitive time consuming tasks or you re simply looking for a fresh injection of creativity ChatGPT is the virtual assistant that s got your back With this essential handbook you ll learn how quickly and easily ChatGPT can turn your to do list into a ta da list From helping you write emails and reports to planning your next meal or vacation ChatGPT offers a new way to simplify your daily tasks and responsibilities The ChatGPT Revolution shows you exactly how to use this innovative tech to save on time and stress Sharing practical tips and fun ideas author and acclaimed productivity expert Donna McGeorge unpacks everything you need to know Learn how AI is already being used in everyday life and how tools like ChatGPT are transforming the future of work and life admin Understand the different tasks ChatGPT can do and when and how to use it most effectively Get step by step advice for writing smart specific prompts and follow up queries that will produce better results Get curious and get productive with entertaining examples advice and activities to take control revitalise your workflows and overcome procrastination and creative blocks Whether you re a busy professional or you simply want an answer to the dreaded question What s for dinner The ChatGPT Revolution reveals how you can use ChatGPT as a tool to simplify your life AI technologies are here to stay this is your invitation to join the revolution Pick up this book and learn how to harness the power of AI so you can free up more time and energy for the things that truly matter

ChatGPT for Everyday Use Çağla Erdem Öztaş,2025-09-24 Ready to bridge the gap between AI potential and daily reality Discover how ChatGPT can save you time spark creativity and make everyday tasks easier Ideal for People curious about AI but still asking Will this really work for me Users who know the basics and want to unlock more

effective use cases Anyone seeking practical solutions rather than technical theory Inside you ll discover The core logic behind ChatGPT and the principles for using it effectively Preparing editing summarizing and analyzing texts Working with images including photo editing with Gemini Nano Banana Over 100 carefully crafted prompts to simplify everyday tasks Useful phrase you can add to commands to improve results Techniques for optimizing long or complex prompts with ease Use of features such as Work and Learn Deep Research Agent Mode Think less about what AI could do and start experiencing what it will do for you

Generative AI and ChatGPT Prompts in Business: For Beginners and Non-Techies Deepak, In Generative AI and ChatGPT Prompts in Business For Beginners and Non Techies readers are introduced to the exciting world of generative AI with a focus on how tools like ChatGPT are revolutionizing industries enhancing creativity and simplifying workflows Written in a conversational friendly tone this eBook is perfect for beginners and non techies who want to understand AI concepts and apply them effectively in everyday tasks or professional settings From understanding the basics of generative AI to crafting effective ChatGPT prompts and exploring its practical business applications this comprehensive guide is packed with real world examples step by step tutorials and actionable insights Readers will walk away equipped to use AI for everything from content creation customer support automation and marketing strategies to improving productivity and brainstorming creative ideas What You ll Learn 1 Generative AI Basics Made Simple Learn what generative AI is how it works and why it s different from traditional AI 2 Master ChatGPT Understand how to set up ChatGPT craft prompts that get accurate results and troubleshoot common mistakes 3 Practical Applications Explore how generative AI is being used in content writing marketing customer service and more 4 Advanced Concepts Discover the potential of fine tuning API integration and personalized AI models without getting lost in technical jargon 5 Ethical Considerations Learn how to use AI responsibly avoid bias and combat misinformation for ethical AI adoption 6 Future Trends Stay ahead of the curve with insights into emerging AI technologies including multimodal AI and personalized models Who This EBook Is For This eBook is for anyone curious about the potential of generative AI Business professionals looking to automate tasks enhance productivity and scale creative workflows Entrepreneurs and small business owners eager to adopt AI for content creation or customer engagement Writers marketers and educators seeking to unlock new ways to generate content and engage audiences Students hobbyists or tech enthusiasts who want an accessible guide to understanding and using ChatGPT effectively Why This EBook Stands Out Unlike technical manuals this eBook is written in a light hearted and conversational tone making it accessible to readers of all skill levels Whether you re a total beginner or someone with a bit of experience the step by step guides real world case studies and practical exercises will make generative AI easy and fun to use Bonus Content 500 Ready to Use ChatGPT Prompts Get inspiration for crafting prompts for everything from business emails and blog posts to social media captions and personal productivity tasks A glossary of key terms tools and recommended resources to keep you learning Why Generative AI Matters for the Future As industries increasingly rely

on AI to innovate and automate understanding tools like ChatGPT is no longer optional it's essential This eBook highlights the transformative power of generative AI showing how it can be a game changer for businesses content creators and everyday users

The AI Prompting Handbook Samson Lambert, 2025-09-14 Unlock the full potential of AI and transform the way you work create and learn Are you curious about ChatGPT and Generative AI but unsure where to start Do you want to move beyond simple questions and harness the true power of artificial intelligence to boost your productivity and creativity The AI Prompting Handbook is your essential beginner friendly guide to mastering the single most important skill of the AI era effective prompting Written by Samson Lambert this handbook demystifies complex topics and provides a step by step roadmap for anyone regardless of their technical background You do not need to know how to code you just need to learn how to have a more effective conversation Inside you will discover The Fundamentals Made Simple Understand what Generative AI is how Large Language Models like ChatGPT think and what crucial concepts like tokens and hallucinations mean for you all explained in plain English The Anatomy of a Perfect Prompt Learn the five core principles of Clarity Context Persona Structure and Examples that form the foundation of every successful AI interaction The Prompt Engineer's Toolkit Go beyond the basics with intermediate techniques like Chain of Thought prompting to guide the AI's logic and Few Shot prompting to get consistent high quality results Real World Applications Get practical copy and paste prompt templates for professionals students and everyday life covering everything from email management and marketing to meal planning and trip planning Creativity Unleashed Learn how to use AI as your partner for brainstorming content creation and overcoming writer's block Explore the exciting world of AI image generation with tools like Midjourney and DALL-E 3 Ethical and Responsible Use Gain the confidence to use AI wisely by understanding its limitations including bias and misinformation and learn how to become a responsible AI user Whether you are a professional looking for a competitive edge a student aiming to learn more effectively or a creative seeking a new tool this handbook will turn you from a curious novice into a confident AI prompter Stop just using AI and start mastering it

The Art of Prompt Engineering with ChatGPT Nathan Hunter, 2023-01-19 Unlock the full potential of chatGPT with The Art of Prompt Engineering with ChatGPT A Hands On Guide This easy to follow book goes beyond the sound bytes of social media providing you with the tools and techniques to use chatGPT on a deeper level Learn 4 core techniques and tools to write better prompts Explore 9 in depth use cases to understand how to apply these techniques and tools Multiple exercises for each technique and tool to ensure you learn by doing Beautiful illustrations throughout the book Accessible language in a personal tone Written by a senior trainer as a narrated instruction manual and guide Paired with the book release the training series on The Art of Prompt Engineering with chatGPT A Hands On Guide has been fully booked out The series includes 4 trainings that cover the core techniques and tools discussed in the book We had a total of 400 attendees who will be participating in interactive and hands on training sessions Due to limited spots and high demand we were unable to accommodate everyone who registered If you were unable

to attend this time please check our website for updates on future trainings and opportunities [www chatGPTtrainings com](http://www.chatGPTtrainings.com)
Note from the author ChatGPT is so new to the market that Amazon still autocorrects it to chatGOT or chat got So as this AI technology changes I ll be releases free updates for kindle versions As of now the book is in it s first edition but expect an update in the coming months

ChatGPT for Weight Loss Dennis Green,2025-05-20 ChatGPT for Weight Loss is your smart time saving solution to shedding pounds and getting fit without the overwhelm Packed with AI powered strategies this guide shows you how to use ChatGPT to generate customized meal plans quick home workouts and daily motivational prompts tailored to your lifestyle Perfect for busy professionals parents or anyone short on time this book puts a digital coach in your pocket Whether you re just starting or looking to break through a plateau you ll learn how to Create healthy budget friendly meals with AI generated shopping lists Get short effective workouts customized by ChatGPT Stay motivated with daily mindset prompts and habit tracking Use smart prompts to simplify your health journey in minutes a day Let AI help you take control of your body and your time because getting healthy shouldn t be complicated

Master Prompt Patterns Prinx Kay,2025-05-14 Unlock the True Power of AI One Prompt at a Time In a world where artificial intelligence is reshaping how we work learn and create the ability to communicate effectively with AI has become a superpower Master Prompt Patterns is your complete training guide to prompt engineering from foundational techniques to advanced systems thinking Whether you re a curious beginner a digital professional or a creative entrepreneur this 3 in 1 guide walks you through a proven framework for writing prompts that are clear structured and effective Inside you ll discover The 5 core elements of high quality prompts Templates for content creation education coaching and automation Real world use cases across business branding marketing and planning Advanced strategies like few shot prompting prompt chaining and meta prompting Tools to build your own prompt library and scalable AI workflows Written by Prinx Kay founder of ITPro LearnHub this book combines practical experience with step by step training giving you the confidence to prompt with clarity control and creativity Whether you re using ChatGPT Claude Gemini or any other AI platform this guide will help you think like a prompt designer not just a user

AI Prompts 2026 Kevian Liley,2025-08-11 Synopsis AI Prompts 2026 is a comprehensive guide for writers artists filmmakers and creators seeking to master the art of working with artificial intelligence as a creative partner Covering over forty specialised chapters the book delivers thousands of high quality prompts across genres from science and technology writing to fantasy art children s literature documentary filmmaking editorial commentary and beyond More than a simple collection of ideas this book teaches you how to adapt prompts to your own voice refine them for better AI output and combine them to generate original engaging content It explores practical techniques for brainstorming mind mapping and overcoming creative blocks while addressing the ethical and stylistic considerations of AI assisted work Looking ahead to the near future AI Prompts 2026 examines the evolving relationship between human creativity and machine intelligence offering strategies for continuous improvement and resources for deeper

exploration of AI tools Whether you re a professional creator or someone seeking inspiration this book equips you to harness AI not as a replacement for imagination but as a catalyst for it **Mastering Prompt Engineering** Abhimanyu Saharan,2025-09-07 Unlock the power of AI with the skill that everyone needs in the new digital age prompt engineering Prompt Engineering in the Age of AI is your complete beginner to pro guide to getting better answers smarter insights and faster results from tools like ChatGPT Claude Bard and Bing AI Whether you re a student teacher entrepreneur marketer freelancer or developer this book will show you how to turn vague questions into powerful prompts that deliver exactly what you need Inside you ll discover The Four Pillars of Prompting clarity context role and tone and how to use them every time Advanced techniques like few shot prompting chain of thought reasoning and iterative refinement Real world applications for everyday life technical workflows education finance marketing law and research Hands on exercises and practice prompts to build your own prompt library Ethics and limitations how to use AI responsibly avoid bias and protect sensitive information Case studies and stories that show how real people are saving time learning faster and working smarter with AI A 10 prompt starter kit you can use right away to boost productivity creativity and decision making This isn t just another list of magic prompts It s a comprehensive playbook that teaches you how to think like a prompt engineer so you can adapt to any AI tool and any task with confidence By the end you won t just know how to use AI You ll know how to collaborate with it to write learn create and solve problems faster than ever before If you ve ever wished AI could just understand you this book will show you how to make it happen **Ultimate ChatGPT Handbook for Enterprises** Dr. Harald Gunia,Massimiliano Zattera,Karolina Galińska,2023-11-20 Empowering the Global Workforce with ChatGPT Expertise KEY FEATURES Comprehensive Guide to GPT Evolution AI Capabilities and Prompt Engineering Design Patterns for Enterprise Personas Architectures and AI Assistants Management of the GPT Solution Development Cycle DESCRIPTION Ultimate ChatGPT Handbook for Enterprises is your indispensable resource for navigating the transformative world of ChatGPT within the enterprise domain It provides a deep dive into ChatGPT s evolution capabilities and its potential to democratize technology interactions through natural language Throughout its chapters you ll embark on a journey that spans from comprehending the lineage of GPT models to mastering advanced prompt engineering techniques It will help you take a step into a futuristic enterprise landscape where ChatGPT seamlessly collaborates with human intelligence fundamentally transforming daily work routines across various enterprise roles The latter chapters will help you attain proficiency in managing GPT projects discovering the agile and iterative approach to GPT solution life cycles using real world scenarios You will also be introduced to practical GPT implementation frameworks for both Python and Java This book offers practical insights and applicable skills fostering informed dialogue and active participation in the ongoing enterprise AI revolution If you want to stay at the forefront of the rapidly evolving AI landscape and unlock enterprise excellence through ChatGPT this book is your go to companion WHAT WILL YOU LEARN Discover strategies to maximize ChatGPT s capabilities fostering innovation and

process optimization across global industry sectors Develop proficiency in crafting effective prompts using Prompt Engineering for seamless AI interactions enhancing ChatGPT's utility in enterprise contexts Acquire the expertise to design intelligent assistants that elevate enterprise operations promoting efficiency and innovation Gain practical skills to implement ChatGPT solutions using Python and Java enabling seamless integration with your enterprise systems Learn effective project management from initiation to validation and change management ensuring successful GPT solution implementation in enterprises Explore how ChatGPT can reshape various roles boosting productivity and fostering harmonious AI human collaboration in the workplace

WHO IS THIS BOOK FOR This book is designed for business professionals IT specialists and AI enthusiasts who are eager to delve into the transformative world of ChatGPT and its applications in the enterprise landscape A foundational understanding of AI concepts and familiarity with enterprise dynamics will be beneficial but not mandatory as the book is structured to guide readers from basic concepts to advanced implementations catering to both novices and experts alike

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APPENDIX A APPENDIX B

Financial Freedom with ChatGPT and Prompt Engineering Learn How to Make Money Online Without Working Thanks to Generative Artificial Intelligence with Prompts for Business Ethan L. Ph. D. Sterling, 2024-01-15

Have you ever wondered how technology could catapult you into a future where money flows with less effort Or how Artificial Intelligence is redefining the rules of the game in the digital world You ll discover the revolutionary strategies that are transforming the way people generate income online Through a personal and moving journey the author shares his own transformation and how ChatGPT not only improved his productivity but also boosted his income in unimaginable ways Within these pages you will discover Real success stories that will inspire you to take action A detailed step by step approach to monetizing different areas of the digital world from writing ebooks and creating online courses to optimizing ad campaigns and 24/7 customer service Practical Prompts that you can copy and paste to start making money immediately A complete guide to the art of Prompt Engineering to maximize the potential of ChatGPT This is not just another book about how to make money online It's an invitation to transform your financial reality by harnessing the power of Artificial Intelligence Whether you are a seasoned entrepreneur a beginner in the digital world or someone simply curious about the possibilities AI offers this book is your master key to unlocking a world of opportunity Take the leap Discover how you can with the right guidance and the right tool generate Internet income smarter not harder The future is here and it's waiting for you

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