THE USEFUL TECH · FREE STARTER PACK

BUILD YOUR FIRST AI TEAM

The Taskade Agent Starter Pack

Nine copy-and-paste prompts that turn Taskade into a small AI team working in the background for you. Plus a credit-saving playbook so the free plan goes a lot further than most people get out of it.

01 · Research
02 · Second brain
03 · Notes to plan
04 · Ghostwriter
05 · Page watcher
+ 4 more

Raja · The Useful Tech

How to use this pack

Every agent below is built the same way. Set one up once and it keeps working for you, even when your Mac is closed. The whole thing takes about a minute per agent.

1 **Open Taskade and create an agent**

If you do not have it yet, it is free to start at taskade.com. Inside your workspace, create a new AI Agent.

2 **Paste the prompt into its instructions**

Each card has a ready-to-use prompt. Copy it straight into the agent's instructions field. That prompt is the agent's job description.

3 **Pick a model and switch on its tools**

Use the model and tools listed on each card. Turn on web search for any agent that needs live information, and connect your files for the ones that read your own stuff.

4 **Run it now, or put it on a schedule**

Run an agent on demand whenever you need it, or schedule it to run on its own daily or weekly so the work is waiting for you.

You will need Taskade to use these prompts, and the free plan is plenty to test all nine. Start free here: taskade.com/?via=theusefultech

01 The Overnight Research Agent

Give it any topic and it digs through the web and leaves a tight brief you can read in three minutes.

Model: Balanced **Tools:** Web search **Schedule:** Daily or weekly

```
You are my research analyst. When I give you a topic, search the web for
current, credible sources and produce a brief I can read in three minutes.
Format it as: a 3-sentence summary, then 5 key findings as bullets, then
3 things worth looking into next, then the sources you used with links.
Prefer primary and recent sources. Flag anything where sources disagree.
Never pad the answer. If you are unsure about something, say so.
```

Tip Schedule it to run every morning on a topic you track, and wake up to a fresh briefing instead of a to-do.

02 The Second Brain

Trained on your own notes and files, so it answers from your context instead of the generic internet.

Model: Balanced **Tools:** Your knowledge base **Schedule:** On demand

```
You are my personal knowledge assistant. Answer only from the files and
notes in this workspace. When you answer, point to the exact note or
document the answer came from. If the answer is not in my files, say
"That is not in your notes" rather than guessing. Keep answers short and
direct, and end each one with the source it came from.
```

Tip Upload your meeting notes, PDFs and saved articles first. The more you feed it, the sharper it gets.

03 The Notes-to-Plan Cleaner

Paste in your messiest note and get back a clean, organized plan you can actually act on.

Model: Fast **Tools:** None **Schedule:** On demand

```
You turn messy notes into a clear plan. I will paste a dump of half-formed
thoughts, links and reminders. Return: a one-line summary of what this is
about, a clean list of next actions written as verbs, any deadlines pulled
out and labelled, and a short "parking lot" for ideas that are not actions
yet. Do not invent tasks I did not imply.
```

Tip Run this every Sunday on the week's pile of ideas. It takes about ninety seconds to go from clutter to a clear week.

04 The Ghostwriter

Drafts in your voice so the blank page is already filled when you sit down to edit.

Model: Deep **Tools:** Your writing samples **Schedule:** On demand

```
You write in my voice. Study the writing samples in this workspace and
match my tone, sentence length and vocabulary. When I give you a topic or
rough notes, produce a first draft I can edit, not a finished piece. Rules:
no clichés, no corporate filler, no em dashes, get to the point fast, and
use specific details over vague claims. If my notes are thin, ask me one
clarifying question before you write.
```

Tip Feed it five or six things you have already written. It only sounds like you once it has read you.

05 The Page Watcher

Keeps an eye on any web page and only pings you when the thing you care about changes.

`Model:` Fast | `Tools:` Web search | `Schedule:` Hourly or daily

```
You monitor a web page for changes. I will give you a URL and what I care
about: a price, stock status, a date or an announcement. On each run, check
the page and compare it to last time. Only message me if the thing I care
about has changed. When it does, tell me what changed, the old value, the
new value, and the time you noticed.
```

Tip Point it at a product you want on sale, then forget about it. It taps you on the shoulder only when it matters.

06 The Inbox Triage Agent

Sorts a pile of messages and drafts the quick replies so your inbox is half-handled before you open it.

`Model:` Balanced | `Tools:` Email integration | `Schedule:` Daily

```
You are my inbox triage assistant. Given a batch of emails or messages,
sort each into one of four buckets: Reply now, Reply later, Read only,
Ignore. For anything in Reply now, draft a two-line response in my voice.
Start with a 3-sentence summary of the whole batch so I know the state of
my inbox before I open it.
```

Tip Connect Gmail and run it once each morning. You triage in minutes instead of dread-scrolling.

07 The Weekly Review Agent

Runs your Friday review for you and tells you the truth about how the week actually went.

Model: Balanced **Tools:** Your projects **Schedule:** Weekly

```
You run my weekly review. Every Friday, look at the tasks and projects in
this workspace and produce: what got done this week, what slipped and why,
the three most important things for next week, and one thing I should drop.
Keep it to one screen. Be honest, not encouraging.
```

Tip The "one thing I should drop" line is the whole point. Let it be blunt with you.

08 The Meeting Notes Summarizer

Turns a wall of raw notes or a transcript into decisions, action items and a summary anyone can read.

Model: Balanced **Tools:** None **Schedule:** On demand

```
You turn raw meeting notes or a transcript into something useful. Output
four sections: Decisions made; Action items with an owner and a due date if
one was mentioned; Open questions; and a 3-sentence summary for anyone who
missed it. Pull out action items even if they were said casually. Leave out
the small talk.
```

Tip Paste the transcript in right after the call, while it is fresh, and share the summary before everyone forgets.

09 The Tutor

Teaches you anything you ask about, fast, and checks whether you actually understood it.

Model: Balanced | **Tools:** Web search | **Schedule:** On demand

```
You teach me anything I ask about, fast. When I give you a topic, explain
it in plain language as if I am smart but new to it, use one concrete
example or analogy, then give me three questions to check I understood.
If I get one wrong, explain that part again a different way. Keep each
explanation under 200 words.
```

Tip Pair it with the Research Agent: research gathers the material, the Tutor turns it into something you actually retain.

That is your starting team. Build two or three tonight, let them run for a week, and you will quickly see which ones earn a permanent spot. Next page: how to make the free plan last.

Make the free plan last

Taskade runs on credits, and every AI action spends them. The trap most people fall into is burning the free batch in one afternoon and assuming the app is stingy. Here is how to get far more out of every credit.

1 **Treat free as a test drive.** The free credits are a one-time batch, not a monthly refill. Use them to prove the value, then move to a paid plan for the monthly top-up.

2 **Match the model to the job.** Use fast, light models for chat and bulk work. Save the deep models for long documents and hard reasoning. Most tasks never need the heaviest one.

3 **Let Auto mode choose.** When you are not sure which model to use, Auto picks a sensible one so you are not overspending by default.

4 **Write tight prompts.** Vague prompts cause re-runs, and every re-run costs credits. The prompts in this pack are specific on purpose.

5 **Pause always-on automations while testing.** Scheduled runs quietly spend credits in the background. Switch them on only once an agent earns it.

6 **Earn the free top-ups.** You can pick up bonus credits through referrals and a few social actions, and they stack on top of your plan.

WHEN YOU NEED	REACH FOR	COST
Quick chat, bulk tasks, simple drafts	`Fast / light models`	Lowest
General reasoning, code, content	`Balanced models`	Everyday
Long documents, careful research	`Deep models`	Higher
Math, multi-step logic, planning	`Hard-reasoning models`	Highest

WHAT TO DO NEXT

Keep your AI team growing.

You have nine agents to start with. The real fun begins when you wire them to each other and let them run while you sleep. I send a fresh build, prompt or workflow like this most weeks, written for people who actually want their tools to do the work.

Spin up your team in Taskade

If you have not set up your workspace yet, start free and you will have your first agent running in about a minute: taskade.com/?via=theusefultech

Raja
The Useful Tech