AI Automation Prompt Pack

for Small Business

30 Copy-Paste Prompts to Save 10+ Hours Per Week

How to Use This Guide:

1. Copy the prompt exactly as written
2. Replace [BRACKETS] with your specific information
3. Paste into ChatGPT, Claude, or your preferred AI
4. Edit the output to match your voice

EMAIL AUTOMATION

1. Professional Email Response

```
I received this email from [CLIENT NAME]:
"[PASTE EMAIL HERE]"

Write a professional, friendly response that:
- Acknowledges their message
- Answers their question directly
- Offers next steps
- Keeps it under 150 words

My company is [COMPANY] and we [WHAT YOU DO].
```

2. Follow-Up Email Sequence

```
Create a 3-email follow-up sequence for [PURPOSE].
My business: [WHAT YOU DO]
Target recipient: [WHO THEY ARE]
Goal: [WHAT YOU WANT THEM TO DO]

Each email: under 100 words, clear subject line, CTA.
```

3. Cold Outreach Email

```
Write a cold email to [TARGET ROLE].
My value proposition: [WHAT YOU OFFER]
Requirements:
- Subject line that creates curiosity
- Opening about THEM, not me
- One specific benefit with proof
- Soft call-to-action
- Under 125 words total
```

4. Meeting Request Email

```
Write an email requesting a [LENGTH] meeting with [PERSON].
Purpose: [WHY YOU WANT TO MEET]
Context: [YOUR RELATIONSHIP]
Suggest 2-3 specific times.
```

5. Invoice Reminder

```
Write a friendly payment reminder for Invoice #[NUMBER].
Amount: $[AMOUNT]  Due: [DATE]  Days overdue: [NUMBER]
Client: [NAME]
Tone: Professional, not threatening.
```

6. Client Update Email

```
Write a project status update for [CLIENT].
Project: [NAME]
Completed: [LIST]  In progress: [LIST]  Next: [LIST]
Timeline: [ON TRACK / DELAYED BY X]
```

CONTENT CREATION

7. Weekly Social Media Posts

```
Create 5 social media posts for [PLATFORM].
My business: [WHAT YOU DO]
Target audience: [WHO YOU SERVE]
Voice: [PROFESSIONAL/CASUAL/BOLD]
Each post: hook first line, end with engagement.
```

8. Blog Post Outline

```
Create outline for: "[YOUR TITLE]"
Target keyword: [KEYWORD]
Audience: [WHO WILL READ THIS]
Word count: [NUMBER]
Include: intro hook, 5-7 sections, takeaways, CTA.
```

9. Product Description

```
Write description for my [PRODUCT/SERVICE]:
Name: [NAME]  Who it's for: [TARGET]
Main benefit: [OUTCOME]  Differentiator: [UNIQUE]
Benefits first, then features. Under 200 words.
```

10. Testimonial Request

```
Write email asking [CLIENT] for a testimonial.
Project: [WHAT YOU DID]  Results: [OUTCOMES]
Include 3-4 specific questions to make it easy.
```

11. Newsletter Issue

```
Write newsletter for my [INDUSTRY] audience.
Topic: [TOPIC]  Key insight: [MAIN POINT]
One actionable tip: [TIP]
Promoting: [PRODUCT/SERVICE/NOTHING]  Length: 300-400 words
```

12. Video Script Outline

```
Create script outline for [LENGTH] video about [TOPIC].
Platform: [YOUTUBE/TIKTOK/INSTAGRAM]
Viewer's problem: [WHAT THEY STRUGGLE WITH]
Structure: Hook (5 sec), Problem, Solution, CTA.
```

CUSTOMER SERVICE

13. FAQ Generator

```
Generate 10 FAQs for my [PRODUCT/SERVICE].
What I offer: [DESCRIPTION]  Price: [PRICE]
Common objections: [LIST]
Format: Q: and A: with answers under 50 words.
```

14. Complaint Response

```
Customer complaint: "[PASTE COMPLAINT]"
Write response that acknowledges frustration,
takes responsibility, offers solution, provides path forward.
My policies: [RELEVANT POLICIES]
```

15. Review Response (Positive)

```
Respond to positive review: "[PASTE REVIEW]"
Thank specifically, mention their review,
reinforce what we do well, invite back. Under 75 words.
```

16. Review Response (Negative)

```
Respond to negative review: "[PASTE REVIEW]"
Context: [WHAT ACTUALLY HAPPENED]
Don't be defensive, apologize, offer to make right,
show we care. Under 100 words.
```

17. Onboarding Welcome Message

```
Write welcome for new customers of [PRODUCT/SERVICE].
Include: welcome, what to expect, how to start,
where to get help, how to contact us.
Tone: [PROFESSIONAL/FRIENDLY/CASUAL]
```

18. Cancellation Win-Back

```
Customer wants to cancel. Write response that:
1. Acknowledges their decision respectfully
2. Asks ONE question about why
3. Offers ONE alternative if appropriate
4. Makes cancellation easy if they proceed
```

OPERATIONS

19. Standard Operating Procedure

```
Create SOP for [PROCESS NAME].
Description: [WHAT IS IT]  Who performs: [ROLE]
Frequency: [HOW OFTEN]  Tools: [SOFTWARE/EQUIPMENT]
Numbered steps with checkpoints and common mistakes.
```

20. Meeting Agenda

```
Create agenda for [LENGTH] meeting about [PURPOSE].
Attendees: [WHO]  Goals: [WHAT TO DECIDE]
Include time allocations, section leaders, action items.
```

21. Meeting Notes Summary

```
Summarize these notes: [PASTE RAW NOTES]
Format: Key decisions, Action items (who/what/when),
Open questions, Next meeting items. Under 300 words.
```

22. Job Posting

```
Write job posting for [POSITION].
Company: [NAME]  Type: [FULL/PART/CONTRACT]
Location: [REMOTE/ONSITE/HYBRID]
Responsibilities: [3-5 DUTIES]  Must-haves: [SKILLS]
Avoid cliches like "rockstar."
```

23. Process Improvement Analysis

```
Analyze this process: [DESCRIBE STEPS]
Current time: [DURATION]  Pain points: [PROBLEMS]
Suggest 3 improvements with expected time savings.
```

24. Weekly Report Template

```
Create weekly report template for [ROLE/DEPT].
Key metrics: [LIST THEM]
Sections: Wins, Metrics, Challenges, Priorities, Support needed.
```

SALES

25. Proposal Executive Summary

```
Write executive summary for proposal to [CLIENT].
Project: [WHAT THEY WANT]  Solution: [WHAT WE PROPOSE]
Investment: [PRICE]  Timeline: [DURATION]
One page. Lead with their problem, not our solution.
```

26. Quote Email

```
Write email sending quote to [CLIENT].
Service: [WHAT]  Price: [AMOUNT]
Included: [SCOPE]  Valid until: [DATE]
Explain value. Add clear next step.
```

27. Discovery Call Questions

```
Create 10 discovery questions for [PROSPECT TYPE].
Interested in: [OUR PRODUCT]
Typical problems: [PAIN POINTS]
Questions should uncover pain and timeline/budget/authority.
```

28. Objection Responses

```
Create responses for objections:
1. "Too expensive" 2. "Need to think about it"
3. "Using [COMPETITOR]" 4. "Not a good time"
Our product: [WHAT]  Price: [PRICE]
Each: acknowledge, clarify, redirect.
```

29. Case Study Outline

```
Create case study for [CLIENT].
Before: [SITUATION]  What we did: [SOLUTION]
Results: [OUTCOMES WITH NUMBERS]
Format: Challenge -> Solution -> Results -> Quote
```

30. Partnership Proposal

```
Write partnership pitch to [COMPANY/PERSON].
Who we are: [DESCRIPTION]  Idea: [WHAT YOU PROPOSE]
Why it benefits them: [THEIR UPSIDE]
Ask: [NEXT STEP]  Under 200 words.
```

BONUS: Getting Better Results

The Context Sandwich: Add context before AND after your request.
When AI Gets It Wrong: Iterate ('make it more casual'), give examples, be specific about what's wrong.
Save Your Winners: Your prompt library becomes more valuable over time.