

# 100 AI Prompts for Business & Productivity

Copy-paste prompts to 10x your workflow with ChatGPT, Claude & more

2026 Edition

## Marketing & Sales

### Prompt #1

Write a compelling product description for [product] targeting [audience]. Include benefits, features, and a clear CTA.

### Prompt #2

Create 10 email subject lines for a [type] campaign that maximize open rates. Use curiosity and urgency.

### Prompt #3

Generate a 30-day social media content calendar for a [industry] business. Include post ideas, captions, and hashtags.

### Prompt #4

Write a cold outreach email to [prospect type] that feels personal, not spammy. Keep it under 100 words.

### Prompt #5

Create a SWOT analysis for launching [product/service] in [market].

### Prompt #6

Write 5 variations of ad copy for [product] on Facebook/Instagram. Test different hooks and CTAs.

### Prompt #7

Generate a customer persona for [business type] including demographics, pain points, goals, and buying triggers.

### Prompt #8

Write a sales page outline for [product] using the PAS (Problem-Agitate-Solution) framework.

### Prompt #9

Create 20 Google Ads headlines (max 30 chars each) for [business/product].

### Prompt #10

Draft a partnership pitch email to [company type] proposing a [type of collaboration].

### Prompt #11

Write a press release announcing [event/launch/milestone] for [company name].

### Prompt #12

Create a competitive analysis comparing [your product] vs [competitor 1] and [competitor 2].

### Prompt #13

Generate 15 blog post titles optimized for SEO in the [niche] space.

### Prompt #14

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Write a referral program announcement email that incentivizes sharing.

### **Prompt #15**

Create an elevator pitch for [business] that can be delivered in 30 seconds.

# Business Strategy & Planning

## Prompt #1

Create a lean business plan outline for a [type] startup with \$[X] budget.

## Prompt #2

Analyze the pros and cons of [business decision]. Consider financial, operational, and strategic impacts.

## Prompt #3

Write OKRs (Objectives and Key Results) for Q[X] for a [size] [industry] company.

## Prompt #4

Create a risk assessment matrix for [project/initiative] with mitigation strategies.

## Prompt #5

Draft a 90-day action plan for a new [role] at a [company type].

## Prompt #6

Generate a pricing strategy analysis for [product/service] considering [market conditions].

## Prompt #7

Write a business case for investing in [technology/tool/initiative] including ROI projections.

## Prompt #8

Create a decision matrix to evaluate [option A] vs [option B] vs [option C] for [goal].

## Prompt #9

Draft quarterly board meeting talking points covering [metrics], [challenges], and [opportunities].

## Prompt #10

Outline a market entry strategy for [product] in [new market/country].

## Prompt #11

Create a customer retention strategy for a [type] business experiencing [X]% churn.

## Prompt #12

Write a vendor evaluation scorecard for selecting a [type of service] provider.

## Prompt #13

Generate a break-even analysis framework for [new product/service launch].

## Prompt #14

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Create a succession planning template for key roles in a [size] organization.

### Prompt #15

Draft a change management communication plan for [organizational change].

## Productivity & Operations

### Prompt #1

Create a standard operating procedure (SOP) template for [process].

### Prompt #2

Write a weekly team meeting agenda template that keeps meetings under 30 minutes.

### Prompt #3

Generate a project kickoff checklist for [type of project].

### Prompt #4

Create a decision-making framework for [recurring type of decision] using the RAPID model.

### Prompt #5

Write an automated email sequence (5 emails) for onboarding new [customers/employees].

### Prompt #6

Design a KPI dashboard layout for tracking [department] performance.

### Prompt #7

Create a time-blocking schedule template for a [role] optimized for deep work.

### Prompt #8

Write a delegation framework for managers who struggle to let go of tasks.

### Prompt #9

Generate a process improvement plan for [workflow] using lean methodology.

### Prompt #10

Create an incident response template for [type of issue] in [context].

### Prompt #11

Draft a knowledge base article template for [internal/customer-facing] documentation.

### Prompt #12

Write a project post-mortem template that captures lessons learned without blame.

### Prompt #13

Create a prioritization matrix for a backlog of [X] tasks using ICE scoring.

### Prompt #14

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Generate a remote work policy covering communication norms, availability, and tools.

### **Prompt #15**

Design a sprint planning template for a [size] team working on [type of project].

## Writing & Communication

### Prompt #1

Rewrite this paragraph to be more concise and impactful: [paste text].

### Prompt #2

Write a professional but warm out-of-office auto-reply for [duration/reason].

### Prompt #3

Create a template for delivering constructive feedback using the SBI (Situation-Behavior-Impact) model.

### Prompt #4

Write a company-wide announcement about [change/news] that's transparent and reassuring.

### Prompt #5

Draft a LinkedIn post about [topic/achievement] that drives engagement without being cringe.

### Prompt #6

Rewrite this technical explanation for a non-technical audience: [paste text].

### Prompt #7

Create a crisis communication template for [type of crisis] addressing [stakeholders].

### Prompt #8

Write a thank-you note to [person/team] for [specific contribution] that feels genuine.

### Prompt #9

Draft a negotiation email for [situation] that's firm but maintains the relationship.

### Prompt #10

Create 5 different ways to say 'no' professionally to [type of request].

### Prompt #11

Write a project status update email that highlights progress, blockers, and next steps clearly.

### Prompt #12

Draft a meeting recap email template that captures decisions, action items, and owners.

### Prompt #13

Create a FAQ document for [product/service/policy] with 10 common questions and answers.

### Prompt #14

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Write a testimonial request email that makes it easy for customers to respond.

### **Prompt #15**

Draft a year-end review self-assessment covering [achievements], [growth areas], and [goals].

## Finance & Analysis

### Prompt #1

Create a monthly expense tracking template categorized by [categories relevant to business].

### Prompt #2

Write a financial summary of [data/period] highlighting key trends and anomalies.

### Prompt #3

Generate a cash flow projection template for a [type] business for the next 6 months.

### Prompt #4

Create an invoice template with professional formatting for [type of service].

### Prompt #5

Write a budget proposal for [project/department] including justifications for each line item.

### Prompt #6

Analyze this data and identify the top 3 insights: [paste data or describe dataset].

### Prompt #7

Create a unit economics breakdown for [product/service] including CAC, LTV, and margins.

### Prompt #8

Write a cost-benefit analysis for [proposed investment/change].

### Prompt #9

Generate a financial health checklist for a [stage] startup.

### Prompt #10

Create a revenue forecasting model outline based on [available data points].

## AI & Automation

### Prompt #1

Create a prompt template library for [department] to standardize AI usage across the team.

### Prompt #2

Write a guide for non-technical team members on how to use AI for [specific task].

### Prompt #3

Design an AI-assisted workflow for [process] that reduces manual work by [X] %.

### Prompt #4

Create a prompt chain (multi-step) for generating a complete [deliverable] from scratch.

### Prompt #5

Write evaluation criteria for comparing AI tool options for [use case].

### Prompt #6

Generate a list of 10 tasks in [department] that could be automated with AI today.

### Prompt #7

Create a responsible AI usage policy for [company/team] covering quality, privacy, and attribution.

### Prompt #8

Design a human-in-the-loop workflow for AI-generated [content type] review and approval.

### Prompt #9

Write a training outline for upskilling [team] on AI prompt engineering basics.

### Prompt #10

Create an AI ROI calculator framework for measuring time/cost savings from AI adoption.

## BONUS: Prompt Engineering Tips

1. Be Specific - The more context you give, the better the output. Include audience, tone, format, and length.
2. Use Roles - Start with 'Act as a [expert type]' to get domain-specific responses.
3. Iterate - Don't accept the first output. Ask AI to refine, expand, or try a different angle.
4. Chain Prompts - Break complex tasks into steps. Use the output of one prompt as input for the next.
5. Set Constraints - 'Keep it under 200 words' or 'Use bullet points only' dramatically improves output.
6. Provide Examples - Show the AI what good output looks like and ask it to match that format.
7. Ask for Multiple Options - Request '5 variations' to get a range you can pick from.
8. Use Temperature - For creative tasks, ask for creative/unconventional approaches. For factual tasks, ask for precise/accurate responses.