

PROMPT PLAYBOOKS

Steal These 7 Prompts

The AI Starter Kit for Busy Business Owners

A free taste of the Prompt Playbooks library.

How to use this guide

These 7 prompts work in any business, on any AI tool. Fill in the [BRACKETS], paste them in, and watch hours of busywork disappear. They all run on the same six levers — master these and every prompt you ever write gets better.

- **Role** — tell the AI who to be ("a real estate copywriter who knows what sells").
- **Task & limits** — exact length, audience, tone, what to include or avoid.
- **Example** — paste a sample of what "good" looks like and say "match this." Highest-leverage move.
- **Format** — table, numbered list, "ready to paste into the listing field."
- **Think first** — for anything with reasoning, add "think step by step before the final answer."
- **Iterate** — don't restart; say "good, but make it shorter and cut paragraph 3."

Two power moves used throughout this guide

- **"Ask me questions first"** — makes the AI pull details out of you instead of guessing.
- **Save your winners** — when an output nails it, paste it back into the template as the new example. Every guide gets sharper the more you use it.

How to get great results every time

Most people get mediocre AI output because they type a wish instead of a brief. The fix is to load your prompt with what you'd tell a contractor you hired. The six levers above do almost all the work — and the 7 prompts below already have them built in.

This Starter Kit is a sampler. Inside the full Prompt Playbooks library, there's a complete guide built for your exact business — with 10 ready-to-use templates, a workflow, and a quick-start. See the last page for the full list.

- Each prompt is plug-and-play — just add your details.
- They work whether you use Claude, ChatGPT, or any AI assistant.
- Save the ones that work; they get sharper the more you use them.

The prompt templates

Fill in the [BRACKETS], paste into your AI tool, then edit the output instead of starting over.

The 7 prompts every business owner should steal

1. Make AI ask the right questions

Use it when: Before any big task.

Before you help me with [TASK], ask me the 5 questions you need answered to do it really well. Then wait for my answers.

2. One idea into a week of content

Use it when: Filling your feed fast.

Take this idea: [YOUR IDEA/TIP]. Turn it into a social post, 3 short hooks, an email, and a short video script. Keep my voice – here's how I write: [PASTE 3-4 SENTENCES YOU WROTE].

3. Write (or fix) anything in your voice

Use it when: Emails, posts, replies.

Write a [EMAIL / POST / REPLY] that [GOAL]. Audience: [WHO]. Tone: [DESCRIBE]. Match this sample of my writing: [PASTE]. Keep it tight.

4. Plain-English to spreadsheet formula

Use it when: Stop fighting Excel.

I'm using [Excel / Google Sheets]. Write the formula that does this: [DESCRIBE IN PLAIN ENGLISH]. My columns: [LIST]. Give me the exact formula and one line on how it works.

5. Handle a customer message

Use it when: Fast, professional replies.

A customer wrote: "[PASTE]". Write a friendly, professional reply that [answers / resolves / moves to next step]. Give me 2 versions.

6. Brainstorm 20 ideas in seconds

Use it when: Beating the blank page.

Think step by step, then give me 20 ideas for [WHAT – content, products, offers, names] for [AUDIENCE]. Avoid the obvious; mix safe and bold. One line each on why it works.

7. Turn one thing into many

Use it when: More mileage per effort.

Turn this [ARTICLE / POST / NOTE] into: a social caption, an email, a short post, and 5 hashtags. Keep the core message, fit each format.
[PASTE]

The one habit that beats every prompt

Do this and your results compound:

1. Describe the result, not the task

Tell the AI exactly what 'done' looks like — length, tone, format, audience.

2. Always give an example

Paste a sample of what good looks like and say 'match this.' It's the single highest-leverage move.

3. Iterate, don't restart

Say 'good, but shorter and cut paragraph 3' instead of rewriting your whole prompt.

4. Bank your winners

When an output nails it, save the prompt. Reuse beats reinventing every time.

Quick-start checklist

- Try prompt #1 on the next task you're stuck on.
- Save the prompts that work in a notes file.
- Find the full Prompt Playbook built for YOUR business (next page).
- Put one prompt to work today — pick the easiest win.

The one habit that beats every template

This is just a taste. There's a complete Prompt Playbook built for YOUR exact business — Real Estate, E-commerce, Coaching, Restaurants, POD & Etsy, Travel, Spreadsheets, and 15 more — each with 10 plug-and-play templates, a workflow, and a quick-start. Grab yours at [YOUR STORE LINK].