

THE AI BUSINESS SHORTCUT

50 Done-For-You AI Prompts — Full Content

(Copiar este texto para o Canva)

CHAPTER 2: THE 50 MASTER PROMPTS

How to use: Copy the prompt exactly as written, paste into ChatGPT, Claude, or Gemini. Replace anything inside [BRACKETS] with your specific information.

CATEGORY 1: MARKETING & COPYWRITING (Prompts 1-10)

PROMPT 1 — High-Converting Facebook/Instagram Ad

Write a Facebook and Instagram ad for [PRODUCT/SERVICE NAME].
The target audience is [DESCRIBE YOUR AUDIENCE: e.g., female entrepreneurs aged 30-45].
The main benefit is [MAIN BENEFIT].
The price is [PRICE].
Use a hook that creates curiosity in the first line, build desire in the body, and end with a clear call-to-action.
Keep it under 150 words. Write 3 different versions.

PROMPT 2 — Landing Page Headline Generator

I need 10 powerful headline options for a landing page selling [PRODUCT/SERVICE].
The target customer is [DESCRIBE CUSTOMER] who struggles with [MAIN PAIN POINT].
The product helps them achieve [DESIRED OUTCOME] in [TIMEFRAME].
Mix these headline formulas: How-To, Number-based, Question, Benefit-driven, and Fear-of-loss.
Make each headline under 12 words.

PROMPT 3 — Product Description Writer

Write a compelling product description for [PRODUCT NAME].
It is a [TYPE OF PRODUCT] priced at [PRICE].
Key features: [LIST 3-5 FEATURES].
Main benefit: [WHAT TRANSFORMATION/RESULT DOES IT DELIVER].
Audience: [WHO IS IT FOR].
Use bullet points for features and end with an urgency-based call to action.
Tone: professional but conversational.

PROMPT 4 — VSL Script (Video Sales Letter) Outline

Create a 5-minute Video Sales Letter script outline for [PRODUCT/SERVICE].
The audience is [TARGET AUDIENCE] who has the problem of [CORE PROBLEM].
Structure: Hook (0-30 sec), Problem Agitation (30-90 sec), Solution Introduction (90-120 sec),
Benefits and Features (120-240 sec), Offer and Price Reveal (240-270 sec),
Guarantee (270-285 sec), Call to Action (285-300 sec).
Write the full script for each section.

PROMPT 5 — Testimonial Request & Format

Write a testimonial request message I can send to happy customers asking for a review.
Keep it short, friendly, and not pushy.
Also provide a fill-in-the-blank testimonial template they can use so it requires minimal effort from them.
The product/service is [PRODUCT/SERVICE NAME].
Include specific questions that prompt them to mention results they got.

PROMPT 6 — Google Search Ad Copy

Write 5 Google Search Ads for [PRODUCT/SERVICE].
Each ad needs: 3 headlines (max 30 characters each) and 2 descriptions (max 90 characters each).
Keywords to include: [LIST YOUR MAIN KEYWORDS].
Unique selling proposition: [WHAT MAKES YOU DIFFERENT].
Goal: maximize clicks from people searching for [SEARCH INTENT].
Follow Google Ads best practices and policies.

PROMPT 7 — About Page / Brand Story

Write an "About Us" page for my business called [BUSINESS NAME].
We [WHAT YOU DO] for [WHO YOU SERVE].
Our origin story: [BRIEFLY HOW/WHY THE BUSINESS STARTED].
Our mission: [1 SENTENCE MISSION].
Our values: [2-3 VALUES].
Tone: [PROFESSIONAL/FRIENDLY/AUTHORITATIVE].
End with a call to action inviting visitors to [DESIRED ACTION].
Keep it under 300 words.

PROMPT 8 — Offer Stack Builder

I sell [MAIN PRODUCT] at [PRICE].
Help me build an irresistible offer stack by suggesting:
1. One main product enhancement or upgrade
2. Three logical bonus items that increase perceived value
3. One risk-reversal guarantee
4. One urgency or scarcity element (real, not fake)
5. A before/after transformation statement
Make each bonus feel like it's worth more than the main product price.

PROMPT 9 — Comparison Page Copy

Write a comparison page that positions [MY PRODUCT/SERVICE] against generic alternatives.
My product: [DESCRIBE YOUR PRODUCT].
Main competitors or alternative solutions: [LIST 2-3 ALTERNATIVES OR "doing it manually"].
Create a comparison table showing advantages in: price, time to results, ease of use, support, and outcome.
End with a conclusion paragraph that makes choosing my product the obvious decision.
Tone: factual and confident, not aggressive.

PROMPT 10 — Pricing Page Copy

Write the copy for my pricing page.
I offer [1 or 2 or 3 plans/tiers].
Plan details: [DESCRIBE EACH PLAN WITH NAME, PRICE, AND WHAT'S INCLUDED].
Target audience: [WHO IS BUYING].
Highlight the most popular plan visually.
Add a FAQ section with 5 common pricing objections and answers.
End with a strong guarantee statement.
Tone: clear, confident, conversion-focused.

CATEGORY 2: EMAIL MARKETING (Prompts 11-20)

PROMPT 11 — Welcome Email Sequence (5 emails)

Write a 5-email welcome sequence for new subscribers who opted in to receive [LEAD MAGNET NAME].
My business: [BUSINESS NAME] – we help [TARGET AUDIENCE] achieve [DESIRED OUTCOME].
Email 1 (Day 0): Deliver the lead magnet + set expectations
Email 2 (Day 2): Quick win tip related to [TOPIC]
Email 3 (Day 4): My story + why I'm credible on this topic
Email 4 (Day 6): Address the #1 objection about [YOUR OFFER]
Email 5 (Day 8): Soft pitch for [PRODUCT/SERVICE NAME] at [PRICE]
Each email: subject line + preview text + body (200-300 words). Tone: [FRIENDLY/PROFESSIONAL].

PROMPT 12 — Abandoned Cart / Follow-Up Email

Write 3 follow-up emails for someone who visited my checkout page but did not complete the purchase of [PRODUCT NAME] at [PRICE].
Email 1 (1 hour later): Reminder – friendly, no pressure
Email 2 (24 hours later): Address 2-3 common objections + reinforce value
Email 3 (48 hours later): Last chance + add a small bonus or limited-time incentive
Each email: subject line + preview text + body under 200 words.
Include a clear "Buy Now" call-to-action button text.

PROMPT 13 — Re-engagement Email (Inactive Subscribers)

Write a re-engagement email sequence for subscribers who haven't opened my emails in 60+ days.
My newsletter is about [TOPIC].
Write 3 emails:
Email 1: "Are you still there?" – casual, use humor if appropriate
Email 2: "Here's what you missed" – share 3 valuable quick tips
Email 3: "Last email before I remove you" – honest, create urgency, offer to unsubscribe cleanly
Each email needs: subject line + preview text + body (under 150 words).
Tone: conversational and human.

PROMPT 14 — Promotional Broadcast Email

Write a promotional email announcing a [SALE/LAUNCH/SPECIAL OFFER] for [PRODUCT/SERVICE NAME].
 Offer details: [DESCRIBE THE DEAL – price, discount, what's included, deadline].
 Target audience: [WHO IS RECEIVING THIS].
 Use this structure: attention-grabbing subject line, open with a story or bold statement,
 present the offer clearly, list 3 key benefits, add urgency (deadline: [DATE]),
 end with CTA. Keep body under 300 words.

PROMPT 15 — Post-Purchase Email (Onboarding)

Write a post-purchase email sequence for customers who just bought [PRODUCT NAME].
 3 emails:
 Email 1 (Immediate): Confirmation + how to access + what to expect
 Email 2 (Day 3): Check-in – "How's it going?" + tip for best results
 Email 3 (Day 7): Ask for feedback/testimonial + introduce [NEXT PRODUCT/UPSELL]
 Each email: subject line + preview text + body (150-250 words).
 Tone: warm, supportive, celebratory. Make the customer feel like they made a great decision.

PROMPT 16 — Cold Outreach Email (B2B)

Write a cold outreach email to [JOB TITLE: e.g., Marketing Manager, CEO] at [TYPE OF COMPANY].
 My offer: [WHAT YOU OFFER AND THE RESULT IT DELIVERS].
 Keep it under 100 words. No fluff.
 Structure: 1 sentence about why I'm reaching out, 1 sentence on the problem I solve,
 1 sentence on how I solve it, 1 question to start a conversation.
 Write 3 variations: one formal, one conversational, one bold.
 Do NOT use: "I hope this email finds you well," generic compliments, or long paragraphs.

PROMPT 17 — Newsletter Template (Monthly)

Create a monthly newsletter template for my business [BUSINESS NAME].
 Topic: [YOUR NICHE/INDUSTRY].
 Structure:
 1. Intro – 2 sentences personal update (keep it human)
 2. Main Article – 1 actionable tip or insight (300 words max)
 3. Quick Links – 3 recommended resources (tools, articles, or products)
 4. Client Spotlight or Case Study – 100 words
 5. CTA – 1 clear action for the reader to take
 6. Sign-off – casual and personal
 Total length: under 600 words. Tone: [PROFESSIONAL/CONVERSATIONAL].

PROMPT 18 — Objection-Handling Email

Write an email that addresses the top 3 objections people have before buying [PRODUCT/SERVICE NAME] at [PRICE].
 The 3 objections are: [OBJECTION 1], [OBJECTION 2], [OBJECTION 3].
 For each objection: acknowledge it, reframe it, provide social proof or logic to overcome it.
 End with a strong CTA and guarantee reminder.
 Subject line should trigger curiosity without being clickbait.
 Keep it under 350 words.

PROMPT 19 — Flash Sale Countdown Email

Write a 3-email flash sale sequence for a 48-hour sale on [PRODUCT NAME].
 Sale price: [SALE PRICE] (regular [REGULAR PRICE]).
 Email 1 (Sale opens): "Doors open – [X]% off for 48 hours only"
 Email 2 (24 hours in): "Only 24 hours left – here's what people are saying"
 Email 3 (2 hours before close): "Last chance – sale ends at midnight"
 Each email: subject line + preview text + body (under 200 words) + clear CTA.
 Escalate urgency naturally from email 1 to 3.

PROMPT 20 — Referral / Affiliate Invitation Email

Write an email inviting happy customers to refer friends or join my affiliate program.
 My product: [PRODUCT NAME] at [PRICE].
 Referral offer: [DESCRIBE INCENTIVE – e.g., 30% commission, \$10 credit, free bonus].
 Keep it under 200 words.
 Tone: excited, grateful, as if you're letting them in on an exclusive opportunity.
 Include: why they should share, exactly how it works, where to sign up, and what they earn.

CATEGORY 3: SOCIAL MEDIA (Prompts 21-30)

PROMPT 21 — 30-Day LinkedIn Content Calendar

Create a 30-day LinkedIn content calendar for a [JOB TITLE/BUSINESS TYPE] in the [INDUSTRY] space.
 Mix content types: educational posts, personal stories, controversial opinions, case studies, listicles, and engagement questions.
 For each post include: the topic, the hook (first line), and content format (short post/carousel/poll).
 Group by week with a clear theme per week.
 Audience: [TARGET AUDIENCE]. Goal: [GROW FOLLOWING / GENERATE LEADS / BUILD AUTHORITY].

PROMPT 22 — LinkedIn Post (Authority / Thought Leadership)

Write a LinkedIn post positioning me as an authority on [TOPIC].
My background: [BRIEFLY YOUR EXPERIENCE OR RESULT].
The post should share [INSIGHT OR LESSON LEARNED].
Structure: 1-line hook that stops scrolling, 3-5 short paragraphs of value, 1 takeaway, 1 engagement question at the end.
Under 300 words. No emojis. No hashtag spam (max 3 relevant hashtags).
Tone: confident, direct, slightly contrarian.

PROMPT 23 — Instagram Caption Pack (10 captions)

Write 10 Instagram captions for a [BUSINESS TYPE/NICHE] account.
Mix types: 3 educational, 2 motivational, 2 behind-the-scenes, 2 promotional, 1 funny/relatable.
For each caption: hook (first line), body (2-4 sentences), call to action, 5 relevant hashtags.
Brand voice: [DESCRIBE TONE – e.g., professional, casual, empowering].
Target audience: [DESCRIBE AUDIENCE].
Product/service being promoted (for promo captions): [PRODUCT/SERVICE].

PROMPT 24 — Twitter/X Thread

Write a Twitter/X thread on [TOPIC] that will go viral in the [INDUSTRY/NICHE] community.
Thread structure:
Tweet 1: Bold hook or controversial statement (under 280 chars)
Tweets 2-8: One key point each with a specific example or data point
Tweet 9: Summary and takeaway
Tweet 10: CTA – follow, share, or link to [RESOURCE/PRODUCT]
Keep each tweet under 250 characters. Use line breaks for readability.
No filler words. Start every tweet with a strong word, not "I" or "The".

PROMPT 25 — Carousel Post Script (LinkedIn or Instagram)

Write a [10]-slide carousel post for [LINKEDIN/INSTAGRAM] about [TOPIC].
Audience: [TARGET AUDIENCE].
For each slide include: Slide title + 2-3 bullet points of content (under 50 words per slide).
Slide 1: Hook slide – bold statement or surprising fact
Slides 2-9: One key point each
Slide 10: Summary + strong CTA (follow, save, DM, or link)
Visual suggestion for each slide: describe what image or icon to use.

PROMPT 26 — YouTube Video Title & Description Pack

I'm creating a YouTube video about [VIDEO TOPIC].
Write:
1. 10 YouTube title options (include numbers and power words, under 60 characters)
2. A video description (under 300 words) with: intro hook, what viewers will learn (3 bullets),
CTA to subscribe + link, 5 relevant SEO tags
3. 5 chapter timestamps I should include in the video
Audience: [WHO WATCHES THIS]. SEO keywords to include: [LIST 3-5 KEYWORDS].

PROMPT 27 — Facebook Group Post Pack

Write 7 Facebook group posts for a [TYPE OF GROUP] community.
Mix: 2 educational posts, 1 poll question, 1 win/result to celebrate,
1 weekly challenge, 1 hot take/debate starter, 1 promotional post for [PRODUCT/SERVICE].
For each post: topic, full copy (under 200 words), and suggested post format (text/image/poll).
Tone: [COMMUNITY TONE – e.g., supportive, professional, energetic].

PROMPT 28 — Social Media Bio Optimizer

Rewrite my social media bio for [PLATFORM: LinkedIn/Instagram/Twitter/Facebook].
Current bio: [PASTE YOUR CURRENT BIO].
My business: [WHAT YOU DO].
Target audience: [WHO YOU SERVE].
Desired action from profile visitors: [WHAT YOU WANT THEM TO DO – follow, DM, click link].
Include: who I help, what result I deliver, credibility hook, and CTA.
Keep it under [150 for Instagram / 220 for LinkedIn / 160 for Twitter] characters.

PROMPT 29 — Story / Short-Form Video Script

Write a 60-second script for an Instagram Reel, TikTok, or YouTube Short about [TOPIC].
Structure:
0-5 sec: Hook – say or show something that stops scrolling
5-15 sec: Problem – what pain does the audience have
15-45 sec: Solution – deliver the value fast (tips, steps, or reveal)
45-55 sec: Result – what happens when they apply this
55-60 sec: CTA – follow for more / comment / click link
Keep language simple and fast-paced. No filler words.
Tone: [ENERGETIC/CALM/EDUCATIONAL].

PROMPT 30 — Viral “List Post” for Any Platform

Write a viral-style list post for [PLATFORM] about [TOPIC].
 Format: "[NUMBER] things [AUDIENCE] wish they knew about [TOPIC]" or
 "[NUMBER] [TOPIC] mistakes that are costing you [RESULT]".
 Create a post with [7-10] items. Each item: bold title + 1-2 sentences of explanation.
 Start with the most surprising or counterintuitive item.
 End with an engagement prompt. Under 400 words total.
 Include formatting (line breaks, emojis if appropriate for [PLATFORM]).

CATEGORY 4: CUSTOMER SERVICE (Prompts 31-40)

PROMPT 31 — FAQ Page Generator

Create a comprehensive FAQ page for my business.
 Business: [BUSINESS NAME] – we sell [PRODUCT/SERVICE] to [TARGET AUDIENCE] at [PRICE].
 Write 15 frequently asked questions and answers covering:
 - Product/service details (5 questions)
 - Pricing, payment, and refunds (4 questions)
 - Delivery/access/timeline (3 questions)
 - Support and guarantees (3 questions)
 Keep answers concise (under 80 words each). Tone: friendly and reassuring.

PROMPT 32 — Complaint / Refund Request Response

Write 3 different email templates for responding to:
 Template A: An angry customer demanding a refund
 Template B: A customer who says the product "didn't work" for them
 Template C: A customer who is confused about how to use the product
 For each: acknowledge their frustration, validate their experience, offer a solution (refund, replacement, or support call), and close positively.
 Tone: calm, empathetic, professional. Keep each under 200 words.

PROMPT 33 — Customer Onboarding Guide

Write a customer onboarding guide for new users of [PRODUCT/SERVICE NAME].

Include:

1. Welcome message (2 sentences – warm and motivating)
2. "Getting started in 3 steps" section (very simple, actionable)
3. Top 3 mistakes to avoid
4. Where to get help (support options)
5. What success looks like in the first 30 days
6. Closing encouragement

Tone: clear, supportive, beginner-friendly. Format: numbered steps + short paragraphs. Under 400 words.

PROMPT 34 — Review / Testimonial Request (Post-Purchase)

Write a post-purchase review request sequence.

Product: [PRODUCT NAME].

Create 3 messages:

Message 1 (email, Day 7): Ask how they're doing + soft request for review

Message 2 (email, Day 14): Share a success tip + direct link to leave review on [PLATFORM]

Message 3 (follow-up, Day 21): Final friendly ask with a small incentive [e.g., bonus content]

Each message: under 150 words, casual tone, no pressure. Include subject lines for emails.

PROMPT 35 — Live Chat Response Templates (10 templates)

Write 10 live chat response templates for a [TYPE OF BUSINESS].

Cover these scenarios:

1. First greeting when customer opens chat
2. "How much does it cost?" question
3. "Do you offer a free trial?" question
4. "How long does delivery/access take?" question
5. "Is this right for me?" question
6. "I have a technical problem" response
7. "I want a refund" response
8. Escalating to a human agent
9. Conversation closing when issue is resolved
10. Follow-up after conversation ends

Keep each template under 50 words. Tone: [PROFESSIONAL/FRIENDLY].

PROMPT 36 — Cancellation Retention Script

Write a retention script for when a customer tries to cancel their subscription to [SERVICE NAME].
 The subscription costs [PRICE/month].
 Create:

1. An email asking why they're cancelling (with 4 clickable reason options)
2. A "save" email for each reason: too expensive / not using it / found alternative / technical issues
3. A final "sad to see you go" email if they still cancel (leave on good terms)

Each email: under 200 words. Tone: understanding, never guilt-tripping.

PROMPT 37 — Partnership / Collaboration Outreach

Write an outreach email to propose a [PARTNERSHIP/AFFILIATE/JV] to [POTENTIAL PARTNER TYPE].
 My business: [BUSINESS NAME] – we do [WHAT YOU DO] for [AUDIENCE].
 Their business: [PARTNER'S TYPE OF BUSINESS].
 The partnership idea: [DESCRIBE THE DEAL – affiliate commission, co-webinar, bundle, etc.].
 How they benefit: [LIST 2-3 SPECIFIC BENEFITS FOR THEM].
 Keep under 150 words. End with one easy yes/no question to start the conversation.
 Tone: confident but respectful, peer-to-peer.

PROMPT 38 — Upsell / Cross-Sell Script

Write an upsell script for customers who just purchased [MAIN PRODUCT] at [PRICE].
 The upsell offer is [UPSELL PRODUCT/SERVICE] at [UPSELL PRICE].
 Create:

1. A one-time-offer (OTO) page headline and copy (under 200 words)
2. A follow-up email (sent Day 3) reintroducing the upsell
3. A final "last chance" email (sent Day 7) with added urgency

Justify the upsell by showing how it makes the main purchase more valuable/faster/easier.

PROMPT 39 — Support Knowledge Base Articles (5 articles)

Write 5 short knowledge base articles for [PRODUCT/SERVICE NAME].
 Topics:

1. How to get started with [PRODUCT NAME] (step-by-step)
2. How to [MOST COMMON TASK USERS NEED TO DO]
3. Troubleshooting: what to do if [MOST COMMON ISSUE]
4. How to update your account / billing information
5. How to contact support and what to expect

Each article: title + intro sentence + numbered steps + closing tip. Under 200 words each.

PROMPT 40 — Client Proposal Template

Write a professional client proposal for [SERVICE YOU OFFER].
 Client type: [TYPE OF CLIENT/COMPANY].
 Structure:

1. Executive Summary (2 paragraphs: their problem + your solution)
2. Scope of Work (bullet list of what's included)
3. Timeline (week-by-week for [PROJECT DURATION])
4. Investment (pricing table with 2-3 tiers)
5. Why [YOUR BUSINESS NAME] (3 differentiators)
6. Next Steps (clear CTA – sign by [DATE])

Tone: [PROFESSIONAL]. Keep each section concise – total under 500 words.

CATEGORY 5: OPERATIONS & ADMIN (Prompts 41-50)

PROMPT 41 — Standard Operating Procedure (SOP)

Write a Standard Operating Procedure (SOP) for [SPECIFIC TASK OR PROCESS].
 This SOP will be used by [WHO USES IT – e.g., new employees, contractors, virtual assistants].
 Include:

- Purpose (1 sentence)
- When to use this SOP
- Tools/resources needed
- Step-by-step process (numbered, max 15 steps)
- Quality check at the end
- What to do if something goes wrong

Format it as a clean, scannable document. Tone: clear, direct, no jargon.

PROMPT 42 — Job Description Writer

Write a job description for a [JOB TITLE] position at [COMPANY NAME/TYPE].
 Role type: [FULL-TIME / PART-TIME / FREELANCE / REMOTE].
 Key responsibilities: [LIST 4-6 MAIN TASKS].
 Required skills: [LIST 3-5 SKILLS].
 Nice-to-have skills: [LIST 2-3 OPTIONAL SKILLS].
 Compensation: [SALARY RANGE or "competitive"].
 Include: company intro (2 sentences), role overview, responsibilities, requirements, and how to apply.
 Tone: professional but human – make it sound like a great place to work.

PROMPT 43 — Meeting Summary & Action Items

Turn the following meeting notes into a clean meeting summary with action items.
 Meeting notes: [PASTE YOUR RAW NOTES HERE].
 Format the output as:

1. Meeting Title + Date + Attendees
2. Key Decisions Made (bullet list)
3. Action Items table: Task | Owner | Deadline
4. Open Questions / Parking Lot
5. Next Meeting: Date + Agenda items

Keep the language professional and concise. Remove all filler and redundant information.

PROMPT 44 — Business Plan Section Writer

Write the [SECTION NAME: e.g., Executive Summary / Market Analysis / Marketing Strategy]
 section of a business plan for [BUSINESS NAME].
 Business type: [DESCRIBE THE BUSINESS].
 Target market: [DESCRIBE YOUR MARKET].
 Key product/service: [WHAT YOU SELL].
 Unique value proposition: [WHAT MAKES YOU DIFFERENT].
 [ADD ANY SPECIFIC DATA POINTS, NUMBERS, OR FACTS TO INCLUDE].
 Keep it under 400 words. Use professional, investor-grade language.
 Include subheadings for readability.

PROMPT 45 — Invoice & Payment Follow-Up Emails

Write 3 payment follow-up email templates for overdue invoices.
 Email 1 (1 day after due date): Friendly reminder – assume it was forgotten
 Email 2 (7 days overdue): Polite but firm – reference the invoice number + due date
 Email 3 (14 days overdue): Final notice – mention late fees or next steps
 For each: subject line + body under 150 words.
 Tone: professional, never aggressive. Fill in: Invoice #[NUMBER], Amount: [\$AMOUNT],
 Due date: [DATE].

PROMPT 46 — Performance Review Template

Write a 360-degree performance review template for [JOB TITLE].
 Include sections for:

1. Self-assessment (5 open questions)
2. Manager assessment (rating scale 1-5 + comments for 6 competencies)
3. Peer feedback (3 open questions)
4. Goal achievement review (table: Goal | Target | Actual | Score)
5. Development goals for next quarter (3 slots)
6. Overall rating and summary

Competencies to assess: [LIST YOUR COMPANY COMPETENCIES or use: Communication, Results, Teamwork, Initiative, Technical Skills, Leadership].

PROMPT 47 — Project Kickoff Agenda

Write a project kickoff meeting agenda for [PROJECT NAME].
Duration: [60/90] minutes. Attendees: [LIST ROLES].
Include agenda items for:

- Introductions and roles (5 min)
- Project overview and goals
- Scope review: what's in and what's out
- Timeline and milestones
- Communication plan: tools, meeting cadence, escalation path
- Risks and open questions
- Next steps and action items
- Q&A

For each agenda item: time allocation + who leads + key outcome expected.

PROMPT 48 — Business Email Templates Pack

Write 5 professional business email templates for:

1. Scheduling a meeting (request to a new contact)
2. Following up after no reply (3rd attempt)
3. Requesting an extension on a deadline
4. Saying no to a request professionally
5. Announcing a price increase to existing clients

Each template: subject line + body under 150 words.
Tone: professional, direct, respectful. Leave [BRACKETS] for variable information.

PROMPT 49 — Press Release Writer

Write a press release announcing [NEWS: e.g., product launch, company milestone, partnership, award].
Company: [COMPANY NAME].
The announcement: [WHAT IS BEING ANNOUNCED – include key details, numbers, dates].
Why it matters: [IMPACT FOR CUSTOMERS OR INDUSTRY].
Quote from [CEO/FOUNDER NAME, TITLE]: [KEY MESSAGE TO QUOTE – or ask AI to generate one].
Include: headline, dateline, 3 paragraphs of body, boilerplate (about the company), media contact details. Follow AP Style. Under 400 words.

PROMPT 50 — Weekly Business Report Template

Create a weekly business performance report template for [BUSINESS TYPE].
Metrics to track: [LIST YOUR KEY METRICS – e.g., revenue, leads, conversions, ad spend, ROAS, churn].
Include sections:

1. Week at a glance (3 bullet highlights)
2. KPI Scorecard (table: Metric | Target | Actual | Trend)
3. Top 3 wins this week
4. Top 3 challenges / blockers
5. Actions taken vs. planned
6. Focus for next week (top 3 priorities)
7. Notes and observations

Format: clean table-based report, suitable for sharing with a team or investor.
Make it fill-in-the-blank with [BRACKETS] for all variable data.

END OF 50 PROMPTS

QUICK REFERENCE INDEX

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