THE AI BUSINESS SHORTCUT

2026 OFFICIAL CRAFT EDITION

The 50 Master Prompts & *Workflows*

A complete battle-tested operating system to automate your marketing, sales, content and operations in 10 minutes a day.

10	50	100%
CORE DEPARTMENTS	MASTER PROMPTS	FREE TOOLS COMPATIBLE

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Less Prompting. More Revenue.

Why 95% of business owners waste hours on AI, and how this system flips the advantage in your favor.

Rule 1: Never Start With a Blank Prompt Box

When you ask ChatGPT or Claude "Write an ad for my business", you receive corporate fluff. Generic inputs yield generic outputs. Every prompt in this book includes built-in constraints: word limits, direct-response frameworks, and strict formatting rules that force the AI to write like an experienced direct-response operator.

Rule 2: The Bracket Protocol [VARIABLE_NAME]

Every master prompt uses bracketed tokens like `[YOUR_PRODUCT]` or `[TARGET_AUDIENCE]`. Never paste without replacing them. Replace the bracketed text with your specific business context. The more concrete your details, the more tailored and profitable your final asset will be.

Rule 3: Single-Output Execution (The 10-Minute Habit)

Do not try to implement all 50 prompts today. Pick exactly one department that is draining your energy right now (e.g., Marketing Prompt 01 or Sales Prompt 08). Execute that single prompt, paste the output, and bank the win. Ten focused minutes per day will compound into 10+ hours saved every single week.

Rule 4: Zero Paid Subscriptions Required

Every workflow inside this guide has been tested on the free versions of ChatGPT (GPT-4o mini), Claude (Claude 3.5 Sonnet / Haiku), and Google Gemini. You do not need expensive monthly software stacks to build a high-margin automated business.

The 10 Business Departments

50 Master Prompts structured across the complete business lifecycle.

01 Marketing

Ads, offers and promotions that attract your ideal customer — no copywriter needed.

01 High-Converting Facebook & Instagram Ad 2–3 Hours
02 High-Impact Landing Page Headline Generator 1.5 Hours
03 Benefit-Driven Product Description Writer 2 Hours
04 Google Search High-Intent Ad Copy & Assets 2.5 Hours
05 Irresistible Offer Stack & Bonus Architecture 3 Hours

02 Sales

Follow-ups, pitch scripts and objection-handling replies that close without pressure.

06 5–Minute Video Sales Letter (VSL) Script Outline 4 Hours
07 Unbiased Comparison & Alternative Teardown Pa... 3 Hours
08 Cold B2B Outreach Message (Disarming Directn... 2 Hours
09 Post-Proposal Friction-Free Sales Follow-Up 1.5 Hours
10 Value-Add Upsell & Cross-Sell Script 2 Hours

03 Social Media

Captions and hooks for any platform, generated in seconds.

11 30–Day Authority LinkedIn Content Calendar 6 Hours
12 High-Engagement Instagram Caption Pack (10 Styl... 3 Hours
13 Viral X / Twitter Thread Framework 2.5 Hours
14 Educational Carousel Post Script (LinkedIn & IG) 3 Hours
15 High-Converting Social Media Bio & Profile Optimizer 1 Hour

04 Email

Newsletters, welcome sequences and re-engagement emails that get opened.

16 5–Part Indoctrination & Welcome Sequence 5 Hours
17 Abandoned Cart & Checkout Recovery Email 2 Hours
18 Inactive Subscriber Re-Activation Campaign 2.5 Hours
19 Monthly Authority Newsletter Template 3 Hours
20 Flash Sale & Scarcity Countdown Email 2.5 Hours

05 Customer Service

Professional replies to reviews, complaints and refund requests — in your voice.

21 High-Converting FAQ & Objection-Crushing Page 2.5 Hours
22 De-escalation & Refund Request Empathy Frame... 1.5 Hours
23 Friction-Free Client Onboarding Welcome Guide 2 Hours
24 Live Chat & Instant Support Fast-Response Bank 2 Hours
25 Cancellation Retention & Save-the-Customer Script 2 Hours

Operations & Strategy

Departments 06 to 10: Building long-term enterprise value and scalability.

06 Content

Blog posts, scripts and outlines that sound like you, not a robot.

26	Authentic Founder Story & 'About Us' Page	3 Hours
27	Thought Leadership & Industry Perspective Article	4 Hours
28	High-CTR YouTube Title, Hook & Description Pack	2.5 Hours
29	Viral Short-Form Video Script (Reels / Shorts / TikTok)	2 Hours
30	Viral Curated 'List Post' & Framework Blueprint	2.5 Hours

07 HR & Hiring

Job posts, interview questions and onboarding docs without the headache.

31	Magnetic Job Description & Candidate Avatar Writer	3 Hours
32	Behavioral Interview Question & Scoring Matrix	2.5 Hours
33	New Hire 30–60–90 Day Structured Onboarding Plan	4 Hours
34	Contractor & Freelancer Clear Scope of Work (SOW)	2 Hours
35	Objective Performance Review & Growth Feedback Guide	2.5 Hours

08 Finance

Pricing analysis, cash-flow summaries and plain-English reports.

36	Tiered Value-Based Pricing Model & Package Structure	3 Hours
37	Firm & Courteous Overdue Invoice Follow-Up Sequence	1.5 Hours
38	Cash-Flow Runway & Operating Expense Optimization A...	3 Hours
39	Plain-English Monthly Profit & Loss (P&L) Summary	2 Hours
40	Business Investment & Tool ROI Justification Brief	2 Hours

09 Operations

SOPs, checklists and process docs your future self will thank you for.

41	Bulletproof Standard Operating Procedure (SOP) Blueprint	3.5 Hours
42	Executive Meeting Summary & Action Items Accountabilit...	1.5 Hours
43	High-Alignment Project Kickoff Charter & Milestone Sched...	3 Hours
44	Core Executive Business Communication Email Pack	2.5 Hours
45	Weekly Executive Business Scorecard & KPI Report	2 Hours

10 Strategy

90-day plans, competitor teardowns and decision frameworks on demand.

46	Objection-Busting & Risk-Reversal Reframe Matrix	3 Hours
47	Win-Win Referral & Strategic Affiliate Partnership Proposal	3 Hours
48	High-Leverage Strategic B2B Collaboration Pitch	2.5 Hours
49	90-Day Quarterly Growth Sprint & OKR Action Plan	4 Hours
50	Competitor Teardown & Blue Ocean Market Gap Analysis	3.5 Hours

DEPARTMENT 01 OF 10

Marketing

Ads, offers and promotions that attract your ideal customer — no copywriter needed.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 01 TO 05

High-Converting Facebook & Instagram Ad

PRIMARY OBJECTIVE

Generate 3 scroll-stopping paid ad angles with curiosity hooks, benefit-driven body copy, and clear friction-free CTAs.

⏱ Time Saved: **2–3 Hours**

🤖 Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a direct-response copywriter specializing in Meta Ads for small businesses.

Write 3 distinct high-converting Facebook and Instagram ad variations for [PRODUCT/SERVICE NAME].

Business Context:
- Target Audience: [DESCRIBE TARGET AUDIENCE IN DETAIL: e.g., overworked solo business owners, local
homeowners, dental clinic owners]
- Core Problem / Frustration: [PRIMARY PAIN POINT THEY STRUGGLE WITH]
- Core Benefit / Transformation: [PRIMARY OUTCOME OR RESULT DELIVERED]
- Price & Offer: [PRICE POINT OR SPECIAL OFFER, e.g., $37 one-time / free consultation]
- Tone: [CONVERSATIONAL / URGENT / AUTHORITATIVE / EMPATHETIC]

Deliver the 3 variations using these proven frameworks:
Variation 1: The "Direct Callout & Pain Agitation" Angle (Hook calling out the exact persona + pain agitation +
solution).
Variation 2: The "Counter-Intuitive Secret" Angle (Challenges conventional advice + reveals the faster
shortcut).
Variation 3: The "Before vs. After Story" Angle (Relatable struggle transitioning to quick transformation).

Rules:
- Keep primary text under 150 words per variation.
- Include a 4-to-6 word scroll-stopping Headline for each.
- Include a specific 2-to-3 word Button CTA (e.g., "Download Now", "Claim Your Spot").
```

✦ REAL-WORLD EXAMPLE IN ACTION

Target: Solo interior designers struggling to find high-ticket clients. Solution: 5-step portfolio outreach system for $49.

★ PRO-TIP FOR MAXIMUM PRECISION

Test Variation 2 first if your audience is already skeptical of generic offers. Add your real customer quotes into the [PRIMARY PAIN POINT] field for higher conversion.

High-Impact Landing Page Headline Generator

PRIMARY OBJECTIVE

Produce 10 battle-tested landing page headline & subheadline pairs engineered for maximum above-the-fold conversion.

⏱ Time Saved: **1.5 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an elite conversion rate optimization (CRO) specialist and direct-response copywriter.

I need 10 high-converting headline and subheadline pairs for my landing page selling [PRODUCT/SERVICE NAME].

Context:
- Target Customer: [DESCRIBE SPECIFIC CUSTOMER AVATAR]
- Burning Pain Point: [WHAT KEEPS THEM UP AT NIGHT]
- Desired Transformation: [DREAM OUTCOME THEY WANT TO ACHIEVE]
- Time to Result: [TIMEFRAME, e.g., in 10 minutes, within 14 days, today]
- Main Risk/Objection: [WHAT MAKES THEM HESITATE TO BUY, e.g., no tech skills, no time, expensive]

Create 10 headline options following these proven formulas:
1. How-To Formula (Without the dreaded friction)
2. Number-Based Transformation Formula
3. Provocative Question Formula
4. Direct Benefit & Time-to-Value Formula
5. Fear of Missing Out / Cost of Inaction Formula
6. "Even If" Formula (Addresses primary objection directly)
7. Contrast / Paradigm Shift Formula
8. Direct Solution Formula
9. Curiosity-Driven Mechanism Formula
10. Social Proof & Authority Formula

Rules:
- Headlines must be under 12 words.
- Each headline must include a compelling 1-to-2 sentence subheadline that reinforces clarity and drives the
click.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Target: Local fitness trainers. Offer: Client onboarding software. Pain: Losing 12 hours/week in manual scheduling.

★ PRO-TIP FOR MAXIMUM PRECISION

Formula 6 ('Even If') consistently wins A/B tests on cold traffic pages because it disarms the buyer's skepticism before they even scroll.

Benefit-Driven Product Description Writer

PRIMARY OBJECTIVE

Turn technical features and specifications into compelling, emotion-driven sales copy that makes buying the obvious choice.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a senior e-commerce and digital product copywriter.

Write a compelling, benefit-first product description for [PRODUCT/SERVICE NAME] priced at [PRICE].

Product Information:
- Product Type: [DIGITAL PRODUCT / PHYSICAL ITEM / SERVICE / SOFTWARE]
- Who It Is For: [PRECISE TARGET AUDIENCE]
- 3 to 5 Core Features: [FEATURE 1, FEATURE 2, FEATURE 3, FEATURE 4]
- The Single Biggest Transformation: [WHAT CHANGES IN THE BUYER'S LIFE AFTER USING IT]
- Guarantee: [DETAILS OF GUARANTEE, e.g., 30-day money-back]

Structure the description with:
1. A magnetic opening hook paragraph (2-3 sentences) calling out the frustration of doing it the hard way.
2. The "What This Really Means For You" section: Convert each of the 4 features into a tangible emotional
benefit (Feature → Meaning → Daily Result).
3. A bulleted "Here is What You Get Inside" breakdown.
4. A risk-reversal guarantee closing statement.
5. An urgency-based Call to Action.

Tone: Professional, conversational, and direct. Zero corporate jargon.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: Commercial Cleaning Proposal Kit. Price: $37. Audience: Small independent cleaning business owners.

★ PRO-TIP FOR MAXIMUM PRECISION

Always check the 'What This Really Means For You' section. If it describes what the product *is*, prompt the AI to rewrite it focusing on what the buyer *feels and achieves*.

Google Search High-Intent Ad Copy & Assets

PRIMARY OBJECTIVE

Generate 5 complete, compliant Google Search ad variations with 15 headlines and 4 descriptions matching commercial buyer intent.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a certified Google Ads specialist with 10+ years managing high-ROI Search campaigns.

Write complete Google Search Responsive Ad copy for [PRODUCT/SERVICE NAME].

Campaign Details:
- Target Keyword Themes: [LIST 3-5 PRIMARY SEARCH KEYWORDS]
- Target Searcher Intent: [WHAT THE SEARCHER IS TYPING AND LOOKING TO SOLVE RIGHT NOW]
- Core Differentiator: [WHY CHOOSE US OVER COMPETITORS ON THE PAGE]
- Price / Offer: [PRICE POINT OR SPECIAL PROMOTION]
- Call to Action: [DESIRED ACTION, e.g., Get Instant Access, Book Online]

Deliver the following assets respecting strict Google Ads character limits:
1. 10 Search Headlines (Maximum 30 characters each including spaces. Mark which 3 contain keywords, which 3
contain benefits, and which 4 contain CTAs/offers).
2. 4 Search Descriptions (Maximum 90 characters each including spaces. Focus on pain, proof, benefit, and risk-
reversal).
3. 4 Sitelink Extensions with Title (max 25 chars) and Description (max 35 chars).
4. 4 Callout Extensions (max 25 chars each).

Strict Requirement: Count every character. Never exceed the character limits.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Keywords: 'emergency plumbing dallas', 'burst pipe repair near me'. Differentiator: 30-minute arrival guarantee, zero dispatch fee.

★ PRO-TIP FOR MAXIMUM PRECISION

Pin one headline with your primary keyword in Position 1, one benefit in Position 2, and your CTA or price in Position 3 for maximum Ad Strength score.

Irresistible Offer Stack & Bonus Architecture

PRIMARY OBJECTIVE

Build a high-perceived-value offer stack that makes your primary price feel like an absolute no-brainer bargain.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an offer architect and direct-response monetization consultant following Alex Hormozi's $100M Offers
methodology.

I sell [MAIN PRODUCT/SERVICE] at [CURRENT PRICE].

Details:
- Core Customer: [TARGET CLIENT AVATAR]
- Primary Pain Point Solved: [MAIN PROBLEM OVERCOME]
- Expected Outcome: [THE BIG RESULT]

Create an irresistible offer stack that makes [CURRENT PRICE] feel ridiculously cheap by providing:
1. The Core Offer Reframe: Give the main product a compelling new title and value anchor ($[VALUE ANCHOR, e.g.,
$97 or $197]).
2. Three Logical High-Value Bonuses:
   - Bonus 1: A "Speed / Shortcut" Asset (saves them 80% of the initial setup time). Assigned value: $[VALUE].
   - Bonus 2: An "Execution Template / Asset" (eliminates the fear of a blank page). Assigned value: $[VALUE].
   - Bonus 3: A "Mistake Prevention / Troubleshooting" Asset (protects them from common costly errors).
Assigned value: $[VALUE].
3. A Bulletproof Risk-Reversal Guarantee: Write a 2-paragraph guarantee that removes 100% of the financial and
psychological risk.
4. Total Perceived Value Calculation and the "No-Brainer Ratio" explanation.
5. A Before vs. After Transformation Summary.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Main Product: 50 AI Business Prompts at $37. Bonus 1: 30-Min AI Quick-Start Checklist ($27). Bonus 2: Copy-Paste Client Templates ($47).

★ PRO-TIP FOR MAXIMUM PRECISION

Bonuses should always solve the *next problem* the customer will face right after using your main product. That makes them feel essential rather than filler.

DEPARTMENT 02 OF 10

Sales

Follow-ups, pitch scripts and objection-handling replies that close without pressure.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 06 TO 10

5-Minute Video Sales Letter (VSL) Script Outline

PRIMARY OBJECTIVE

Structure and script a high-retention 5–minute sales video designed for modern viewers with short attention spans.

⏱ Time Saved: **4 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a high-converting Video Sales Letter (VSL) direct-response scriptwriter.

Write a complete, timed 5-minute video sales letter script for [PRODUCT/SERVICE NAME] priced at [PRICE].

Product & Audience Details:
- Target Buyer: [WHO IS WATCHING THIS VIDEO]
- Core Frustration: [THE TIRED, EXPENSIVE, SLOW WAY THEY CURRENTLY DO IT]
- The 'Aha!' Mechanism: [WHY OLD METHODS FAIL AND WHY THIS NEW WAY WORKS]
- Deliverables: [WHAT IS INCLUDED IN THE OFFER]
- Guarantee: [TERMS OF THE RISK-REVERSAL GUARANTEE]

Structure the script into these exact timed blocks and provide verbatim dialogue for each:
- 00:00 - 00:30 | The Pattern Interrupt Hook: Stop the scroll, identify the exact viewer, and call out the
silent trap costing them time/money.
- 00:30 - 01:30 | The Agitation & The Enemy: Agitate the pain of doing it manually. Validate that it is not
their fault.
- 01:30 - 02:30 | The Mechanism & The Solution: Introduce [PRODUCT NAME] as the bridge. Explain why it works
in minutes.
- 02:30 - 03:45 | The Proof & The Deliverables: Walk through what they receive. Show concrete examples of
results.
- 03:45 - 04:30 | The Offer & The Math: Reveal the price and contrast it with the costly alternatives
(freelancers, lost hours).
- 04:30 - 05:00 | The Risk-Reversal & Final Call to Action: Explain the guarantee and direct them to click the
button below.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: Local SEO Automation Playbook. Price: $47. Audience: Small dental and chiropractic clinic owners.

★ PRO-TIP FOR MAXIMUM PRECISION

Keep visual pacing fast. In the first 30 seconds, never introduce yourself or your company name—go straight to the viewer's pain.

Unbiased Comparison & Alternative Teardown Page

PRIMARY OBJECTIVE

Craft a persuasive comparison page that honestly evaluates competitors and positions your solution as the smartest choice.

⏱ Time Saved: **3 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a competitive intelligence analyst and B2B positioning copywriter.

Write the copy for a comparison landing page comparing [MY PRODUCT/SERVICE] against [2-3 ALTERNATIVES OR DOING IT MANUALLY].

Product Specifications:
- My Product: [NAME, PRICE, HOW IT WORKS, CORE ADVANTAGE]
- Alternative 1: [e.g., Hiring an agency / Freelancers at $1,500/mo]
- Alternative 2: [e.g., Doing it manually with generic free tools]
- Alternative 3: [e.g., Complex enterprise software with annual contracts]

Provide:
1. An objective, authority-building headline establishing honest comparison.
2. A 5-point Comparison Matrix Table with criteria: Cost, Time to First Result, Technical Complexity, Maintenance, and Quality.
3. The "Who Each Option Is For" breakdown: Be genuinely fair about when competitor options make sense and when [MY PRODUCT] is the clear, superior choice.
4. The "Cost of Inaction" Summary: Calculate what sticking with the old way costs over 12 months.
5. Final Decision Summary and Call to Action.
```

✦ REAL-WORLD EXAMPLE IN ACTION

My Product: AI Business Shortcut ($37). Alternative 1: Copywriting agency ($2,000/mo). Alternative 2: Trial-and-error prompting (15 hrs/wk lost).

★ PRO-TIP FOR MAXIMUM PRECISION

Acknowledging one small legitimate advantage of competitors builds massive credibility. Readers immediately trust that your comparison is honest.

Cold B2B Outreach Message (Disarming Directness)

PRIMARY OBJECTIVE

Draft a short, non-salesy cold outreach message that gets high open and response rates from busy decision-makers.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a cold outreach specialist who despises spammy, pushy sales templates.

Write 3 distinct cold outreach messages (for Email and LinkedIn InMail) to reach [TARGET DECISION MAKER: e.g.,
agency owners, boutique e-commerce founders].

Context:
- What I Offer: [CONCISE DESCRIPTION OF OFFER]
- Specific Problem Solved: [VERY SPECIFIC PAIN POINT]
- Relevant Proof or Credibility: [METRIC, CASE STUDY, OR PROVEN ASSET]
- Tone: Humble, direct, conversational, respectful of their time.

Follow the 'Disarming Directness' framework:
- Rule 1: Under 90 words total.
- Rule 2: Zero buzzwords ('synergy', 'touch base', 'quick 15-minute chat').
- Rule 3: Acknowledge upfront they might already have this handled.
- Rule 4: Soft, low-friction Call to Action (ask for interest in seeing a 2-minute breakdown, not a sales
call).

Deliver:
- 3 subject lines (under 4 words, lowercase style).
- 3 distinct body drafts.
- A polite 1-sentence follow-up message to send 4 days later if they don't reply.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Target: Managing Partners at boutique law firms. Offer: Automated client intake workflow. Proof: Cut intake response time from 24h to 4m.

★ PRO-TIP FOR MAXIMUM PRECISION

Never ask for a call in email #1. Ask: 'Would you be open to me sending a 90-second video showing how this works?' It lowers response friction by 80%.

Post-Proposal Friction-Free Sales Follow-Up

PRIMARY OBJECTIVE

Re-engage prospective clients who went silent after receiving a proposal or quote, without sounding desperate or pushy.

⏱ Time Saved: **1.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a seasoned sales director for professional services and high-ticket offers.

Write a 3-touchpoint follow-up sequence for prospects who requested a proposal or quote for [OFFER NAME] at
[PRICE], but went silent for [NUMBER] days.

Context:
- Prospect Role: [CLIENT NAME / TITLE]
- Key Problem Discussed on Call: [THE BIGGEST PROBLEM THEY WANTED FIXED]
- Tone: Professional, unbothered, helpful, zero guilt-tripping.

Create 3 sequential follow-up messages:
Touchpoint 1 (Day 4 - Value-First Re-engagement): Under 60 words. Shares a relevant insight or resource
addressing their main problem while gently referencing the proposal.
Touchpoint 2 (Day 8 - The 'Easy Yes/No' Check-in): Under 50 words. Removes pressure completely. Offers a low-
friction multiple-choice answer format (A: Still interested, B: Timing is wrong, C: Went another direction).
Touchpoint 3 (Day 14 - The Professional Break-Up): Under 50 words. Politely closes out the proposal file,
releasing them from obligation. Reminds them the door is open when priorities realign.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Offer: $3,500 Web Redesign. Prospect: Clinic manager who went silent after receiving the scope doc 5 days ago.

★ PRO-TIP FOR MAXIMUM PRECISION

The 'Break-Up Email' (Touchpoint 3) frequently triggers the highest response rate because prospects realize the opportunity is slipping away.

Value-Add Upsell & Cross-Sell Script

PRIMARY OBJECTIVE

Create post-purchase and checkout add-on scripts that increase average order value (AOV) by 30–50% without eroding trust.

⏱ Time Saved: **2 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an e-commerce and digital funnel optimization strategist.

Write high-converting copy for an immediate post-purchase Upsell (One-Click Upsell) and an Order Bump for
customers who just bought [PRIMARY PRODUCT NAME] for [PRIMARY PRICE].

Product Details:
- Primary Product: [WHAT THEY JUST PURCHASED]
- The Logical Next Step: [THE NEXT BOTTLENECK THEY WILL EXPERIENCE AFTER BUYING]
- The Upsell Product: [UPSELL PRODUCT NAME, PRICE, AND SPECIFIC ACCELERATION DELIVERED]
- The Order Bump (Optional Add-on): [BUMP PRODUCT NAME, PRICE ($17-$27), AND 1-SENTENCE VALUE PROP]

Deliver:
1. Order Bump Copy: A 2-to-3 sentence checkout box copy with checkbox title and value explanation.
2. One-Click Upsell Page Script:
   - A congratulatory headline acknowledging their purchase of [PRIMARY PRODUCT].
   - The 'Next Bottleneck' transition: Why executing faster requires this companion upgrade.
   - 3 bullet points detailing the upgrade deliverables.
   - Special one-time discount justification (available only on this page).
   - Friction-free accept button copy vs. polite decline text.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Primary: 50 AI Business Prompts ($37). Order Bump: Notion AI Command Center ($17). Upsell: Video Automation Masterclass ($67).

★ PRO-TIP FOR MAXIMUM PRECISION

The key to upsell conversion is congratulations first, then speed: 'Your order is confirmed. Want to get these prompts working in half the time?'

DEPARTMENT 03 OF 10

Social Media

Captions and hooks for any platform, generated in seconds.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 11 TO 15

30-Day Authority LinkedIn Content Calendar

PRIMARY OBJECTIVE

Build a comprehensive 30-day posting roadmap with themes, hooks, and content pillars tailored for professional growth.

⏱ Time Saved: **6 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a top 1% LinkedIn creator and ghostwriter for executive founders.

Create a comprehensive 30-day LinkedIn Content Calendar for my personal brand or business in the [INDUSTRY / NICHE] space.

Profile Context:
- Who I Am & Who I Help: [SHORT BIO AND TARGET AUDIENCE]
- Core Expertise / Topics: [3 PILLARS: e.g., AI automation, boutique consulting, client acquisition]
- Primary Business Goal: [LEAD GENERATION / NEWSLETTER SUBSCRIBERS / BRAND AUTHORITY]

Provide a 4-week structured calendar (Weekdays 1-22) organized as follows:
- Day Number & Content Pillar
- Content Format (Personal Story / Contrarian Take / Tactical How-To / Curated Framework / Industry Breakdown)
- The Exact 1-Sentence Hook (crafted to stop the scroll before the 'see more' cut)
- Core Takeaway / Lesson
- Call to Action (Comment prompt, DM trigger, or newsletter link)

Include a healthy balance: 40% Tactical Value, 30% Contrarian/Perspective, 20% Personal/Relatable, 10% Direct Offer Promotion.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Niche: Fractional CFO services for $1M-$5M e-commerce brands. Goal: Book 5 discovery calls per month.

★ PRO-TIP FOR MAXIMUM PRECISION

On LinkedIn, 80% of readers decide whether to click 'see more' based on line 1 and line 2. Ensure your hooks provoke curiosity or break a common assumption.

High-Engagement Instagram Caption Pack (10 Styles)

PRIMARY OBJECTIVE

Produce 10 engaging, multi-format Instagram captions with compelling hooks, story bodies, and engagement-boosting CTAs.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an Instagram organic growth strategist and copywriter.

Write 10 distinct, high-engagement Instagram captions for [MY BUSINESS/BRAND] targeting [TARGET AUDIENCE].

Topic / Focus: [THE CORE TOPIC, PRODUCT, OR VALUE PROPOSITION]

Write 10 captions using these specific styles:
1. The 'Hard Truth / Reality Check' Style
2. The 'Step-by-Step Mini Tutorial' Style
3. The 'Behind the Scenes & Vulnerable Lesson' Style
4. The 'Save This For Later' Cheatsheet Style
5. The 'Myth Buster' Style
6. The 'Client Transformation / Before & After' Style
7. The 'Ask Me Anything / Comment Below' Conversation Starter
8. The 'Tools / Resources I Wish I Knew Earlier' List
9. The 'Quick Quick-Win in Under 5 Minutes' Style
10. The 'Direct Soft-Pitch & DM Trigger' Style (e.g., 'Comment WORD and I'll send you the link')

Rules:
- Each caption must feature a powerful 1-line hook in ALL CAPS or quotation marks.
- Use clean paragraph spacing (no giant walls of text).
- Include 3-5 relevant niche hashtags at the bottom.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Brand: Plant-based bakery. Target: Health-conscious moms looking for allergen-free party treats.

★ PRO-TIP FOR MAXIMUM PRECISION

For post 10, use automated DM tools like ManyChat. Asking users to 'Comment GUIDE' drives 3× more comments than asking them to click a bio link.

Viral X / Twitter Thread Framework

PRIMARY OBJECTIVE

Structure and write an 8–to–10 tweet thread that builds authority, drives retweets, and converts casual readers into followers.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a viral X (Twitter) ghostwriter with over 500,000 combined impressions.

Write an 8-to-10 tweet educational thread on [TOPIC / SYSTEM] for [TARGET AUDIENCE].

Details:
- Core Insight / Transformation: [THE BIG BENEFIT OR SECRET REVEALED IN THE THREAD]
- Main Proof: [HOW YOU LEARNED THIS, TIMEFRAME, OR METRIC]
- Call to Action: [FOLLOW MY ACCOUNT / SUBSCRIBE TO SUBSTACK / BUY PRODUCT]

Structure:
- Tweet 1 (The Hook Tweet): Must follow the proven structure (Big Claim + Timeframe or Effort + Curiosity Gap +
'Here is the breakdown 🧵').
- Tweet 2: The Context & Why Most People Get This Wrong.
- Tweets 3 to 7: Actionable, punchy, step-by-step points (under 240 characters each, formatting with bullet
points and white space).
- Tweet 8: The Summary / Cheatsheet recap.
- Tweet 9 (The CTA): Retweet request for the first tweet + link to your primary offer/newsletter.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: How I automated client reporting in 30 minutes using free AI tools. Target: Boutique agency owners.

★ PRO-TIP FOR MAXIMUM PRECISION

Draft 5 variations of Tweet 1 before publishing. If the hook tweet fails, nobody reads tweets 2 through 9.

Educational Carousel Post Script (LinkedIn & IG)

PRIMARY OBJECTIVE

Write a 7–to–10 slide visual carousel script engineered for high save rates and seamless slide-by-slide retention.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a visual content designer and social media copywriter.

Write a complete 8-slide educational carousel script for [LINKEDIN PDF CAROUSEL / INSTAGRAM SLIDES] on the
topic of [TOPIC].

Audience: [TARGET AUDIENCE WHO WILL READ THIS]

Format each slide with:
- Slide 1 (Cover): Bold title (max 7 words), subtitle, and visual prompt description for the designer.
- Slide 2 (The Problem / Agitation): Why doing this the traditional way hurts your business.
- Slides 3, 4, 5, 6 (The 4-Step Solution): 1 actionable step per slide with a bold headline, 2-line
explanation, and visual element description.
- Slide 7 (The Cheatsheet Summary): A one-glance recap of the 4 steps suitable for saving.
- Slide 8 (The Call to Action): Clean ending slide prompting users to Save, Share, and follow [HANDLE/NAME].

Rules:
- Keep text under 35 words per slide (carousels are visual, not books).
- Add micro-transitions at the bottom of each slide (e.g., 'Swipe to step 2 →').
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: The 4–Step Framework to Double Cold Email Reply Rates. Audience: B2B sales reps and founders.

★ PRO-TIP FOR MAXIMUM PRECISION

Carousels generate the highest 'Save' rate on Instagram and LinkedIn. Algorithms prioritize Saves as the strongest signal of high quality.

High-Converting Social Media Bio & Profile Optimizer

PRIMARY OBJECTIVE

Transform standard social media bios into conversion funnels that clearly state who you help and drive clicks to your link.

⏱ Time Saved: **1 Hour**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a personal branding and conversion optimization strategist.

Optimize my social media profile bios for [PLATFORMS: LinkedIn / Instagram / X / TikTok] to convert profile visitors into paying customers or subscribers.

Information:
- My Name & Business: [NAME / BUSINESS NAME]
- Who I Help: [EXACT TARGET AUDIENCE]
- What I Help Them Achieve: [SPECIFIC RESULT / OUTCOME]
- How I Do It (My Mechanism): [YOUR SYSTEM, PRODUCT, OR SERVICE]
- Credibility / Proof Point: [YEARS, CLIENTS SERVED, METRIC, OR FEATURED IN]
- Link in Bio Destination: [WHERE THE LINK GOES: e.g., free guide, booking link, store]

Deliver for each requested platform:
1. 3 distinct Bio Options respecting platform character counts (150 chars for Instagram, 160 for X, 220 for LinkedIn headline).
2. The exact Call to Action line directing them to click the link.
3. Recommended Featured Links or Pinned Post concepts to reinforce authority.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Name: Sarah Lin. Help: E-commerce founders. Result: Scale to $50k/mo profit. Mechanism: Email automation systems.

★ PRO-TIP FOR MAXIMUM PRECISION

Avoid cute or vague titles ('Coffee addict & visionary'). Be aggressively clear: 'I help [X] achieve [Y] without [Z]. Link below.'

DEPARTMENT 04 OF 10

Email

Newsletters, welcome sequences and re-engagement emails that get opened.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 16 TO 20

5-Part Indoctrination & Welcome Sequence

PRIMARY OBJECTIVE

Build an automated 5-email onboarding sequence that introduces your brand, provides quick value, and converts subscribers into buyers.

⏱ Time Saved: **5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an email marketing strategist specializing in welcome sequences for digital brands and small businesses.

Write a complete 5-email indoctrination welcome sequence for new subscribers who just downloaded [LEAD MAGNET OR JOINED LIST].

Context:
- Brand / Founder Name: [NAME]
- Business Core Mission: [WHAT YOUR COMPANY DOES]
- Audience: [WHO SUBSCRIBED]
- Paid Product Being Promoted: [PRODUCT NAME, PRICE, AND KEY BENEFIT]

Write the full copy for all 5 emails:
- Email 1 (Immediate): The Delivery & The Origin Story. Deliver the freebie, set expectations for future emails, and tell the brief origin story.
- Email 2 (Day 2): The 'Common Myth' Email. Expose the biggest industry mistake and reveal the smarter perspective.
- Email 3 (Day 3): The Client Case Study / Transformation. Walk through a specific before-and-after story of someone who solved the problem.
- Email 4 (Day 4): The 'Behind the Scenes' & Soft Pitch. Introduce [PRODUCT NAME] as the complete blueprint, answering the 3 biggest objections.
- Email 5 (Day 5): The Urgency & Direct Offer. Reiterate the guarantee, contrast the cost of inaction, and issue a direct call to action.

Include 2 subject lines per email and keep each email between 150 and 250 words.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Freebie: 5-Minute Pitch Deck Template. Paid Offer: $97 Investor Readiness Toolkit. Audience: Early-stage startup founders.

★ PRO-TIP FOR MAXIMUM PRECISION

Ask a simple question at the end of Email 1: 'Reply with your #1 business goal this month.' Getting email replies trains spam filters that you are a trusted sender.

Abandoned Cart & Checkout Recovery Email

PRIMARY OBJECTIVE

Recover lost sales with a 3-stage checkout abandonment sequence that addresses technical friction and risk aversion.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an e-commerce conversion optimization specialist.

Write a 3-part abandoned cart recovery email series for customers who reached the checkout for
[PRODUCT/SERVICE NAME] ($[PRICE]) but did not complete the purchase.

Context:
- Product Value Prop: [PRIMARY BENEFIT]
- Guarantee: [30-DAY MONEY BACK / FREE RETURNS]
- Tone: Helpful, courteous, zero high-pressure guilt.

Deliver 3 emails:
- Email 1 (Send 1 hour post-abandonment): The 'Was There a Glitch?' Check-In. Assume technical issues. Remind
them their cart is saved. Include a direct checkout link.
- Email 2 (Send 24 hours post-abandonment): The 'FAQ & Objection Buster'. Address the 3 most common reasons
people hesitate to buy (Price, Time, Setup Difficulty) and highlight the guarantee.
- Email 3 (Send 48 hours post-abandonment): The 'Final Reservation Hold'. Politely inform them their reserved
cart/bonus access will expire shortly.

Provide 2 high-open-rate subject lines for each email.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: The AI Business Shortcut ($37). Customer avatar: Small business owner who added to cart on mobile.

★ PRO-TIP FOR MAXIMUM PRECISION

Email #1 should look plain-text and personal, as if sent from the founder's own inbox asking if the payment page loaded properly.

Inactive Subscriber Re-Activation Campaign

PRIMARY OBJECTIVE

Clean your list and re-engage dormant subscribers who haven't opened your emails in the last 60 to 90 days.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an email deliverability and retention consultant.

Write a 2-step re-engagement campaign for subscribers who have not opened an email from [BRAND NAME] in the
past 90 days.

Brand Details:
- What We Typically Share: [TOPICS COVERED IN NEWSLETTERS]
- A Fresh Free Asset We Can Give Away: [NAME OF A VALUABLE NEW RESOURCE OR TEMPLATE]

Draft:
- Email 1 (The Curiosity & Value Reset):
  Subject line choices (e.g., 'Are we breaking up?', 'Should I remove you from this list?').
  Body copy acknowledging the silence, offering the new valuable free resource with zero strings attached, and
asking them to click a single link if they wish to remain subscribed.
- Email 2 (The Clean-Up Notice - Sent 4 days later):
  A short, respectful 50-word final notice stating they will be safely unsubscribed to protect their inbox
unless they click the confirmation link.

Tone: Respectful, mature, and zero desperation.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Brand: Real estate coaching community. Freebie: Updated 2026 Home Valuation Cheat Sheet.

★ PRO-TIP FOR MAXIMUM PRECISION

Don't fear unsubscribes from this campaign. Removing dead emails drastically improves your deliverability to your active, paying audience.

Monthly Authority Newsletter Template

PRIMARY OBJECTIVE

Produce a high-retention, value-first monthly or bi-weekly newsletter that positions you as the definitive voice in your niche.

⏱ Time Saved: **3 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a newsletter editor and curator for a high-growth B2B publication.

Create a complete edition of my upcoming business newsletter for [NICHE / INDUSTRY].

Details:
- Target Reader: [WHO READS THIS NEWSLETTER]
- Big Theme This Month: [CURRENT TREND, CHALLENGE, OR THEME]
- 1 Practical Lesson or Framework: [EXPLAIN THE TACTIC TO SHARE]
- 1 Recommended Tool or Resource: [RESOURCE NAME AND WHY IT MATTERS]
- Sponsored / P.S. Offer: [MY PRODUCT / SERVICE TO PROMOTE AT THE BOTTOM]

Structure using the proven '3-2-1' Authority Format:
1. Personal Opener: A 3-sentence observation on what changed in our industry this month.
2. The Deep Dive (3 Actionable Takeaways): A 300-word breakdown of the main tactic.
3. 2 Curated Resources / Tools: 2 quick blurbs highlighting resources that save time.
4. 1 Thought-Provoking Question: A closing question to drive replies.
5. The P.S. Soft-Pitch: A seamless transition linking the newsletter theme to [MY PRODUCT].
```

✦ REAL-WORLD EXAMPLE IN ACTION

Industry: Local restaurant marketing. Theme: How dynamic pricing menus increase margins by 18%.

★ PRO-TIP FOR MAXIMUM PRECISION

Keep your newsletter format consistent every single edition. Readers build a habit when they know exactly where to find the quick takeaways.

Flash Sale & Scarcity Countdown Email

PRIMARY OBJECTIVE

Drive a rapid influx of cash with a legitimate, 48–to–72 hour promotional countdown campaign.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a direct-response promotional copywriter.

Write a 3-part flash sale email campaign for [PRODUCT NAME] with a limited-time promotional discount from
[REGULAR PRICE] down to [SALE PRICE] valid for [48 OR 72 HOURS].

Campaign Details:
- The Real Reason for the Sale: [ANNIVERSARY / SEASONAL / FLASH EVENT / MILESTONE]
- Core Deliverables: [LIST WHAT THEY RECEIVE]
- Deadline: [SPECIFIC TIME AND DATE THE OFFER EXPIRES]

Provide:
- Email 1 (Announcement): Why we are doing this, what is included, the math behind the discount, and where to
grab it.
- Email 2 (Social Proof & Case Studies - Halfway Mark): Highlights 2 real customer wins and handles the top
question.
- Email 3 (Final 6 Hours Notice): High-urgency, short, direct reminder that the link expires at midnight
tonight.

Include 3 subject line options per email utilizing urgency and clarity.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: Complete Bookkeeping SOP Kit. Normal Price: $97. Flash Price: $47 for 48 hours. Reason: Q4 Tax Preparation Week.

★ PRO-TIP FOR MAXIMUM PRECISION

Always provide a genuine reason for the sale (e.g., celebrating 500 customers, end-of-quarter). Unjustified discounts lower perceived value.

DEPARTMENT 05 OF 10

Customer Service

Professional replies to reviews, complaints and refund requests — in your voice.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 21 TO 25

High-Converting FAQ & Objection-Crushing Page

PRIMARY OBJECTIVE

Generate 10 comprehensive, objection-busting FAQ items that turn skeptical page visitors into confident buyers.

⏱ Time Saved: **2.5 Hours**

🤖 Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a senior customer success manager and conversion copywriter.

Create an exhaustive 10-question FAQ section for my sales page selling [PRODUCT/SERVICE NAME] at [PRICE].

Product Context:
- Target Customer: [DESCRIBE THE AUDIENCE]
- Core Promise: [WHAT IT DELIVERS]
- Technical Requirements: [DO THEY NEED PAID TOOLS? NO TECH SKILLS NEEDED?]
- Delivery Method: [INSTANT PDF DOWNLOAD / COURSE / SERVICE]
- Guarantee Policy: [30-DAY REFUND TERMS]

Write answers addressing these 10 core buying objections:
1. 'Will this work for my specific industry/niche?'
2. 'Do I need paid AI subscriptions like ChatGPT Plus, or does the free version work?'
3. 'I have zero technical background—is this easy to implement?'
4. 'How quickly will I see my first tangible result?'
5. 'Why shouldn't I just ask ChatGPT to make prompts for me for free?'
6. 'How do I receive the product after purchasing?'
7. 'Can I share this with my team or business partners?'
8. 'What if this doesn't work for me? What is the refund process?'
9. 'Are there any recurring monthly charges or hidden fees?'
10. 'Will these prompts stay relevant as AI models update?'

Tone: Clear, reassuring, confident, transparent.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: The AI Business Shortcut ($37). Format: Instant PDF download + Checklist. Audience: Solo operators & small businesses.

★ PRO-TIP FOR MAXIMUM PRECISION

Use your FAQ to sell, not just to inform. Every single answer should remind the reader of the risk-reversal guarantee and the time saved.

De-escalation & Refund Request Empathy Framework

PRIMARY OBJECTIVE

Defuse angry customer complaints and handle refund requests with grace, professionalism, and zero brand damage.

⏱ Time Saved: **1.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a world-class customer experience director trained in de-escalation and conflict resolution.

Write 3 empathetic, professional customer service response templates for [BUSINESS NAME].

Scenarios:
- Scenario 1: A customer is frustrated and demanding an immediate refund because [COMMON REASON, e.g., didn't
understand the format, thought it was a 1-on-1 service].
- Scenario 2: A customer left a public 1-star negative review or angry comment complaining about [SPECIFIC
ISSUE].
- Scenario 3: A customer experienced a technical delivery glitch (didn't receive email link or password).

Rules for all responses:
- Acknowledge their frustration immediately with zero defensiveness or corporate excuses.
- Reiterate our commitment to their satisfaction.
- Clearly state the resolution (e.g., 'Your full refund of $XX has been initiated and will reflect on your
statement in 3-5 days').
- Maintain a warm, dignified, and professional brand tone.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Business: Digital marketing templates store. Issue: Customer didn't check their spam folder for the download link.

★ PRO-TIP FOR MAXIMUM PRECISION

Never argue over a $37 refund. Honoring your guarantee instantly without friction prevents credit card chargeback fees and earns long-term goodwill.

Friction-Free Client Onboarding Welcome Guide

PRIMARY OBJECTIVE

Create a clear, step-by-step onboarding email and welcome checklist for new clients that eliminates buyer's remorse.

⏱ Time Saved: **2 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a client onboarding and retention specialist for service and digital product companies.

Write a frictionless New Customer Onboarding Guide and Welcome Email for clients who just purchased
[SERVICE/PRODUCT NAME].

Context:
- What They Bought: [OFFER DETAILS]
- First 3 Steps They Must Take: [STEP 1, STEP 2, STEP 3]
- Where to Access Support: [SUPPORT EMAIL / PORTAL]
- Estimated Time to Complete Setup: [e.g., 15 minutes]

Deliver:
1. The Instant Welcome Email:
   - Subject line confirming their order and immediate next step.
   - Warm welcome congratulating them on taking action.
   - Clear numbered instructions (1, 2, 3) on what to do in the first 15 minutes.
   - Direct links to their access portal or download files.
2. The 'First 24-Hour Checklist': A 5-point mini-checklist to guarantee they experience their first 'quick win'
today.
3. Proactive FAQ addressing what to do if they run into any trouble.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Product: Monthly Bookkeeping Retainer. Onboarding steps: 1. Fill 5-min intake form, 2. Connect bank read-only link, 3. Book kickoff call.

★ PRO-TIP FOR MAXIMUM PRECISION

The faster a buyer experiences their first win (even a 2-minute micro-win), the closer to zero your refund rate becomes.

Live Chat & Instant Support Fast-Response Bank

PRIMARY OBJECTIVE

Build a library of 10 ready-to-paste live chat snippets for fast, high-conversion support on your website.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a live chat conversion and support specialist.

Write 10 copy-paste live chat response macros for [MY BUSINESS/WEBSITE].

Business Details:
- Offer: [PRODUCT/SERVICE NAME, PRICE]
- Return/Refund Policy: [SUMMARY OF GUARANTEE]
- Average Support Hours: [e.g., Mon-Fri 9am-5pm EST]

Provide 10 rapid-response snippets for:
1. Visitor asking 'Is this really a one-time payment or a subscription?'
2. Visitor asking 'Will this work for my local business in [COUNTRY]?'
3. Visitor asking 'How is this different from the free ChatGPT?'
4. Buyer saying 'I paid but haven't received my download link yet.'
5. Visitor asking for a coupon code or special discount.
6. Visitor asking 'How long do I have access to these files?'
7. Visitor asking 'Can I pay with PayPal / Apple Pay / Credit Card?'
8. Visitor who has a custom request outside our scope.
9. Out-of-office automated greeting snippet.
10. End-of-conversation warm closing signature.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Store: The AI Business Shortcut. Checkout: Stripe-powered checkout supporting cards and instant digital delivery.

★ PRO-TIP FOR MAXIMUM PRECISION

Keep live chat snippets under 3 sentences. Chat visitors want immediate, punchy clarity, not essay-length explanations.

Cancellation Retention & Save-the-Customer Script

PRIMARY OBJECTIVE

Retain subscribers considering canceling by offering meaningful alternatives, pausing options, and gathering honest feedback.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a customer retention and churn reduction consultant for subscription and recurring service businesses.

Write a customer-centric cancellation flow and email script for members wishing to cancel their subscription to [SERVICE / MEMBERSHIP NAME] ($[MONTHLY PRICE]/mo).

Context:
- Core Benefits They Lose Upon Canceling: [LIST 3 VALUABLE ASSETS OR ACCESS POINTS]
- Alternative Offers: [CAN THEY PAUSE FOR 60 DAYS? CAN THEY DOWNGRADE TO A $9/MO LIGHT TIER?]

Provide:
1. Cancellation Page Copy: A warm, non-manipulative screen asking for their reason (with 4 easy options: Too busy, Too expensive, Solved my problem, Technical trouble).
2. The 'Win-Back / Pause' Alternative: A polite proposal allowing them to pause their membership for 60 days with one click, preserving their pricing and data.
3. The Graceful Confirmation Email: If they confirm cancellation, send a gracious email confirming no further billing will occur, explaining how long their current access lasts, and inviting them back whenever they need.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Membership: Private SEO Mastermind ($49/month). Retention offer: Pause billing for 2 months or downgrade to archive-only for $19/mo.

★ PRO-TIP FOR MAXIMUM PRECISION

Never hide the cancel button behind a phone call. Friction creates chargebacks. A smooth, honest cancellation process often leads to resubscribing later.

DEPARTMENT 06 OF 10

Content

Blog posts, scripts and outlines that sound like you, not a robot.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 26 TO 30

Authentic Founder Story & 'About Us' Page

PRIMARY OBJECTIVE

Write a compelling, human brand story that builds deep emotional rapport and establishes why your business exists.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a brand narrative strategist and biographer for passionate entrepreneurs.

Write an authentic, human, and captivating 'About Us' page for my company called [BUSINESS NAME].

Background:
- Founder Name & Background: [FOUNDER NAME AND BRIEF HISTORY]
- The Frustration That Sparked the Idea: [THE SPECIFIC MOMENT YOU REALIZED THE OLD WAY WAS BROKEN]
- Who We Serve: [THE EXACT AUDIENCE WE FIGHT FOR]
- What We Believe In (Core Values): [2-3 CORE PRINCIPLES]
- Tone: Genuine, grounded, authoritative yet approachable. Zero corporate jargon ('synergistic solutions').

Structure:
1. The Opening Hook: A relatable snapshot of the real struggle before this business existed.
2. The Turning Point: The discovery or realization that led to building this shortcut.
3. The Mission Statement: Why we do what we do in plain English.
4. The 3 Guiding Promises: What every customer can expect from working with us.
5. A Warm Closing Invitation and Call to Action.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Company: The AI Business Shortcut. Founder: Veteran direct-response operator tired of seeing small businesses waste hours on manual tasks.

★ PRO-TIP FOR MAXIMUM PRECISION

The best About pages aren't really about you—they are about the customer seeing themselves in your story and realizing you understand their pain.

Thought Leadership & Industry Perspective Article

PRIMARY OBJECTIVE

Draft a 1,000-word authoritative article with strong opinions, data references, and original industry insights.

⏱ Time Saved: **4 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a senior contributing editor for Fast Company or Forbes.

Write a 1,000-word thought leadership article on [CHOSEN TOPIC / SHIFT IN THE INDUSTRY].

Context:
- Target Reader: [BUSINESS LEADERS / DECISION MAKERS / FREELANCERS]
- The Controversial / Contrarian Stance: [WHAT THE CONVENTIONAL WISDOM GETS WRONG]
- The New Reality: [WHAT SMART OPERATORS ARE DOING INSTEAD]
- 3 Supporting Arguments or Case Examples: [POINT 1, POINT 2, POINT 3]

Draft:
1. A provocative, editorial-style headline and subheadline.
2. An engaging opening anecdote or statistical hook challenging the status quo.
3. Section 1: The Hidden Cost of the Old Playbook.
4. Section 2: The 3 Core Pillars of the New Model (rich with practical examples).
5. Section 3: The Framework for Immediate Implementation.
6. Conclusion: A call to action urging leaders to adapt before the market forces their hand.

Tone: Sharp, analytical, engaging, polished.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: Why hiring expensive marketing agencies is being replaced by lean, AI-augmented solo operators.

★ PRO-TIP FOR MAXIMUM PRECISION

Give the AI real data points or your personal anecdotes in the prompt. Generic input generates generic articles; specific anecdotes generate gold.

High-CTR YouTube Title, Hook & Description Pack

PRIMARY OBJECTIVE

Generate 10 clickable video titles, a 30-second retention hook script, and an SEO-optimized description with timestamps.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a top YouTube growth consultant and strategist for educational channels.

Create a complete packaging and scripting plan for a YouTube video on [VIDEO TOPIC / TUTORIAL].

Target Audience: [WHO IS WATCHING THIS VIDEO]
Key Takeaway / Solution Taught: [WHAT THE VIEWER WILL BE ABLE TO DO BY THE END]

Provide:
1. 10 High-CTR Titles using proven YouTube title psychology (Curiosity + Benefit, Negative Hook, Time
Constraint, 'How I' Formula).
2. The 30-Second Opening Script: Hook the viewer immediately, eliminate intro fluff ('Welcome back to my
channel'), validate their problem, and tease the big reveal.
3. A High-Converting YouTube Description:
   - First 2 lines written to drive clicks above the 'Show More' fold.
   - Comprehensive video summary with target search keywords.
   - Suggested chapter timestamps (0:00 to 10:00).
   - Social links and Call to Action for [MY OFFER/WEBSITE].
4. 3 Thumbnail Visual Concepts with text overlays (under 4 words).
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: How to automate business emails with ChatGPT in 10 minutes. Audience: Overwhelmed small business owners.

★ PRO-TIP FOR MAXIMUM PRECISION

The first 30 seconds dictate whether the YouTube algorithm promotes your video. Never put an animated logo intro—start speaking the hook in second 1.

Viral Short-Form Video Script (Reels / Shorts / TikTok)

PRIMARY OBJECTIVE

Script 3 high-retention 45–to-60 second short-form videos with visual action notes, pacing cues, and viral hooks.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a short-form video viral content director specializing in TikTok, Instagram Reels, and YouTube Shorts.

Write 3 distinct 45-to-60 second scripts on [TOPIC OR TOOL] for [TARGET AUDIENCE].

Script Frameworks:
- Script 1: 'Stop Doing This' (Exposes a common inefficient habit + shows the 10-second fix).
- Script 2: 'The Secret AI Tool / Shortcut Nobody Talks About' (Fast-paced reveal with on-screen
demonstration).
- Script 3: 'How to [DESIRED OUTCOME] in 3 Easy Steps' (Ultra-tactical, high-save checklist format).

For each script provide:
- Visual Cue / Camera Angle (e.g., Talking head close-up, screen recording, B-roll text).
- On-Screen Text Hook (large caption to grab silent viewers).
- Verbatim Spoken Dialogue (paced at approximately 130-140 words total).
- The Exact Call to Action (e.g., 'Comment [KEYWORD] for the full prompt list').
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: Generating high-converting Facebook ads with ChatGPT. Target: E-commerce store owners.

★ PRO-TIP FOR MAXIMUM PRECISION

Keep sentences under 10 words when speaking on camera. Short sentences create natural punchy pauses that boost short-form watch time.

Viral Curated 'List Post' & Framework Blueprint

PRIMARY OBJECTIVE

Build a comprehensive, bookmarkable curation post that delivers immense value and drives exponential shares across social channels.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a viral content curator and digital publisher.

Create an exhaustive, high-value curated resource post titled 'The 10 Best [TOOLS / FRAMEWORKS / PROMPTS] for [TARGET AUDIENCE] to [DESIRED OUTCOME]'.

Details:
- Target Reader: [WHO IS THIS FOR]
- Specific Goal: [e.g., Save 10 hours a week, Automate their bookkeeping, Generate client leads]

For each of the 10 items, provide:
- Item Name & What It Does in 1 Sentence
- Why It Is Better Than Alternatives
- Best Use Case / Real Scenario
- Pricing / Availability (e.g., 100% Free / Freemium / Low Cost)
- Pro-Tip on How to Get Started Today

Include an engaging introduction explaining why 90% of people waste time on the wrong tools, and a concluding synthesis recommending which 2 to start with first.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Topic: 10 Free AI tools that replace an entire marketing department. Audience: Solo founders and freelancers.

★ PRO-TIP FOR MAXIMUM PRECISION

List posts are the most shared content format on the internet because people bookmark them with the intention of referencing them later.

DEPARTMENT 07 OF 10

HR & Hiring

Job posts, interview questions and onboarding docs without the headache.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 31 TO 35

Magnetic Job Description & Candidate Avatar Writer

PRIMARY OBJECTIVE

Write a compelling, transparent job description that repels unqualified applicants and attracts top-tier talent.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a talent acquisition director and culture-focused recruiter.

Write a modern, magnetic job posting for a [JOB TITLE: e.g., Executive Virtual Assistant, Junior Copywriter,
Operations Lead] for my company, [COMPANY NAME].

Company & Role Context:
- Company Culture & Mission: [BRIEF CULTURE SUMMARY, e.g., remote-first, asynchronous, high autonomy]
- Core Responsibilities: [LIST 3-5 DAILY RESPONSIBILITIES]
- Required Skills & Experience: [MUST-HAVE REQUIREMENTS]
- Compensation & Perks: [SALARY / HOURLY RATE, BENEFITS, TIMEZONE]

Structure:
1. The Hook: Why this role is different from 99% of boring corporate postings.
2. The 90-Day Mission: What success looks like in concrete outcomes after 3 months.
3. Daily Life in This Role: Bulleted breakdown of actual day-to-day work.
4. Who You Are: Characteristics of the ideal person (and who should NOT apply).
5. Compensation & Application Instructions: Include a 'Secret Word' instruction to filter out bot applicants
who do not read the full posting.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Role: Remote Customer Support Specialist. Company: Boutique e-commerce apparel brand. Pay: $25/hour remote.

★ PRO-TIP FOR MAXIMUM PRECISION

Always include an attention check in the application instructions ('Put the word PHOENIX in your subject line'). It filters 50% of low-effort spam applicants instantly.

Behavioral Interview Question & Scoring Matrix

PRIMARY OBJECTIVE

Develop a structured interview guide with 10 behavioral questions and a clear evaluation rubric to hire the right fit.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a senior hiring manager and organizational psychologist.

Create a structured interview guide with 10 behavioral questions for hiring a [ROLE TITLE].

Context:
- Critical Core Competencies: [LIST 3-4 KEY ATTRIBUTES: e.g., problem-solving, autonomy, attention to detail,
calm under pressure]
- Common Pitfalls in This Role: [WHAT CAUSES PREVIOUS HIRES TO FAIL]

For each of the 10 questions, provide:
- The Question (framed using the STAR method: Situation, Task, Action, Result).
- What This Question Uncovers: The psychological competency being evaluated.
- Green Flags (Great Answers): Specific signals that indicate an A-player candidate.
- Red Flags (Warning Signals): Signs of excuses, blaming others, or superficial knowledge.
- A 1-to-5 Scoring Rubric definition.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Role: Operations Manager for a 5-person digital marketing agency. Competencies: Project management, client communication, SOP creation.

★ PRO-TIP FOR MAXIMUM PRECISION

Never ask hypothetical questions ('What would you do if...'). Always ask historical behavioral questions ('Tell me about a specific time when you had to...').

New Hire 30-60-90 Day Structured Onboarding Plan

PRIMARY OBJECTIVE

Build a comprehensive onboarding roadmap that gets new employees productive and self-sufficient in their first month.

⏱ Time Saved: **4 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a Chief of Staff and People Operations specialist.

Create a comprehensive 30-60-90 Day Onboarding Plan for a new [ROLE TITLE] joining [COMPANY NAME].

Role Information:
- Primary Goal: [WHAT THEY ARE RESPONSIBLE FOR OWNING]
- Key Systems They Must Master: [SOFTWARE / TOOLS / DATABASES]

Structure:
- Days 1-30 (Learn & Absorb): Focus on understanding the company, tools, shadowing existing processes, and
completing their first micro-project.
- Days 31-60 (Contribute & Execute): Focus on independent execution of core tasks with weekly manager check-ins
and delivering their first major milestone.
- Days 61-90 (Optimize & Lead): Focus on proposing process improvements, full ownership of their KPI, and
operating without daily oversight.

Include:
- A Day-1 Welcome Checklist.
- Weekly milestone deliverables.
- Key Performance Indicators (KPIs) to evaluate at the 90-day mark.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Role: Content Marketing Specialist. Goal: Produce 3 articles and 10 social assets weekly with zero grammatical errors.

★ PRO-TIP FOR MAXIMUM PRECISION

Set the exact evaluation criteria on Day 1. When new hires know what success looks like in 90 days, anxiety drops and performance surges.

Contractor & Freelancer Clear Scope of Work (SOW)

PRIMARY OBJECTIVE

Draft a bulletproof, unambiguous Scope of Work agreement for external contractors that prevents scope creep and missed deadlines.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a legal-minded business operations manager.

Write a professional Scope of Work (SOW) agreement for hiring an independent contractor or freelancer for
[PROJECT NAME].

Project Details:
- Project Overview: [WHAT NEEDS TO BE BUILT OR DELIVERED]
- Deliverables: [SPECIFIC ASSETS, FILES, OR MILESTONES]
- Timeline & Milestones: [START DATE, INTERMEDIATE REVIEW DATES, FINAL DEADLINE]
- Payment Terms: [TOTAL FEE, DEPOSIT AMOUNT, MILESTONE PAYMENTS]
- Revision Policy: [HOW MANY ROUNDS OF REVISIONS ARE INCLUDED]

Provide:
1. Executive Project Summary.
2. Detailed Deliverables & Acceptance Criteria (how both parties confirm a task is completed).
3. Out-of-Scope Clause (explicitly listing tasks that will require an additional fee).
4. Review and Revision Timeline.
5. Invoicing & Payment Schedule.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Contractor: Web Designer. Deliverable: 5-page custom responsive website design in Figma. Fee: $2,500 with 50% deposit.

★ PRO-TIP FOR MAXIMUM PRECISION

The 'Out-of-Scope' clause is the most important paragraph in the document. Naming what is *not* included saves hundreds of dollars in scope creep disputes.

Objective Performance Review & Growth Feedback Guide

PRIMARY OBJECTIVE

Conduct constructive, objective quarterly performance evaluations that motivate team members and clarify career progression.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an executive leadership coach and HR specialist.

Create a structured quarterly performance review evaluation form and manager conversation script for a [ROLE TITLE].

Context:
- Key Performance Objectives: [2-3 CORE METRICS / KPIS THEY WERE MEASURED ON]
- Major Wins Achieved: [WHAT THEY DID WELL THIS QUARTER]
- Growth Areas / Challenges: [WHERE IMPROVEMENT IS REQUIRED]

Provide:
1. Self-Evaluation Questions for the Employee to complete before the meeting.
2. Manager Evaluation Rubric (Rating scale 1-5 covering: Quality of Work, Communication, Reliability, and Initiative).
3. Scripted Conversation Guide for the Manager:
   - Positive reinforcement opener.
   - Constructive feedback framework using the SBI model (Situation, Behavior, Impact).
   - Collaborative goal-setting template for the next 90 days.
4. Professional documentation summary template to file post-meeting.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Role: Senior Account Manager. Wins: Retained 95% of clients. Growth Area: Meeting response times on Friday afternoons.

★ PRO-TIP FOR MAXIMUM PRECISION

Never deliver surprise negative feedback in an annual review. Performance reviews should simply formalize conversations you had during regular 1-on-1s.

DEPARTMENT 08 OF 10

Finance

Pricing analysis, cash-flow summaries and plain-English reports.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 36 TO 40

Tiered Value-Based Pricing Model & Package Structure

PRIMARY OBJECTIVE

Design an irresistible 3-tier pricing strategy (Good, Better, Best) with clear psychological anchoring and profit optimization.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a monetization consultant and pricing psychologist specializing in value-based pricing.

Design a comprehensive 3-tier pricing strategy for my [PRODUCT / SERVICE / SAAS] called [OFFER NAME].

Context:
- Target Customers: [DESCRIBE THE AUDIENCES AT DIFFERENT BUDGET LEVELS]
- Core Deliverable / Value: [WHAT IS BEING DELIVERED]
- Baseline Cost / Desired Margins: [CURRENT PRICE OR TARGET PROFIT MARGIN]

Design the 3 tiers:
- Tier 1: The 'Starter / DIY' Package (priced to capture entry-level buyers while providing essential value).
- Tier 2: The 'Growth / Done-With-You' Package (the intentionally designed 'Decoy Anchor' and most popular
choice, containing the highest-margin value features).
- Tier 3: The 'VIP / Done-For-You / Enterprise' Package (premium pricing with high-touch access, white-glove
onboarding, and speed).

For each tier, provide:
- Package Name & Suggested Price ($)
- Who It Is For
- Deliverables Included (and what is deliberately held back)
- Psychological Trigger that pushes buyers toward Tier 2
- Suggested landing page headline and call to action button text.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Offer: B2B Lead Generation System. Tier 1: Template Pack ($47). Tier 2: Full System + Weekly Group Q&A ($197). Tier 3: 1-on-1 Implementation ($997).

★ PRO-TIP FOR MAXIMUM PRECISION

Make Tier 2 just 20% to 30% more expensive than Tier 1 while offering 3× the perceived value. 70% of buyers will naturally gravitate toward Tier 2.

Firm & Courteous Overdue Invoice Follow-Up Sequence

PRIMARY OBJECTIVE

Recover overdue client accounts receivables without burning professional relationships or escalating to legal action.

⏱ Time Saved: **1.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a credit controller and diplomatic accounts receivable specialist.

Write a 4-stage overdue invoice collection email sequence for a client who owes $[AMOUNT OVERDUE] on invoice # [INVOICE NUMBER] for [SERVICE RENDERED].

Details:
- Client Name & Company: [CLIENT NAME / COMPANY]
- Due Date Was: [DUE DATE]
- Payment Links / Methods: [ACH / STRIPE LINK / WIRE]

Draft 4 sequential emails:
- Email 1 (Day 3 Overdue - The Gentle Reminder): Polite, assumes an administrative oversight. Re-attaches invoice with quick payment link.
- Email 2 (Day 10 Overdue - The Direct Invalidation Check): Inquires whether there was an issue with the service or if accounts payable requires a vendor form update.
- Email 3 (Day 20 Overdue - The Firm Pause of Services): Informs them that upcoming services or account access will be temporarily paused until the outstanding balance is cleared.
- Email 4 (Day 30 Overdue - The Final Notice Before Collections): Professional, formal notification of impending legal/collection steps unless resolved within 5 business days.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Invoice: $1,250 for monthly marketing management. Client: Regional dental clinic overdue by 12 days.

★ PRO-TIP FOR MAXIMUM PRECISION

Always attach the invoice PDF directly to every follow-up email. Removing the friction of searching for an invoice resolves 80% of delayed payments.

Cash-Flow Runway & Operating Expense Optimization Audit

PRIMARY OBJECTIVE

Audit your monthly recurring business expenses, eliminate waste, and calculate your true survival runway.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a fractional CFO specializing in lean, high-margin small business operations.

Help me conduct a comprehensive cash-flow and operating expense audit for my business.

Financial Data:
- Average Monthly Revenue: $[AMOUNT]
- Cash in Bank Reserve: $[AMOUNT]
- Fixed Monthly Expenses (Rent, Software, Salaries): [LIST TOP EXPENSES AND AMOUNTS]
- Variable Monthly Expenses (Ad spend, Contractors, Fees): [LIST ESTIMATES]

Provide:
1. Cash Runway Calculation: Exactly how many months the business survives at current burn rate with zero new
revenue.
2. The 'Zero-Based Expense Audit' Framework: A 3-bucket categorization system:
   - Bucket A: Direct Revenue Generators (Keep and protect).
   - Bucket B: Operational Essentials (Negotiate or streamline).
   - Bucket C: 'Zombie Costs' (Hidden subscriptions, redundant software, unused tools to cancel immediately).
3. 5 Immediate Cost-Cutting Actions that reduce expenses by 15% within 48 hours without harming operations.
4. A 90-Day Cash Reserve Target formula to establish permanent financial peace of mind.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Revenue: $12,000/mo. Cash: $18,000. Expenses: $9,500/mo ($2k ads, $1.5k tools, $4k contractors, $2k misc).

★ PRO-TIP FOR MAXIMUM PRECISION

Audit your business credit card statement line by line every 90 days. Most solo operators discover $150 to $400/month in forgotten software subscriptions.

Plain-English Monthly Profit & Loss (P&L) Summary

PRIMARY OBJECTIVE

Translate complex accounting spreadsheets into an executive 1–page financial summary that highlights true profit and margins.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a Chief Financial Officer speaking to a business founder who hates accounting jargon.

Take the following raw monthly financial numbers and produce an executive 1-page 'State of the Business' plain-English financial summary.

Raw Data for the Month of [MONTH, YEAR]:
- Total Gross Sales / Revenue: $[AMOUNT]
- Cost of Goods / Direct Delivery Costs: $[AMOUNT]
- Operating Expenses (Overhead, Marketing, Tools): $[AMOUNT]
- Taxes & One-Off Charges: $[AMOUNT]

Deliver:
1. The Bottom-Line Reality: Gross Profit ($ and %), Net Profit ($ and %), and Net Margin %.
2. The 'Where Every Dollar Went' Breakdown: An intuitive visual breakdown showing cents per dollar spent (e.g., 'For every $1 earned, 32¢ went to marketing, 20¢ to operations, and 48¢ was pure profit').
3. 3 Strategic Insights: What worked well this month, what expense grew too fast, and the #1 financial lever to pull next month to increase take-home pay.
4. Executive Summary Verdict: Healthy / Watch Carefully / Immediate Action Required.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Sales: $24,500. COGS: $3,200. Operating Expenses: $8,400. Taxes: $2,500. Month: September 2026.

★ PRO-TIP FOR MAXIMUM PRECISION

Focus on Net Margin %, not Gross Sales. A business doing $10k/month at 60% margin is healthier than a business doing $50k/month at 5% margin.

Business Investment & Tool ROI Justification Brief

PRIMARY OBJECTIVE

Evaluate whether an upcoming tool, course, or capital investment will truly generate a positive return before spending money.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a disciplined capital allocator and business investment advisor.

Evaluate whether I should invest in [TOOL / SOFTWARE / COURSE / EQUIPMENT NAME] priced at $[PRICE] (one-time
or $[MONTHLY]/mo).

Context:
- What This Investment Promises to Do: [DESCRIBE THE PROMISED BENEFIT]
- My Current Bottleneck: [WHAT IS SLOWING DOWN MY BUSINESS TODAY]
- Hourly Value of My Time: $[HOURLY RATE: e.g., $50/hr, $100/hr]
- Expected Time or Revenue Saved: [ESTIMATE]

Provide an objective ROI Analysis Brief:
1. The Break-Even Hurdle: Exactly how many sales or hours saved are required to pay for this investment within
30, 60, and 90 days.
2. The Opportunity Cost Test: What else could this same $[AMOUNT] achieve if invested directly into customer
acquisition or product improvement?
3. The 'Shiny Object' Diagnostic: 3 critical questions to determine if this is an impulse purchase or a genuine
business accelerant.
4. Final Investment Recommendation: Green Light (Buy) / Yellow Light (Test trial first) / Red Light (Do not
buy).
```

✦ REAL-WORLD EXAMPLE IN ACTION

Investment: $297/month CRM software. Current status: Solo consultant using free Google Sheets. Hourly rate: $150/hr.

★ PRO-TIP FOR MAXIMUM PRECISION

Never buy a tool to fix a broken process. Fix the process manually with free tools first; only buy software once the manual process becomes overwhelmed.

DEPARTMENT 09 OF 10

Operations

SOPs, checklists and process docs your future self will thank you for.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 41 TO 45

Bulletproof Standard Operating Procedure (SOP) Blueprint

PRIMARY OBJECTIVE

Transform messy recurring tasks into standardized, step-by-step procedures that anyone on your team can execute flawlessly.

⏱ Time Saved: **3.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a Director of Operations and systems architect specializing in building turnkey small businesses.

Write a comprehensive, foolproof Standard Operating Procedure (SOP) for [TASK OR WORKFLOW NAME: e.g.,
Publishing a Weekly Blog Post, Monthly Client Billing, Processing Customer Inquiries].

Task Details:
- Purpose / Objective of this SOP: [WHAT SUCCESS LOOKS LIKE]
- Who Executes It: [ROLE / TEAM MEMBER]
- Frequency: [DAILY / WEEKLY / MONTHLY / AS NEEDED]
- Tools & Software Used: [LIST TOOLS NEEDED]
- Raw Steps / Notes: [BRIEF ROUGH SUMMARY OF HOW YOU CURRENTLY DO IT]

Structure the SOP into:
1. Document Header: Title, SOP ID, Version, Effective Date, Owner, Review Cycle.
2. Objective & Scope: Why this process exists and when it applies.
3. Prerequisites & Access Requirements: Exact accounts, permissions, and assets needed before starting.
4. Step-by-Step Execution Guide: Numbered, chronological instructions with bold actions and clear
inputs/outputs.
5. Quality Control & Definition of Done: A 5-point verification checklist to guarantee zero errors before
marking complete.
6. Troubleshooting & Edge Cases: What to do if step 3 fails or a common error appears.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Task: Client Onboarding for Social Media Agency. Tools: ClickUp, Slack, Stripe, Google Drive.

★ PRO-TIP FOR MAXIMUM PRECISION

Write SOPs so simply that a high school student could follow them on their very first day without asking a single question.

Executive Meeting Summary & Action Items Accountability Log

PRIMARY OBJECTIVE

Turn messy meeting transcripts or raw notes into a crisp executive briefing with assigned owners and hard deadlines.

⏱ Time Saved: **1.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an executive Chief of Staff.

Convert the following raw meeting notes or transcript from our [MEETING TOPIC: e.g., Weekly Leadership Sync,
Client Strategy Session] into an actionable executive summary.

Raw Notes / Transcript:
"""
[PASTE RAW MEETING NOTES, BULLETS, OR AUDIO TRANSCRIPT HERE]
"""

Format the output into this clean executive structure:
1. Executive Snapshot (3 sentences max): The core purpose of the meeting and the single biggest strategic
takeaway.
2. Key Decisions Made: Bulleted list of final decisions agreed upon during the call.
3. Action Items Accountability Matrix: A clean table with columns:
   - Action Item Description
   - Directly Responsible Individual (DRI / Owner)
   - Deadline Date
   - Priority Level (High / Medium / Low)
4. Open Questions & Blockers: Unresolved topics that require follow-up before the next meeting.
5. Date and Focus of Next Meeting.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Raw Notes: 'John said we need to launch the new funnel by Tuesday. Sarah will finish graphics by Monday morning. Need to check Stripe limits.'

★ PRO-TIP FOR MAXIMUM PRECISION

Always send the meeting summary within 30 minutes of call completion. Action items sent immediately have an 80% higher completion rate.

High-Alignment Project Kickoff Charter & Milestone Schedule

PRIMARY OBJECTIVE

Align all stakeholders on scope, timeline, deliverables, and communication protocols before launching any major initiative.

⏱ Time Saved: **3 Hours** | Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a certified senior Project Manager (PMP).

Create a comprehensive Project Kickoff Charter for [PROJECT NAME: e.g., New Website Launch, Q1 Product Release,
Rebranding].

Project Details:
- Business Objective: [WHAT BUSINESS GOAL THIS PROJECT SERVES]
- Key Stakeholders: [PROJECT SPONSOR, PROJECT LEAD, TEAM MEMBERS]
- Target Launch Date: [FINAL DEADLINE]
- Budget & Resources: [BUDGET OR TOOL CONSTRAINTS]

Structure:
1. Project Vision & Business Justification: Why we are doing this and what metrics define success.
2. Scope Boundaries: In-Scope deliverables vs. Out-of-Scope non-priorities.
3. Milestone Roadmap: A 4-phase timeline (Discovery → Build → Testing → Launch) with target completion
dates.
4. Risk Management & Mitigation: 3 potential risks that could delay the project and the contingency plan for
each.
5. Communication Cadence: How and where updates will be shared (Slack channel, weekly check-in day/time).
```

✦ REAL-WORLD EXAMPLE IN ACTION

Project: Migration to New CRM & Email System. Deadline: November 15. Team: Founder, VA, External Tech Specialist.

★ PRO-TIP FOR MAXIMUM PRECISION

Spending 30 minutes defining the Project Charter eliminates weeks of finger-pointing and missed deadlines midway through execution.

Core Executive Business Communication Email Pack

PRIMARY OBJECTIVE

Equip yourself with 5 versatile executive email templates for sensitive, high-stakes operational communications.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an executive communications director for Fortune 500 CEOs.

Write 5 master professional business communication email templates for [MY BUSINESS NAME].

Templates Needed:
1. The 'Polite but Firm No' to a vendor, request, or partnership opportunity that does not align with current
priorities.
2. The 'Vendor Price Negotiation / Request for Better Terms' email asking for an annual discount or waived
onboarding fees.
3. The 'Project Delay Notification' updating a client or partner on a deadline shift with extreme
professionalism and zero blame.
4. The 'Introduction & Connection' email connecting two professional contacts in a win-win format.
5. The 'Executive Request for Clarification' addressing confusing or conflicting client feedback without
sounding defensive.

Tone: Authoritative, concise, respectful, polished. Keep each under 100 words.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Business: Independent management consulting firm. Clients: Mid-sized regional manufacturing firms.

★ PRO-TIP FOR MAXIMUM PRECISION

A well-crafted 'Polite No' email builds more respect than an unenthusiastic 'Yes'. Protect your focus aggressively.

Weekly Executive Business Scorecard & KPI Report

PRIMARY OBJECTIVE

Consolidate weekly operational metrics, marketing leads, and revenue data into a 1-page health scorecard.

⏱ Time Saved: **2 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as an executive operations advisor and business analyst.

Design a streamlined Weekly Executive Business Scorecard and Report template for my business in the [INDUSTRY / SECTOR] sector.

Metrics Tracked:
- Revenue & Sales: [WEEKLY TARGETS]
- Marketing & Leads: [TRAFFIC, NEW SUBSCRIBERS, QUALIFIED LEADS]
- Customer Delivery / Operations: [PROJECTS COMPLETED, SUPPORT TICKETS, RETENTION]
- Team / Focus: [KEY HIGHLIGHT OF THE WEEK]

Deliver:
1. The 1-Page Weekly Scorecard Table with columns: Metric, Weekly Goal, Actual Result, Week-over-Week Trend (▲/▼), Status (Green/Yellow/Red).
2. The 'Wins of the Week' Executive Summary (3 bullets).
3. The 'Bottlenecks & Roadblocks' Breakdown (What broke and how it was addressed).
4. Top 3 Priorities for Next Week (Must-win goals).
5. Instructions for completing this scorecard in under 15 minutes every Friday afternoon.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Business: E-commerce specialty coffee brand. Weekly targets: $5k sales, 200 new emails, 98% on-time shipping.

★ PRO-TIP FOR MAXIMUM PRECISION

Limit your weekly scorecard to no more than 5 to 7 core metrics. Tracking too many numbers creates noise; tracking 5 numbers creates clarity.

DEPARTMENT 10 OF 10

Strategy

90-day plans, competitor teardowns and decision frameworks on demand.

5 BATTLE-TESTED MASTER PROMPTS • PROMPTS 46 TO 50

Objection-Busting & Risk-Reversal Reframe Matrix

PRIMARY OBJECTIVE

Identify the top 5 psychological objections holding your buyers back and engineer systematic copy reframes to eliminate them.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a behavioral psychologist and high-conversion sales strategist.

Conduct a deep-dive Objection Analysis and Reframe Matrix for my offer [OFFER NAME] priced at [PRICE].

Audience & Product:
- Target Prospect: [AVATAR DESCRIPTION]
- Core Offer: [WHAT IS DELIVERED]
- Biggest Market Skepticism: [WHY PEOPLE ARE HESITANT]

Identify the top 5 core objections:
1. Financial Skepticism ('Is this worth the money?')
2. Self-Doubt ('Will this work for ME? I am not technical / too busy')
3. Market Inertia ('I can just do this later / not urgent')
4. Trust Deficit ('Who are you and why should I believe this works?')
5. Feature Confusion ('What is actually inside?')

For each objection, provide:
- The Unspoken Internal Thought of the buyer.
- The Counter-Intuitive Psychological Reframe.
- The Exact Copywriting Snippet to add to the sales page, email, or ad to disarm it before they even bring it up.
- The Supporting Proof Asset (case study, guarantee, demo) that cements the reframe.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Offer: $37 AI Business Shortcut. Objection 1: 'Can't I just ask ChatGPT for prompts?' Reframe: 'Prompting without a tested framework gives generic cliches.'

★ PRO-TIP FOR MAXIMUM PRECISION

The strongest sales copy doesn't wait for objections at the checkout—it introduces the objection proactively on the page and disarms it on the spot.

Win-Win Referral & Strategic Affiliate Partnership Proposal

PRIMARY OBJECTIVE

Recruit non-competing complementary businesses to promote your offer to their audience with a compelling revenue share.

⏱ Time Saved: **3 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a strategic business development executive and affiliate manager.

Write a compelling outreach proposal to recruit complementary, non-competing businesses as strategic affiliate
or referral partners for [MY PRODUCT/SERVICE].

Context:
- My Product & Price: [PRODUCT NAME, PRICE, AND CONVERSION RATE]
- Who I Help: [TARGET AUDIENCE]
- Ideal Partner Profile: [WHO ALREADY HAS THIS AUDIENCE: e.g., web designers, accountants, podcast hosts]
- Partner Incentive: [COMMISSION %, e.g., 40% to 50% revenue share or $XX per closed client]

Provide:
1. Warm Intro Outreach Email (under 120 words) proposing a co-promotional partnership that creates immediate
value for their audience.
2. The 'Why This Makes Sense For Your Audience' 3-bullet pitch (why their followers will thank them).
3. Ready-to-Send Promotional Swipe Copy they can easily paste into their newsletter or social media with zero
work on their part.
4. Follow-up message for partners who show interest.
```

✦ REAL-WORLD EXAMPLE IN ACTION

My Product: AI Business Shortcut ($37). Partners: No-code web design freelancers who build client sites and want an easy client upsell.

★ PRO-TIP FOR MAXIMUM PRECISION

Offer to write the complete promotional email for them. When a partner only has to copy, paste, and add their link, deal closure jumps by 400%.

High-Leverage Strategic B2B Collaboration Pitch

PRIMARY OBJECTIVE

Secure high-value co-marketing webinars, guest appearances, and cross-promotions with established leaders in your space.

⏱ Time Saved: **2.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a strategic partnership executive.

Draft a high-converting collaboration proposal to pitch [INFLUENCER / BRAND / COMMUNITY LEADER NAME] on a
joint collaboration with [MY BRAND NAME].

Details:
- Who They Are & Their Audience: [THEIR AUDIENCE PROFILE]
- Proposed Collaboration Format: [JOINT WEBINAR / GUEST WORKSHOP / BUNDLE INTEGRATION / INTERVIEW]
- Value Proposition For Them: [WHAT DO THEY GET: e.g., exclusive content, free access for members, shared
revenue]
- Proof of My Authority: [BRIEF TRACK RECORD OR CLIENT RESULTS]

Draft:
- A personalized, respectful 100-word outreach email that praises a specific piece of their recent work.
- The 1-page Collaboration Pitch Outline detailing: Topic, Audience Benefit, Effort Required from Them (under 1
hour), and Expected Outcomes.
- A smooth handling of the 'We don't do outside collaborations' objection.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Collaboration: 30-minute live workshop on 'Automating Client Intake with AI' for an established marketing community with 3,000 members.

★ PRO-TIP FOR MAXIMUM PRECISION

Never lead with what you want. Lead with what their community gains that the host does not currently offer.

90-Day Quarterly Growth Sprint & OKR Action Plan

PRIMARY OBJECTIVE

Translate broad business goals into a structured 90-day execution sprint with measurable Objectives and Key Results (OKRs).

⏱ Time Saved: **4 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a seasoned Silicon Valley venture advisor and executive growth strategist.

Build a structured 90-Day Quarterly Growth Sprint Plan (Quarterly OKRs) for my business.

Company Details:
- Current Monthly Revenue: $[AMOUNT]
- 90-Day Revenue & Growth Target: $[TARGET AMOUNT]
- The Single Biggest Bottleneck Today: [ACQUIRING CUSTOMERS / RETENTION / TIME DEFICIT / HIRING]
- Available Time / Resources: [HOURS PER WEEK OR TEAM SIZE]

Structure the plan into:
1. The North Star Metric: The single metric that matters most this quarter.
2. 3 High-Impact Objectives (OKRs):
   - Objective 1 (Marketing / Traffic): 1 Objective + 3 measurable Key Results.
   - Objective 2 (Conversion / Product): 1 Objective + 3 measurable Key Results.
   - Objective 3 (Operations / Efficiency): 1 Objective + 3 measurable Key Results.
3. Month-by-Month Sprint Breakdown:
   - Month 1: Foundation & Asset Creation.
   - Month 2: Distribution & Traffic Acceleration.
   - Month 3: Optimization & Scaling.
4. The 'Stop Doing' List: 3 low-leverage distractions to eliminate immediately this quarter.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Target: Grow from $5k/mo to $12k/mo. Bottleneck: Traffic volume on front-end $37 offer. Resource: 1 solo founder working 25 hrs/wk.

★ PRO-TIP FOR MAXIMUM PRECISION

Quarterly goals fail when people pick 10 priorities. Pick exactly 3 Objectives and relentlessly say no to everything else.

Competitor Teardown & Blue Ocean Market Gap Analysis

PRIMARY OBJECTIVE

Analyze your top 3 competitors, uncover their blind spots and customer complaints, and carve out an uncontested market position.

⏱ Time Saved: **3.5 Hours**

Models: **ChatGPT (Free/Plus), Claude, Gemini**

MASTER COPY-PASTE PROMPT

Replace yellow bracket variables [LIKE THIS] with your details

```
Act as a market positioning strategist and competitive teardown specialist.

Conduct a comprehensive Competitive Analysis and Blue Ocean Gap Teardown for my business in the [NICHE / INDUSTRY] space.

Details:
- My Business / Offer: [NAME, PRICE, HOW WE DELIVER VALUE]
- Competitor 1: [NAME, APPROX PRICE, WEAKNESS/COMPLAINT COMMONLY HEARD]
- Competitor 2: [NAME, APPROX PRICE, WEAKNESS/COMPLAINT COMMONLY HEARD]
- Competitor 3: [OR THE STATUS QUO: 'DOING IT MANUALLY IN-HOUSE']

Deliver:
1. The 4-Corner Positioning Matrix (X-Axis: Low Cost vs. High Touch | Y-Axis: Complex/Slow vs. Fast/Turnkey) and where each player sits.
2. The Competitor Blind Spot Audit: 3 recurring customer frustrations with existing solutions that my business can solve effortlessly.
3. The 'Blue Ocean' Hook: A single, uncontested positioning claim that makes competitors irrelevant.
4. 3 Counter-Positioning Angles to use in marketing campaigns that ethically highlight why our approach is superior.
```

✦ REAL-WORLD EXAMPLE IN ACTION

Market: AI prompt packs. Competitors: 10,000-prompt generic Gumroad PDFs ($10) vs. High-end custom consulting ($2,000). Blue Ocean: 50 battle-tested workflows for $37.

★ PRO-TIP FOR MAXIMUM PRECISION

Don't compete on being 'better'—compete on being *different and faster*. When you eliminate the friction everyone else ignores, you own the category.

Your Permanent AI Leverage

How to turn this playbook into measurable weekly profits.

Step 1: Save Your Best Outputs in an "AI Vault"

Create a simple Notion page or Google Doc named "My AI Business Assets". Every time a prompt generates a winning ad, email sequence, or proposal, copy it there. Over 90 days, you will build a proprietary company library worth thousands of dollars.

Step 2: Delegate With Confidence

When you hire a virtual assistant or contractor, don't write endless training manuals. Hand them this PDF along with your company context file. You have now turned a junior assistant into a senior operator on day one.

Step 3: Official Support & Updates

As AI models evolve, these prompts are continually refined. If you ever need support or have questions about implementing any workflow in this guide, reach out directly to our team at **jcmktltda@gmail.com**.

"Simplicity is the prerequisite for reliability."

THE AI BUSINESS SHORTCUT TEAM