



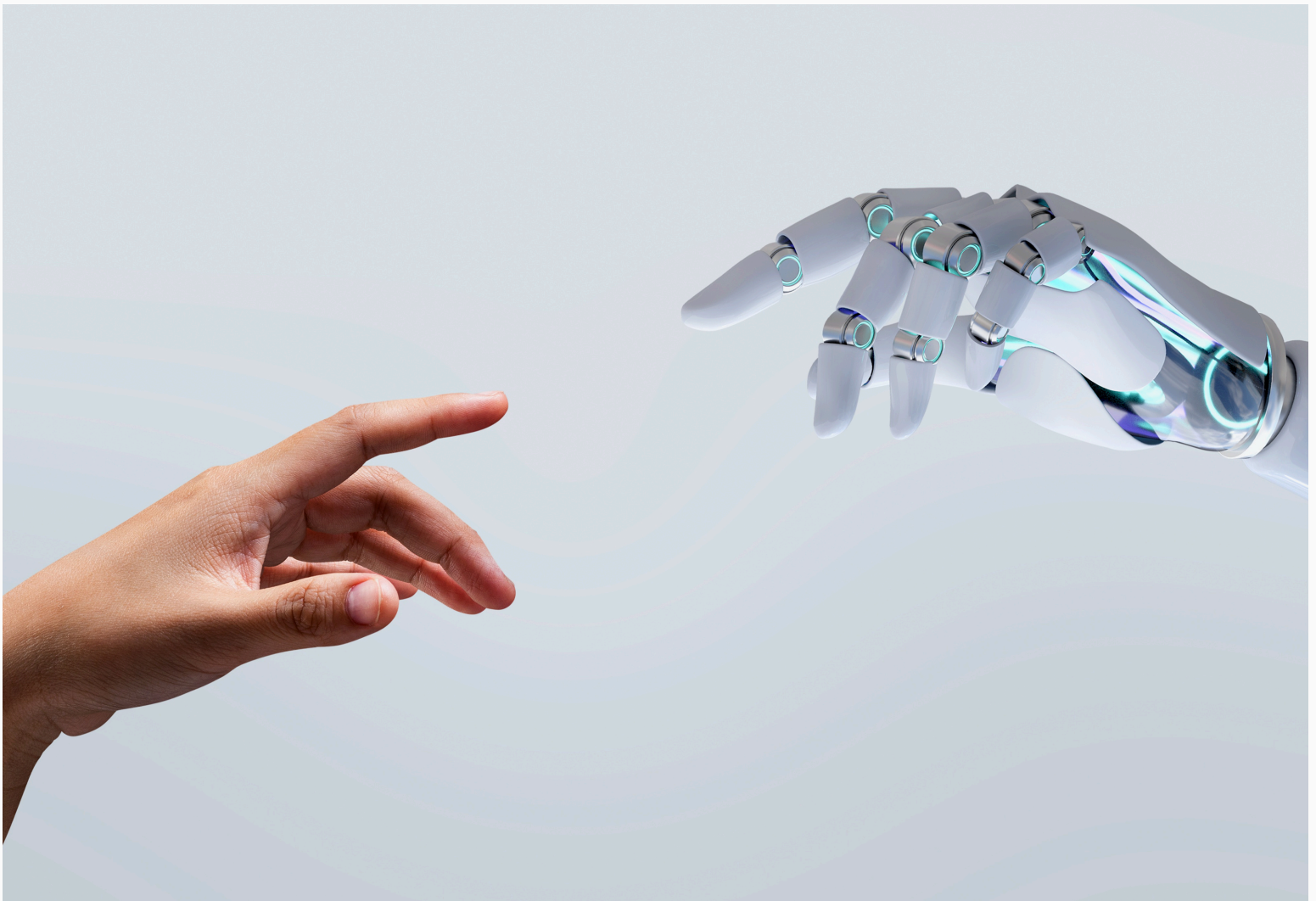
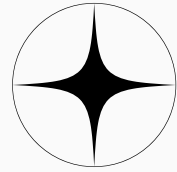
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P R O M P T B O O K
2 0 2 5

10 AI Prompts That Feel Like Hiring a \$100K Assistant for Free

*The only correct answer to "How do you use AI?"
is: "I don't. I don't use AI. I work with it."*



INTRODUCTION

How to Use These AI Prompts to Save Time and Money in Your Business

Artificial Intelligence isn't just for big tech companies—it's a powerful tool that every small business owner can use to simplify operations, boost productivity, and cut costs. Whether you're a solo entrepreneur or managing a growing team, these carefully crafted prompts will help you discover real, practical ways to put AI to work.

This guide contains 10 business-focused AI prompts, each designed to help you improve a key area like communication, customer service, marketing, or workflow efficiency. Each prompt is followed by two helpful follow-up questions that guide the AI deeper—helping you move from ideas into action.

To get started, simply copy and paste one of the prompts into ChatGPT (or your preferred AI assistant). Treat it like a conversation. Answer the questions it asks, give it real context about your work, and let it help you think through your challenges. It can save you hours of time brainstorming, writing, planning, or organizing.

*You don't need to be "techy" to use this.
Just be curious.*

Start with one area where you're feeling stuck or overwhelmed—maybe it's writing emails, onboarding clients, or following up with leads. Use the prompts to explore, test ideas, and see what's possible.

1

IDENTIFY TIME-WASTING TASKS

Goal: Help a business owner identify and offload recurring tasks using AI or delegation.



Main Prompt:

"I run a [type of business]. Ask me a few simple questions to figure out what repetitive tasks I do every week. Then suggest 2 things I can automate or delegate, and explain exactly how to do it."

Follow-Up 1:

"What AI tools (free or cheap) can help me automate those two tasks?"

Follow-Up 2:

"Write a quick message I can send to my VA or team asking them to take over one of these tasks."

2

WRITE QUICK EMAIL REPLIES

Goal: Help a business owner stop rewriting the same emails and save time with customizable templates.

Main Prompt:

"I get a lot of emails from customers asking about things like pricing, scheduling, and problems with their order or service. Write me short, customizable reply templates I can reuse for those common situations."

Follow-Up 1:

"Can you make these templates sound more casual or friendly, like how I'd talk in real life?"

Follow-Up 2:

"Now write an auto-reply email I can set up to let people know when I'll respond and link to a few helpful resources."

3

CLEAN UP MY TO-DO LIST

Goal: Help a busy business owner take control of a cluttered to-do list by organizing, simplifying, and taking immediate action.

Main Prompt:

“I’m overwhelmed by my to-do list. Here it is: [paste your tasks]. Sort it into 3 groups — high priority, can be delegated, and can be automated. Then tell me what to do first and what I can let go of.”

Follow-Up 1:

“Turn my top 3 high-priority tasks into a simple schedule with suggested times for each.”

Follow-Up 2:

“Break the biggest task into easy step-by-step instructions I can follow without overthinking it.”

4

FOLLOW UP WITH LEADS WHO WENT SILENT

Goal: Help a business owner re-engage a warm lead who ghosted them — without sounding pushy.

Main Prompt:

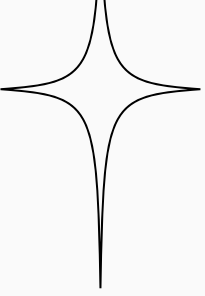
“Someone asked about my [product/service] but didn’t reply after I followed up once. Write 3 follow-up messages I can send over the next few days to re-engage them. Make each one short, friendly, and helpful — include versions for both email and text.”

Follow-Up 1:

“Add a brief testimonial or success story to each message that builds trust without sounding like a sales pitch.”

Follow-Up 2:

“Now write a version of the last message that gives them a clear final choice: book a call, ask a question, or let me know they’re not interested.”



TURN CONVERSATIONS INTO CONTENT

Goal: Help a business owner turn everyday wins or insights into shareable content that attracts new business.

Main Prompt:

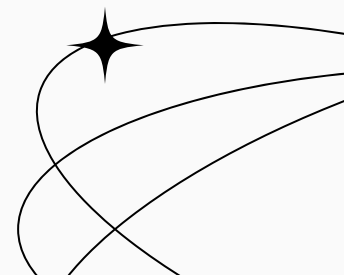
Turn this conversation/transcript/note into a blog post or social media post that explains what I do and offers a helpful insight to my target audience.

Follow-Up 1:

Reformat this into a short Instagram caption and a tweet thread.

Follow-Up 2:

Write a call to action at the end that invites people to book a call or download a lead magnet.



AUTOMATE CLIENT ONBOARDING

Goal: Help a business owner collect the right info from new clients and get them started with less back-and-forth.



Main Prompt:

“I’m bringing on a new client for [type of service]. Write a friendly welcome message I can send, plus a list of questions I should ask to get everything I need — like name, business info, goals, and anything else that helps me get started smoothly.”

Follow-Up 1:

“Turn those questions into a fillable Google Form or Typeform layout that’s easy for clients to complete.”

Follow-Up 2:

“Write a reminder message I can send if they haven’t filled out the form after 2 days — friendly but clear.”

WRITE A JOB DESCRIPTION + SHORT AD TO HIRE THE RIGHT PERSON

Goal:

Help a business owner quickly create a professional job description and social-friendly version so they can attract the right candidates without hiring a recruiter.

Main Prompt:

“I'm hiring for [insert role, e.g., 'Customer Service Representative' or 'Field Technician']. Write a compelling full-length job description that I can use on job boards, including responsibilities, qualifications, and company culture. Then write a short version of the same ad (2–3 sentences) that I can post to Facebook, Instagram, or a community board to attract the right applicants.”

Follow-Up 1:

“Now give me 3 simple screening questions I can include in the application to filter out bad fits.”

Follow-Up 2:

“Write a short, friendly email I can send to candidates I want to interview — include next steps and a thank-you.”

SUMMARIZE KEY INFO QUICKLY

Goal: Help a business owner collect the right info from new clients and get them started with less back-and-forth.

Main Prompt:

“I don’t have time to read this whole thing. Here’s a long email, document, or meeting transcript: [paste it]. Summarize the key points in bullet form and tell me what actions I need to take next.”

Follow-Up 1:

“Write a quick reply or forward message I can send to my team or client with the summary and my response.”

Follow-Up 2:

“Highlight anything that’s urgent, confusing, or needs follow-up — I don’t want to miss anything important.”

SAVE ON SOFTWARE OR TOOLS

Goal: Help a business owner lower their monthly costs by finding smarter, more affordable software or AI-based alternatives.

Main Prompt:

“I’m using [tool or service] right now, but it’s too expensive or more than I need. Recommend 2–3 cheaper or AI-powered alternatives that can do the same job. I want options that are simple, reliable, and budget-friendly.”

Follow-Up 1:

“Write a quick reply or forward message I can send to my team or client with the summary and my response.”

Follow-Up 2:

“Highlight anything that’s urgent, confusing, or needs follow-up — I don’t want to miss anything important.”

SPOT BOTTLENECKS IN MY BUSINESS

Goal: Help a business owner uncover what's slowing them down or wasting time — and show how AI or automation can fix it without hiring more people.

Main Prompt:

“Things in my business feel slower or more complicated than they should be. Ask me 3–5 quick questions about how leads come in, how I work with customers, or how I deliver my service. Then show me 1 or 2 things I could fix or automate to save time, close more sales, or reduce headaches.”

Follow-Up 1:

“Now break that fix into clear steps I can take — and name a tool or method that would help me do it.”

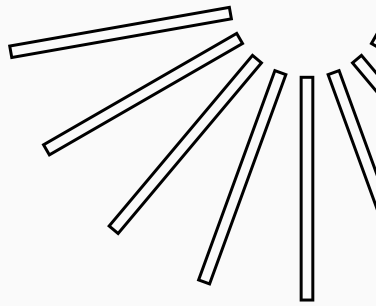
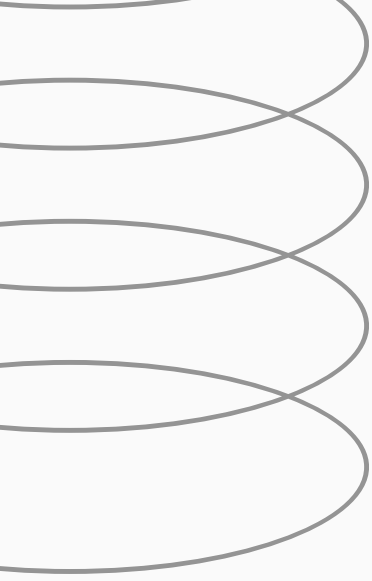
Follow-Up 2:

“Write a message I can send to my team explaining the change, why it matters, and what the benefit will be.”



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Thank you

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