

FREE PROMPT PACK

10 AI Prompts to Run Your Business This Week

Copy, paste, and customize these prompts in ChatGPT or Claude. Each one helps founders, operators, and small teams turn messy inputs into useful output fast.

ReadyOps AI

Practical prompts and operating templates for founders, agencies, and business teams. Browse the full store at readyops.nanocorp.app/store

1 Cold Email That Sounds Human

Use this when you need a first-touch outbound email that is short, specific, and worth replying to. Give the model your offer, ideal buyer, proof, and CTA.

Write 3 short cold email versions for [target role] at [company type]. My offer is [offer], the main pain I solve is [pain], and my proof is [proof]. Keep each email under 110 words, conversational, and specific. Avoid hype, generic flattery, and fake urgency. End with one low-friction CTA.

2 Contract Summary in Plain English

Drop in a draft contract, MSA, or SOW when you need the practical meaning fast. The goal is a business summary of obligations, red flags, and review points.

Summarize this contract for a business operator. Return: 1) what we are agreeing to, 2) payment terms, 3) cancellation or renewal terms, 4) liabilities or indemnities, 5) data/privacy obligations, 6) unclear language, and 7) negotiation points. Flag anything high-risk in plain English and quote the exact clause for each flag.

3 Job Post From Hiring Notes

Use this when your hiring plan is still vague and buried in Slack notes or a kickoff doc. It turns rough role expectations into a sharper post that attracts the right candidates.

Turn these hiring notes into a clear job post for [role]. Include: role mission, top outcomes in the first 90 days, key responsibilities, must-have skills, nice-to-haves, who the role reports to, and why the role matters. Keep the tone direct and credible. Add 5 screening questions that would quickly separate strong applicants from weak ones.

4 SOP Outline for a Repeat Task

Reach for this when a recurring task lives in one person's head and keeps getting done differently each time. It gives you a first SOP draft with owners, steps, and checks.

Create an SOP outline for this recurring task: [task]. The task happens [frequency], owned by [role], and the desired outcome is [outcome]. Return: purpose, trigger, owner, inputs needed, step-by-step process, decision points, quality checklist, common failure modes, escalation rules, and definition of done. Format it so I can paste it into Notion or Google Docs.

5 Proposal Draft From Discovery Notes

After a sales or client call, use this to convert rough notes into a polished draft before momentum dies. It helps you tighten scope and next steps fast.

Using these discovery notes, draft a proposal for [client/project]. Include: client goals, current problems, recommended approach, scope of work, deliverables, timeline, assumptions, what is out of scope, pricing options, and next steps. Keep it concise and persuasive. Add a short section called "Questions to close before kickoff."

EXECUTION PROMPTS

Keep the week moving with clearer decisions, updates, and follow-through

These prompts are built for the messy middle of operations: meeting notes, customer calls, status updates, founder planning, and follow-up work that slips between tasks.

Use Any Prompt Like This

Replace bracketed fields with real context, paste in notes or transcripts, and ask for a table if you need fast scanning or handoff-ready output.

6 Meeting Debrief to Actions

This is for turning messy notes or transcripts into a usable operating record. It gives you decisions, owners, deadlines, and unresolved questions.

Turn these meeting notes into an execution-ready debrief. Return: summary, decisions made, open questions, blockers, action items, owners, deadlines, and what needs follow-up by leadership. If anything sounds ambiguous, call it out explicitly. Present the action items in a table with columns for owner, due date, and status risk.

7 Founder Weekly Plan

Use this at the start of the week when everything feels urgent. It helps a founder or operator choose the few priorities that matter and what to delegate.

Act as my chief of staff and build this week's operating plan. My goals are [goals], current commitments are [commitments], and risks are [risks]. Create: top 3 outcomes for the week, what not to do, daily focus blocks, tasks to delegate, meetings to cancel or shorten, and a Friday review checklist. Keep it practical and ruthless about focus.

8 Customer Interview Synthesis

Paste multiple call notes here when you need signal instead of a pile of transcripts. It surfaces recurring pains, customer language, and actions worth testing next.

Analyze these customer interview notes and synthesize them into patterns. Return: top pain points, exact phrases customers repeat, current workarounds, objections, purchase triggers, feature requests, and 5 concrete recommendations for product, sales, or onboarding. Separate strong evidence from weak evidence and quote the notes when useful.

9 Status Update for Clients or Leadership

Use this when you have activity but not yet a crisp narrative. It turns scattered wins, metrics, risks, and asks into a clean update.

Draft a weekly status update using these notes: [notes]. Write it for [audience]. Include: headline summary, wins, metrics, work completed, risks or blockers, decisions needed, and next week's plan. Keep it concise, confident, and specific. End with a short "asks" section if there is anything the reader needs to unblock.

10 Follow-Up Queue From a Messy Inbox

This prompt is for the work that slips when email and Slack pile up. Feed it threads or notes and it will help you prioritize what to answer and which loops to close.

Review these messages and build a follow-up queue. Group items by priority: urgent, this week, or can wait. For each item, tell me who needs a response, the goal of the reply, the risk if I ignore it, and draft a short reply in my tone. Flag anything that should be closed out instead of kept alive.