

25 AI Prompts for *small business* owners.

A free preview from **25 AI Prompts for Small Business Owners**, our \$4.99 starter pack on Etsy. Hand-picked samples from each of the five categories — customer service, marketing, sales, ops, content. Built for service business owners who actually want AI to do something useful.

FREE PREVIEW · NO CARD REQUIRED

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01

Recover an Unhappy Customer

USE WHEN: A 1-star review just landed and you need to respond publicly.

Write a public reply to this negative review. Do not be defensive. Acknowledge the specific issue they raised, take ownership, explain (briefly) what we'll change, and invite them to message us privately for a resolution. Sign as the owner. Under 80 words. Tone: humble, accountable, professional. Here is the review: "[PASTE REVIEW HERE]"

How to use: Copy the prompt above. Replace anything in **[BRACKETS]** with your real details. Paste into ChatGPT, Claude, or any AI chat tool. Hit send.

02 1 Blog Post → 5 Social Posts

USE WHEN: You published one piece of long-form content and want a week of posts from it.

Here's a blog post / article I just published: "[PASTE TITLE + URL + 2-SENTENCE SUMMARY]". Generate 5 social posts that drive readers back to it: (1) one Instagram caption with 5 relevant hashtags, (2) one LinkedIn post with a question at the end, (3) one Twitter/X thread of 3 tweets, (4) one short Facebook post, (5) one Pinterest pin description under 500 chars. Match the tone of the original.

How to use: Copy the prompt above. Replace anything in **[BRACKETS]** with your real details. Paste into ChatGPT, Claude, or any AI chat tool. Hit send.

03

Three-Tier Quote from a Description

USE WHEN: A customer described their project loosely and you need a quote fast.

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A customer described their project as: "[PASTE DESCRIPTION]". I run a [TYPE OF BUSINESS] and my base hourly rate is [$X]. Generate a Good / Better / Best quote with: (1) what's included at each tier, (2) a clear price, (3) one sentence on who each tier suits. Format as a clean table I can copy directly into a proposal. Anchor the Best tier as the recommended option.
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How to use: Copy the prompt above. Replace anything in **[BRACKETS]** with your real details. Paste into ChatGPT, Claude, or any AI chat tool. Hit send.

04

Meeting Transcript → Action Items

USE WHEN: You finished a meeting and need decisions + next steps in 30 seconds.

Here is the transcript or notes from a meeting I just had: "[PASTE TRANSCRIPT]". Generate: (1) a 3-sentence summary at the top, (2) decisions made (bullet list), (3) action items with OWNER and DUE DATE (table format – extract owners from context, flag any unclear ones), (4) open questions still unresolved. Keep it tight – under 200 words total.

How to use: Copy the prompt above. Replace anything in [BRACKETS] with your real details. Paste into ChatGPT, Claude, or any AI chat tool. Hit send.

FAQ from Support Inbox

USE WHEN: You keep answering the same 5 questions and need to turn them into a FAQ page.

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I'm pasting in the last 20-30 messages from my support inbox: "[PASTE MESSAGES]". I run a [TYPE OF BUSINESS]. Cluster the questions into 6-8 distinct FAQ items. For each, write: (1) the question phrased the way a customer would Google it, (2) a 2-4 sentence answer in plain English that matches my brand voice (warm, direct, no jargon), (3) one related follow-up question we could add later. Output as ready-to-publish markdown.
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How to use: Copy the prompt above. Replace anything in **[BRACKETS]** with your real details. Paste into ChatGPT, Claude, or any AI chat tool. Hit send.

— YOU'VE SEEN THE PREVIEW —

Climb the *ladder.*

If those 5 saved you an hour this week, the full pack will save you a Sunday. Three tiers, all live on our Etsy shop, all instant digital downloads, all paired with the same systems we install for paying clients.

STARTER

**25 AI Prompts
— Vol. 01**

\$4.99

All 25 prompts across 5 categories. Where this preview came from.

etsy.com/listing/4506387476 →

EXPANDED

**50 AI Prompts
— Vol. 02**

\$9.99

Twice the volume. Adds email, automation, and an AI-assistant set.

etsy.com/listing/4506418579 →

PREMIUM ★

**AI Automation
Course**

\$77

20 hours · 10 modules · 8 agent templates · 4 done-for-you packs.

etsy.com/listing/4489433334 →