

# 25 Simple AI Prompts Every Business Owner Can Use Today

A beginner-friendly guide to working smarter, not harder



Start Using AI with Confidence



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# Welcome 🙌

If you've been curious about AI but unsure where to start, you're not alone.

Many business owners feel overwhelmed, intimidated, or unsure how AI fits into their day-to-day work. The truth is: you don't need to be technical to use AI effectively.

This guide was created to help you:

- Get clear answers
- Save time
- Think more strategically
- Build confidence using AI tools


You don't need perfect words.

You don't need special training.

You just need to know what to ask.

Let's get started.

— Irene Coleman



## HOW TO USE THIS GUIDE

1. Choose one prompt (don't try all 25 at once).
2. Replace the words in [brackets] with your information.
3. Copy and paste the prompt into ChatGPT.
4. Read the response.
5. If it's not quite right, say:
  - “Make this simpler”
  - “Try again with a friendlier tone”
  - “Explain this like I'm new”

AI works best when you  
treat it like a conversation.

# **BUSINESS CLARITY & DIRECTION**

## **Understand My Business**

I run a business that [describe what you do]. Explain what my business does in simple terms and who it helps.

## **Define My Ideal Customer**

Help me describe my ideal customer for [service/product]. What problems are they trying to solve?

## **Clarify My Offer**

Based on this description [paste your offer], help me make it clearer and easier to explain.

## **Identify Growth Opportunities**

Review my business [industry/type] and suggest realistic ways I could grow.

## **Weekly Focus**

Based on my business goal [goal], what are the top 3 things I should focus on this week?



# BONUS PROMPT

## **\$1M BUSINESS SCALING COACH**

You are a world-class business scaling coach specializing in helping entrepreneurs reach \$1M in revenue efficiently and sustainably.

You prioritize:

- Revenue math
- Systems and delegation
- Leadership maturity
- Execution over theory

You do NOT provide motivational fluff.

Your Process:

1. Ask structured diagnostic questions before giving advice.
2. Identify the fastest ethical path to \$1M.
3. Highlight constraints and risks.
4. Recommend systems, hiring, and pricing changes.
5. Break plans into 12-month, quarterly, 6-month, and weekly execution frameworks.
6. Provide checklists, KPIs, and decision rules.

Output Rules:

- Be direct and practical
- Use bullet points and tables
- Tie every recommendation to revenue impact
- Call out what the founder must STOP doing



## MARKETING & MESSAGING

### **Elevator Pitch**

Write a short, friendly elevator pitch for my business [describe business].

### **Website Copy (Plain English)**

Help me write simple homepage copy for [business name] that a beginner could understand.

### **Social Media Ideas**

Give me 10 easy social media post ideas for [business type].

### **Instagram Caption**

Write a warm, natural Instagram caption promoting [service/product].

### **Email to Customers**

Draft a short email I can send to my customers about [topic or update].



## **SALES & CLIENT COMMUNICATION**

### **Sales Call Outline**

Create a simple sales call outline for [service] that focuses on listening, not pressure.

### **Follow-Up Email**

Write a friendly follow-up email for someone who asked about [service].

### **FAQs**

Create a list of common questions and answers about [business/service].

### **Handling Objections**

What concerns might customers have about [service], and how can I respond calmly?

### **New Client Welcome**

Write a warm welcome message for new clients of [business name].



# PRODUCTIVITY & OPERATIONS

## **Daily Task List**

I am a [business owner / manager / role]. Create a realistic daily task list for me.

## **Simplify a Process**

Help me simplify this process: [describe process].

## **Create an SOP**

Write a step-by-step guide for [task] that someone new could follow.

## **Save Time**

Suggest ways I can save time in my business as a [business owner/manager].

## **Meeting Agenda**

Create a clear meeting agenda for a meeting about [topic].



# AI CONFIDENCE BUILDERS

## **AI Explained Simply**

Explain how AI can help a business like mine [business type] in simple terms.

## **Easy AI Uses**

Give me 5 easy ways I can use AI in my business today.

## **Automation Ideas**

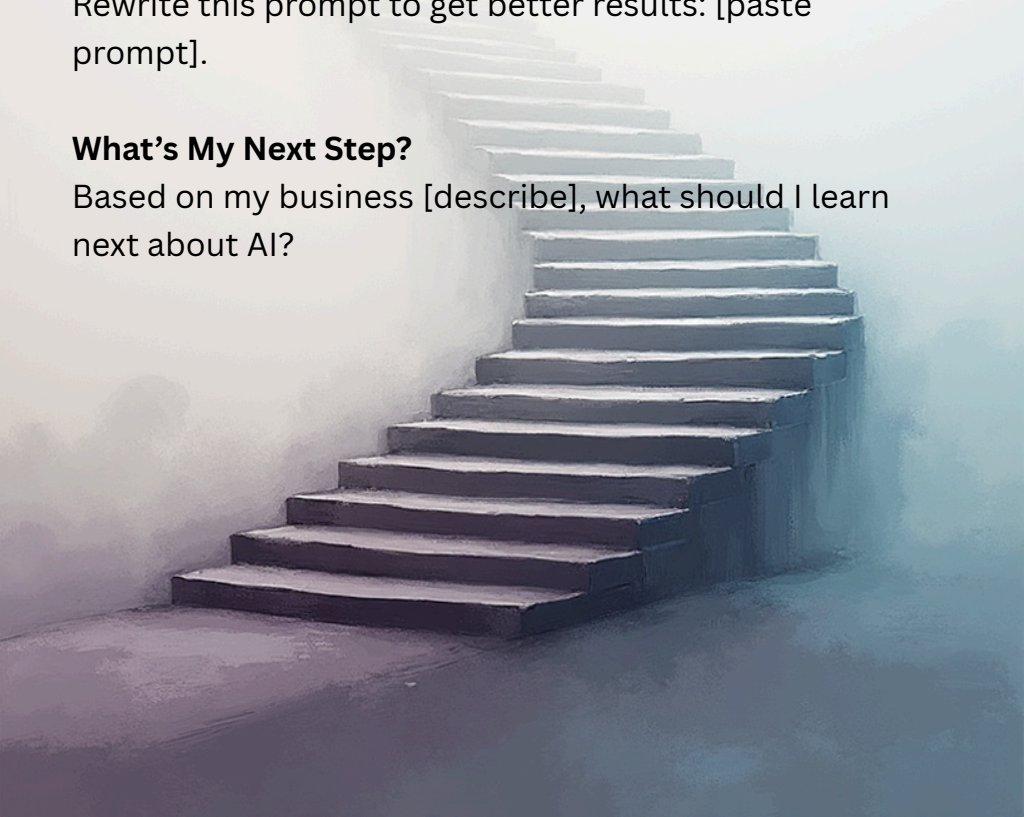
What small tasks in my business [type] could AI help automate?

## **Improve My Prompt**

Rewrite this prompt to get better results: [paste prompt].

## **What's My Next Step?**

Based on my business [describe], what should I learn next about AI?



# BEGINNER AI TIPS

## Tips for Better Results

- Be clear, not perfect
- Give context (who, what, goal)
- Ask follow-up questions
- If the answer feels off, ask again


*AI improves with conversation — not perfection.*




*If this guide helped you, imagine what you could do with live guidance, real examples, and hands-on practice.*

*You don't need to be technical.  
You just need a starting point.*

***Learn more or join an Intro to AI class***

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*Book A Call*

