

25 AI prompts for founders

Copy, paste into ChatGPT, Claude or Copilot, and replace the **[blue brackets]** with your details. Each prompt saves a real task, not just a paragraph of text.

Three rules before you start. Give context: the more specific your details, the better the answer. Check the output before you send it. Don't paste confidential client data or passwords into public AI tools.

Sales and follow-up

1. Follow up a quote

You are my sales assistant. Write a short, friendly WhatsApp follow-up to **[client name]**, who received our quote for **[service]** **[number]** days ago and hasn't replied. Mention one benefit that matters to them: **[benefit]**. End with one simple question. Under 60 words.

2. Handle a price objection

A prospect said our price of **[price]** is too high for **[service]**. Give me three calm replies that explain the value without discounting, each under 50 words, for a **[industry]** client in the UAE.

3. Prepare for a sales call

I have a call with **[company]**, a **[industry]** business with about **[size]** staff. Based on this description of them: **[paste website text]**, list the five most likely problems they have and one question to ask about each.

4. Turn a call into a proposal outline

Here are my notes from a discovery call: **[paste notes]**. Write a one-page proposal outline: their problem in their words, the outcome they want, three steps we'll take, timeline and the decision they need to make.

5. Re-open old leads

Write three short messages to restart conversations with leads who went quiet **[number]** months ago. One curious, one helpful (share a tip about **[topic]**), one direct. No pressure, under 50 words each.

Operations and SOPs

6. Write a one-page SOP

Turn these rough notes into a one-page SOP: **[paste notes]**. Use this structure: goal, who owns it, when it happens, numbered steps as a checklist, and what 'done' looks like. Plain English, no jargon.

7. Find the waiting points

Here is how our **[process name]** works today, step by step: **[paste steps]**. Point out where work is likely to wait for someone, where information is entered twice, and one step we could remove.

8. Spot what to automate

These are the tasks my team repeats every week, with time spent: **[paste list]**. Rank them by how suitable they are for automation (same steps every time, high volume, rule-based) and suggest a simple first automation for the top two.

9. Write a handover checklist

Create a checklist for handing a new client from sales to delivery in a [industry] business. Include what sales must collect, what delivery must confirm, and the message the client receives.

10. Make an onboarding plan

Draft a first-two-weeks onboarding plan for a new [role]. Include day-by-day tasks, who they meet, which SOPs they read and how we check they're ready by day 14.

Meetings and management

11. Turn a meeting into decisions

Here is a meeting transcript or notes: [paste]. List only: decisions made, open questions, and actions with owner and due date. Ignore general discussion.

12. Replace a status meeting

We hold a weekly [length]-minute status meeting with [number] people. Design a written check-in (three questions max) that replaces it, plus a rule for when we still meet.

13. Delegate a decision, not a task

I want my [role] to own decisions about [area]. Write the decision rule: what they can decide alone, the limits (money, risk), when to inform me and when to ask me.

14. Give clear feedback

Help me give feedback to [name] about [situation]. Structure: what I saw, the impact, what good looks like next time, and one question to hear their side. Respectful and direct.

15. Plan my week

Here are my tasks and meetings this week: [paste]. Group them into: only I can do this, delegate to someone, automate, or drop. Then suggest my three priorities.

Numbers and decisions

16. Choose five KPIs

My business is a [industry] company with [size] staff selling [products]. Suggest the five numbers I should review every Friday, how to calculate each, and a healthy range to aim for.

17. Explain my numbers

Here are this month's figures compared with last month: [paste table]. Explain in plain English what changed, the two most likely causes, and one question I should ask my team.

18. Find the root cause

Our problem is: [problem]. Ask me 'why' up to five times, one question at a time, and wait for my answer each time. Then summarise the most likely root cause.

19. Compare options

I'm deciding between [option A] and [option B] for [goal]. Build a short comparison on cost, time, risk and long-term impact, then tell me what extra information would change the answer.

20. Stress-test a plan

Here is my plan: [\[paste\]](#). Act as a sceptical investor. List the five weakest points and one way to fix each.

Customers and marketing

21. Write a LinkedIn post from a lesson

Turn this lesson from my week into a LinkedIn post: [\[lesson\]](#). 150 to 200 words, first person, short sentences, one practical takeaway, and end with a question to the reader.

22. Answer common WhatsApp questions

These are the ten questions customers ask us most on WhatsApp: [\[paste\]](#). Write clear, friendly answers under 40 words each that we can save as quick replies.

23. Summarise reviews

Here are recent customer reviews and complaints: [\[paste\]](#). Group them into themes, count how often each appears, and suggest one fix for the top theme.

24. Explain what we do simply

Rewrite this description of our business so a busy founder understands it in ten seconds: [\[paste\]](#). Give three versions: one line, two lines and a short paragraph.

25. Plan a month of content

I help [\[audience\]](#) with [\[topic\]](#). Create a four-week content plan with two posts a week. For each: a hook, the main point and a call to action.

How might we save five hours a week with AI, without buying a single new tool? Start with the three prompts above that match your most repeated tasks. Want to know where AI will pay back first in your business? Take the free AI Readiness Scorecard at hafizmuhammadwaqas.com/ai-readiness-audit.