

SANKO BUSINESS LIBRARY

Small Business AI Prompt Handbook

104 original prompts for practical small-business work

Digital edition

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Contents

1. Sales
2. Marketing
3. Customer Support
4. Business Emails
5. Social Media
6. Product Descriptions
7. Planning
8. Productivity

How to Use This Resource

Choose the section that matches your current task. Copy the material into your working document, replace bracketed fields, and review the result for accuracy, tone, and fit before using it. Keep customer and confidential information out of tools or services that are not approved for that data.

Sales

Original prompts for sales work.

1. Qualify A New Lead

INTENDED USE

Use this when you need to qualify a new lead without starting from a blank page.

READY-TO-COPY PROMPT

Act as a practical small-business operations assistant. Help me qualify a new lead. Business: [business type]. Audience or recipient: [audience]. Desired outcome: [outcome]. Constraints: [time, budget, tone, or policy]. Produce a clear response with: (1) a recommended approach, (2) ready-to-use wording or steps, (3) assumptions to verify, and (4) one concise next action. Do not invent facts; mark missing information clearly.

CUSTOMIZATION TIP

Replace every bracketed field and add one real constraint from your business.

SHORT EXAMPLE

Example context: a local service business needs to qualify a new lead for a returning customer this week.

2. Prepare A Discovery Call

INTENDED USE

Use this when you need to prepare a discovery call without starting from a blank page.

READY-TO-COPY PROMPT

Act as a practical small-business operations assistant. Help me prepare a discovery call. Business: [business type]. Audience or recipient: [audience]. Desired outcome: [outcome]. Constraints: [time, budget, tone, or policy]. Produce a clear response with: (1) a recommended approach, (2) ready-to-use wording or steps, (3) assumptions to verify, and (4) one concise next action. Do not invent facts; mark missing information clearly.

CUSTOMIZATION TIP

Replace every bracketed field and add one real constraint from your business.

SHORT EXAMPLE

Example context: a local service business needs to prepare a discovery call for a returning customer this week.