

Prompt Library Sampler

Ready-to-Use Prompts for Content, Email & Admin Tasks

These are real, ready-to-copy prompts you can paste into ChatGPT, Claude, or any AI assistant today. Replace anything in [brackets] with your own details, adjust the tone instructions to match your voice, and use them as a starting point — not a strict script.

WHAT'S INSIDE

6**CONTENT PROMPTS**

Blog outlines, social captions, newsletters, descriptions, FAQs, and repurposing.

6**EMAIL PROMPTS**

Cold outreach, follow-ups, declines, recaps, complaints, and payment reminders.

6**ADMIN PROMPTS**

Agendas, SOPs, prioritization, onboarding, status reports, and expense sorting.

HOW TO USE THESE PROMPTS

1

Copy the prompt exactly, then fill in the [bracketed] placeholders.

2

Adjust tone and length instructions to match how you actually write.

3

If the first output isn't right, ask the AI to revise it rather than starting over.

4

Paste in a real example of your own past work so the AI can match your voice.

CONTENT PROMPTS

For Blog Posts, Social & Newsletters

Six prompts for writing and repurposing content — from outlines to social captions to full newsletters.

BLOG POST OUTLINE GENERATOR

"Create a detailed outline for a blog post about [topic] aimed at [target audience]. Include a compelling headline, 5-7 section headers with 2-3 bullet points of key content under each, and a brief conclusion that includes a call-to-action for [specific action]. Tone: [conversational / professional / authoritative]."

TIP Add 2-3 competitor blog titles you admire so the AI can match the structure that's already working in your niche.

SOCIAL MEDIA CAPTION SET

"Write 5 social media captions for [platform] promoting [product/service/event]. Each caption should be under [character limit] characters, include a hook in the first line, and end with a call-to-action. Vary the angle across the 5: one benefit-focused, one curiosity-driven, one social-proof style, one urgency-driven, and one educational. Include 3-5 relevant hashtags for each."

TIP Mention your brand's typical emoji or hashtag style so the captions sound like you, not like a template.

EMAIL NEWSLETTER DRAFT

"Draft a [length] email newsletter for [business name] covering these three updates: [update 1], [update 2], [update 3]. Open with a brief, warm greeting, use short paragraphs and subheadings for scannability, and close with one clear call-to-action linking to [link/action]. Provide 3 subject line options."

TIP Paste in last month's newsletter as a style reference so tone and structure stay consistent over time.

CONTENT PROMPTS

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PRODUCT / SERVICE DESCRIPTION

"Write a product description for [product/service name] that highlights these three benefits: [benefit 1], [benefit 2], [benefit 3]. Target audience is [audience]. Keep it to [word count] words, lead with the strongest benefit, and end with a single clear next step."

TIP If you have a customer quote about this exact benefit, paste it in — the AI can weave it in naturally.

FAQ GENERATOR

"Based on this list of customer questions about [product/service], write clear, friendly answers in [tone]: [list 3-5 actual questions]. Keep each answer to 2-4 sentences and avoid jargon."

TIP Pull the actual questions from support emails or DMs instead of guessing what customers ask.

CONTENT REPURPOSING PROMPT

"Take this [blog post / video transcript / podcast episode] and turn it into: (1) a 150-word LinkedIn post, (2) a 5-tweet thread, (3) a short email blurb introducing it. Preserve the core insight but adapt tone and length for each format. Source content: [paste content]."

TIP Ask for 2-3 headline options per format so you can pick the strongest hook instead of the first draft.

EMAIL PROMPTS

For Outreach & Routine Correspondence

Six prompts for outreach, follow-ups, difficult conversations, and everyday email replies.

COLD OUTREACH

"Write a cold outreach email introducing [your business/service] to [type of recipient]. Keep it under 120 words, lead with a specific, credible observation about their business/situation (not a generic compliment), state one clear benefit, and end with a low-pressure ask like a 15-minute call. No hard sales language."

TIP The "specific observation" is what makes this land — reference something real from their site or a recent post, not a generic compliment.

POLITE FOLLOW-UP

"Write a follow-up email to [recipient] who hasn't responded to my message from [timeframe] ago about [topic]. Keep it brief (under 75 words), assume positive intent (they're busy, not ignoring me), restate the value in one sentence, and make it easy to say no."

TIP Send this 3-5 business days after the original message, not sooner — give people room to respond first.

DECLINING A REQUEST

"Write an email politely declining [request] from [recipient relationship, e.g. a client/vendor/colleague]. Be warm but clear, briefly state the reason in one sentence without over-explaining, and where possible, offer one alternative or next step."

TIP Resist the urge to over-justify. One honest sentence reads as more confident than three apologetic ones.

EMAIL PROMPTS

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MEETING RECAP

"Summarize this meeting into a follow-up email: attendees were [names/roles], we discussed [topics], and decided [decisions made]. Structure as: brief one-line summary, bulleted key decisions, bulleted action items with owner and due date for each, and a closing line inviting questions."

TIP Send this within a few hours of the meeting while details are still fresh for everyone involved.

CUSTOMER COMPLAINT RESPONSE

"Write a response to a customer who is unhappy about [issue]. Acknowledge their frustration genuinely in the first sentence, briefly explain what happened (if relevant) without being defensive, state exactly what you're doing to fix it, and end with a direct way to reach you if it's not resolved."

TIP Read it back before sending — if any line sounds defensive, cut it rather than soften it.

PAYMENT REMINDER

"Write a friendly but direct payment reminder email for an invoice that is [number] days overdue. Reference the invoice number [#], amount due [\$], and original due date. Keep it short, assume it was simply missed, and include the easiest way for them to pay."

TIP Keep the tone assuming good faith even on a second reminder — it gets paid faster than a stern one does.

ADMIN PROMPTS

For Meetings, Docs & Busywork

Six prompts for the recurring administrative tasks that quietly eat your week.

MEETING AGENDA BUILDER

"Create a meeting agenda for a [length]-minute meeting about [purpose]. List 3-5 agenda items in priority order, assign an approximate time allocation to each, and include a one-line objective for the meeting overall and a closing slot for action item review."

TIP Share the agenda at least a day ahead so people can actually prepare, not just react in the room.

SOP / PROCESS DOCUMENTATION

"Document this process as a clear, numbered standard operating procedure: [describe the process in your own words, step by step, even messily]. Rewrite it as a clean SOP with numbered steps, one action per step, and a note of any tools or logins required at each step."

TIP Have someone unfamiliar with the task try following the SOP exactly as written — gaps show up fast.

TASK PRIORITIZATION

"Here is my task list for this week: [list tasks]. Sort them using the Eisenhower method (urgent/important matrix) and tell me which 3 I should tackle first, with a one-sentence reason for each."

TIP Re-run this every Monday morning — priorities shift more from week to week than most plans assume.

ADMIN PROMPTS

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CLIENT ONBOARDING CHECKLIST

"Create a new client onboarding checklist for a [type of business] business. Include the first-week tasks in chronological order, covering paperwork/contracts, account setup, a welcome communication, and the first scheduled touchpoint."

TIP Build this once, then turn it into a reusable template instead of writing it fresh for every new client.

WEEKLY STATUS REPORT

"Turn these raw notes into a clean weekly status update for [audience, e.g. my manager/client]: [paste rough notes/bullet points]. Structure as: what got done, what's in progress, what's blocked (if anything), and what's planned for next week."

TIP Keep a running list of done/blocked items daily — it makes this prompt nearly instant by Friday.

EXPENSE / RECEIPT ORGANIZER

"I'm going to paste a list of expenses with date, vendor, and amount. Organize them into categories [list your categories, e.g. software, travel, supplies, marketing] and give me a subtotal per category and a grand total."

TIP Paste in your actual category names from your bookkeeping software so totals match your existing system.

BEFORE YOU GO

Getting Better Results

A few habits that make the difference between a generic AI answer and one you'd actually send.

- **Be specific.** Vague prompts get vague answers — name the audience, tone, length, and goal up front.
- **Give real constraints.** Word counts, deadlines, and formats focus the output far more than open-ended requests do.
- **Iterate, don't restart.** Ask the AI to revise what it gave you rather than rewriting the prompt from scratch each time.
- **Show your voice.** Paste in a real example of your own past writing so the output sounds like you, not like generic AI.

These 18 prompts cover the recurring work that eats the most time in a typical week. They're deliberately general-purpose — a starting point you can adapt, not a finished system built around your specific business.

QUICK RECAP

CONTENT (PAGES 2-3)

Outlines, captions, newsletters, descriptions, FAQs, repurposing.

EMAIL (PAGES 4-5)

Cold outreach, follow-ups, declines, recaps, complaints, reminders.

ADMIN (PAGES 6-7)

Agendas, SOPs, prioritization, onboarding, reports, expenses.

NEXT STEP

Want prompts built around your business?

A short conversation can turn these general-purpose starting points into prompts tailored to your actual voice, your actual customers, and your actual recurring tasks — not someone else's.

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