FERROKSHAR
MANAGEMENT AND CONSULTING

FREE SAMPLE · AI STARTER KIT

10 AI prompts every small business can use today

Copy a prompt into your AI assistant, replace the words in **[square brackets]** with your details, and review the answer before you use it.

> **One rule before you start:** never paste personal, financial or confidential customer information into a free AI tool. Use a business account, or remove names and identifying details first.

01 OWNER AND LEADERSHIP

Weekly priorities

Act as my chief of staff. Here are my notes for the week: **[paste notes]**. Turn them into my top 5 priorities, what I should delegate, and what I should stop doing. Keep it to one page.

02 OWNER AND LEADERSHIP

Meeting summary

Here are my rough meeting notes: **[paste]**. Write a clean summary with decisions made, action items with owners and dates, and open questions.

03 FINANCE AND ACCOUNTING

Explain my numbers

Here is my monthly profit and loss: **[paste]**. Explain in plain language what changed vs last month, the three biggest drivers, and what I should look into.

04 FINANCE AND ACCOUNTING

Collections email

Write a polite but firm reminder to **[customer]** about invoice **[number]** for $**[amount]**, now **[days]** days overdue. Offer to discuss a payment plan. Then write a firmer second reminder.

05 SALES AND BUSINESS DEVELOPMENT

Cold email

Write a 120-word cold email to a **[role]** at a **[type of company]** about how we help with **[problem]**. One clear benefit, one proof point, and a soft call to action. Give three subject lines.

06 SALES AND BUSINESS DEVELOPMENT

Follow-up sequence

Write a four-step follow-up sequence after sending a quote for **[product/service]** to **[customer type]**: day 2, day 7, day 14 and day 30. Each under 80 words and adding something useful.

07 MARKETING AND CONTENT

LinkedIn post

Write a LinkedIn post for a business owner sharing a lesson about **[topic]** from our work with **[type of customer]**. Hook in the first line, short paragraphs, one question at the end. Under 200 words.

08 CUSTOMER SERVICE

Reply to a complaint

A customer wrote: **[paste]**. Draft a reply that acknowledges the issue, apologizes where we are at fault, explains what we will do and by when, and keeps the relationship.

09 OPERATIONS AND SUPPLY CHAIN

Standard operating procedure

Write a standard operating procedure for **[task]**, for a new employee. Include purpose, tools needed, numbered steps, quality checks and common mistakes.

10 ADMIN AND PRODUCTIVITY

Inbox triage

Here are the emails I received today: **[paste subjects and first lines]**. Sort them into reply today, delegate, schedule and ignore, and draft quick replies for the urgent ones.

Want all 102 prompts?

The **AI Starter Kit** adds 92 more prompts across eight areas of the business, 30 AI use cases ranked by effort and payback, a ready-to-sign AI use policy and an ROI calculator. Get it at **ferrokshar.ca/#toolkits**.

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