

10 AI Prompts You Should Be Using Every Week

Copy. Paste. Add your context. Save what works.

#1 • THE MONDAY BRAIN DUMP

"Here is everything on my plate this week: [list it all — tasks, projects, worries].
I run a [type of business]. My biggest priority right now is [one sentence].
Help me identify the 3 tasks that will move my business forward most this week,
suggest what I can deprioritise or drop, and flag anything that should not be on my plate at all."

→ *Use every Monday morning. Clears the fog. Sets the week with intention.*

Pro tip: Paste last week's list alongside this week's and ask AI to identify patterns.

#2 • THE EMAIL YOU KEEP AVOIDING

"I need to write an email to [person or role].
Context: [2–3 sentences — what happened, what you need, any relevant history].
My tone is usually [warm / direct / professional but friendly].
I need them to [specific action — pay / schedule a call / acknowledge].
Draft this so it sounds like a real person wrote it, not a template. Under 200 words."

→ *The email sitting in your head for two weeks. Done in five minutes.*

Pro tip: After the draft, ask AI — 'How might the recipient feel reading this? What could they misinterpret?'

#3 • THE FOLLOW-UP THAT NEVER GETS SENT

"I had a [call / meeting] with [name] about [topic] on [date].
How it went: [one honest sentence].
It has been [X days] since I heard from them.
Draft a follow-up that checks in genuinely, adds a small piece of value,
makes it easy for them to respond either way, and stays under 100 words."

→ *Most opportunities are lost in the silence after the first conversation.*

Pro tip: Ask for three versions — warm, direct, and value-adding. Pick the one that fits the relationship.

#4 • THE CAPTION YOU'VE EXPLAINED 100 TIMES

"Write 3 [Instagram / LinkedIn / Facebook] caption options for my [product / service / offer].
My audience: [who they are]. My tone: [casual / warm / direct].
Main benefit: [what changes for them].
Each option under 150 words. Three different angles: emotional, practical, story-driven.
Soft call to action at the end. No hashtag spam. Sound like a real person."

→ *Three options in 60 seconds. Pick the one that sounds most like you.*

Pro tip: Save the caption that performs best. Next time, ask AI to write variations inspired by it.

#5 • THE WEEKLY REFLECTION

"Here is my week: what I worked on [list], what went well [honest], what did not go as planned [honest], what I kept avoiding [name it], current energy level [1–10 and why].

What patterns do you notice? What should I focus on next week?

What am I avoiding and what might it be costing me?

What is the one change that would have the biggest impact next week?"

→ *Five minutes on Friday. Compounds over time. More useful than most coaching sessions.*

Pro tip: Do this every week for a month. The patterns that emerge will surprise you.

#6 • THE PROPOSAL OUTLINE

"New client inquiry. They need [what]. Their main concern: [price / timeline / trust].

My approach: [2 sentences]. Investment: [range or fixed price]. Timeline: [duration].

What makes me different: [one honest sentence].

Draft a proposal that addresses their concern first, describes my approach clearly, includes investment and timeline, and ends with a specific low-pressure next step.

Professional but not stiff. Under 400 words."

→ *Cuts 90-minute proposals down to 20. Leads with their concern, not your credentials.*

Pro tip: After the draft, ask — "What objections might a skeptical client still have?" Address those before sending.

#7 • THE CLIENT UPDATE

"Weekly update for [client name] about [project or service].

This week: [your rough notes — point form is fine]. Next week: [your plan].

Decisions they need to make: [yes/no — if yes, what]. Status: [on track / slight delay].

Write a clear, warm update under 200 words.

End with one sentence that makes them feel the project is in good hands."

→ *Clients who feel informed stay longer. Send every Friday before end of day.*

Pro tip: Save a template per client. Only update the 'this week' section each time.

#8 • THE NEGATIVE REVIEW RESPONSE

"A customer left this review: [paste exact review].

What actually happened on my side: [2 honest sentences].

Draft a response that acknowledges their experience without being defensive,

corrects any factual errors calmly if needed, invites them to continue offline,

and stays under 100 words. Professional and human — not written by a legal department."

→ *An unanswered negative review does more damage than the review itself.*

Pro tip: Never respond when angry. Write your real feelings in a document, then use this prompt.

#9 · THE CONTENT REPURPOSE

"Here is content I wrote this week: [paste your newsletter, blog post, or article].

Please create:

1. One LinkedIn post (150–200 words, punchy, first-person, ends with a question)
2. One Facebook post (same content, warmer tone, slightly longer)
3. Three short captions (under 80 words each, different angles)
4. Five one-liner insights I can post as standalone thoughts

Keep everything in the same voice as the original — specific, not generic."

→ *One piece of writing becomes a full week of social content. Run every Monday.*

Pro tip: Schedule the output immediately after generating it. If you save it for later, it will not get done.

#10 · THE DECISION UNSTICKER

"I am deciding between [Option A] and [Option B].

My situation: [business type, current stage, main constraint].

What I know for certain: [the data or experience]. What I am unsure about: [honest].

What I am afraid of: [say it — it matters].

Identify the one key factor I need to decide this. Play devil's advocate for the option

I seem to be leaning away from. Ask me the one question I am probably avoiding.

Then give me a specific recommendation — not 'it depends'."

→ *For the decision you have been circling for weeks. Forces concrete thinking.*

Pro tip: Ask AI to challenge the option you are already leaning toward. That is where the insight is.

Add this to any prompt to make it sound like you:

"My writing style: [2–3 sentences — e.g. short paragraphs, warm, direct, peer-to-peer, no corporate jargon]"

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