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PROMPT PACK

The Founder's First 10 AI Agent Prompts

Ten prompts for the operational work solo founders do every week. Paste into Claude or ChatGPT, run, edit, save.

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These are the ten prompts a solo founder running on AI gets the most use out of, in the first 30 days. They are general purpose. They paste cleanly into Claude, ChatGPT, or any LLM with a context window over 8k tokens. They are not specific to a CRM, a stack, or a vertical.

For each one: what it is, when to use it, the prompt itself, and what to do with the output.

The Sales Blueprint runs the sales-flavored ones on a schedule every morning. The Live Dashboard Blueprint turns the reporting ones into recurring views. If you want the running version, see the footer. If you want the prompts, they are below, no email required, copy and paste.

1. The Weekly Pipeline Read

When to use: Sunday night or Monday morning. Replaces the "stare at the CRM and feel vaguely behind" ritual.

You are a sales operations analyst reviewing the deal pipeline of a solo B2B founder. I am going to paste a CSV of open deals below. For each deal, output:

- Deal name
- Days since last activity
- Stage
- Risk level (Hot / Warm / Cold / Stale)
- One specific next action with a verb (Reply / Follow up / Send proposal / Disqualify)
- Why this action and not another (one sentence)

After the per-deal output, write a 3-bullet summary:

1. The single deal most likely to close this week.
2. The single deal most likely to die unless I act.
3. The single deal I should disqualify and remove.

Tone: direct, operator-to-operator. No motivational language.

Here is the CSV:

[PASTE CSV HERE]

What to do with the output: copy the three-bullet summary into a sticky note for the week. Run the action verbs in the per-deal list as your Monday morning queue.

2. The Inbox Triage Draft

When to use: *Mornings, before opening the inbox. Especially useful on Monday and Friday.*

You are my inbox triage assistant. I am going to paste the last 10 unread emails I received below. For each one, output:

- Sender
- Subject
- Category (Lead reply / Customer / Internal / Newsletter / Spam-ish / Action-needed-fro
- Recommended action (Reply / Schedule / Archive / Forward / Ignore)
- If reply: a draft response in my voice (described below)

My voice: short, direct, lowercase first word of casual replies, no exclamation points, no "happy to help," no "let me know if you have any questions." Sign off with my first name only.

Here are the emails:

[PASTE 10 EMAILS HERE]

What to do with the output: read the recommended actions first, then read the drafts. Send the drafts you agree with. Edit the rest. Skip what the assistant flagged "Ignore."

3. The Cold-Email Draft

When to use: *Whenever you have a new prospect that requires a custom first-touch email. Not for batch outbound (use a sequence tool for that).*

You are writing a single cold email for a B2B founder selling
[PRODUCT / SERVICE IN ONE SENTENCE].

The recipient is:

- Name: [NAME]
- Role: [TITLE]
- Company: [COMPANY]
- Public signal that justifies the outreach: [RECENT NEWS / POST / HIRE / FUNDING / WHAT]

Rules:

- Under 90 words.
- First sentence references the signal, not the product.
- One specific value claim, no marketing words ("powerful," "robust," "comprehensive" are banned).
- Soft ask, not a demo request. Something like "is this on your radar" or "would you want the playbook we use for this."
- No em dashes. No exclamation points. No "Hope you're doing well."
- Sign-off: my first name only.

Draft three versions: A formal, B casual, C contrarian. Label them.

What to do with the output: read all three side by side. Pick one, edit one sentence to add a specific detail only you would know. Send.

4. The Voice Cloner

When to use: *Once, at the start. Then again every 60 days when your tone drifts.*

I am going to paste 3 to 5 samples of writing that sound like me.
Read them and produce a voice guide I can paste into future prompts
to make output sound like me.

The voice guide should cover:

- Sentence length distribution (short / medium / long mix)
- Punctuation tendencies (does this writer use em dashes, semicolons, exclamation points, parentheses)
- Word choice patterns (favorites, allergies)
- Opening move tendency (does this writer start with a fact, a hook, a question, a contrarian claim)
- Sign-off tendency
- Energy level (high / medium / low / dry)

Output the voice guide as a single paragraph I can paste into other prompts under "MY VOICE:". Then output 3 example sentences in this voice on completely different topics (one technical, one personal, one tactical), so I can verify the capture.

Here are the samples:

[PASTE 3-5 SAMPLES HERE]

What to do with the output: save the voice guide paragraph in a file you can paste into every prompt that generates customer-facing copy. Re-run this prompt every 60 days, because your voice drifts as your business changes.

5. The Meeting Pre-Read

When to use: Five minutes before a sales call, partnership meeting, or investor call.

You are my meeting prep assistant. I have a call in 5 minutes with:

- Person: [NAME]
- Title: [TITLE]
- Company: [COMPANY]
- Context for the meeting: [WHY THIS MEETING EXISTS, 1-2 sentences]
- What I want out of it: [DESIRED OUTCOME]

Produce:

1. Three things this person likely cares about based on their role.
2. The top objection I should expect and the one-sentence answer.
3. The opening question I should ask in the first 90 seconds.
4. The single thing I should say if there are 30 seconds left.

No fluff. No "build rapport." Specific, tactical, voice-able.

What to do with the output: copy items 3 and 4 into the notes app on your phone. Item 3 is your opening question. Item 4 is your closing line. Items 1 and 2 are mental priming, not a script.

6. The Proposal First-Draft

When to use: *When a prospect says "send me a proposal" and you don't want to spend two hours on it.*

You are drafting a proposal for a B2B engagement. The prospect is [NAME] at [COMPANY]. The work is [SCOPE IN 2-3 SENTENCES]. My pricing model is [HOURLY / PROJECT / RETAINER] at [RATE / RANGE].

Structure the proposal as:

1. Why we are talking (2 sentences, recap of their problem)
2. What I am proposing (3-5 bullets of deliverables, plain language)
3. How it works (2 sentences on process, no jargon)
4. Investment (price and what it includes)
5. Next step (one specific verb, ideally "review and reply by [DATE]")

Tone: confident, peer-level, not pitchy. Do not say "I am excited to," "thank you for the opportunity," or "looking forward." Sign-off: my first name.

Length: under 400 words. PDF-ready.

What to do with the output: read it once. Edit the deliverables to match what you actually said you'd do. Edit the price if needed. Send as a Google Doc with view access, not as a PDF attachment.

7. The Weekly Content Plan

***When to use:** Sunday evening, picking next week's content.*

You are a content strategist for a solo B2B founder. The audience is [ICP IN ONE SENTENCE]. The brand voice is [VOICE GUIDE PARAGRAPH FROM PROMPT 4].

For next week, give me:

- 1 long-form essay topic (Substack / blog), with a 1-sentence hook and a 3-line outline
- 5 short-form video hooks (TikTok / Reels / Shorts), each one sentence, each a different operator pain
- 1 newsletter section idea
- 1 prompt-pack idea (something I can build in 30 minutes)

Constraints:

- No motivational content.
- No listicles where the items are vague ("Be consistent," "Show up").
- Every hook names a specific operational pain or a specific failure mode.
- The 5 video hooks should all orbit the same theme so they reinforce.

What to do with the output: the long-form essay topic becomes Wednesday. The 5 video hooks become Monday through Friday. The newsletter section goes in Thursday. The prompt pack becomes the next /free asset.

8. The Customer-Health Read

When to use: Weekly, on existing accounts. Pre-empts churn.

You are a customer success analyst reviewing the health of B2B accounts for a solo founder. I am going to paste a CSV with: account name, MRR, signup date, last login, last reply, NPS if known.

For each account, output:

- Account name
- Health (Green / Yellow / Red)
- Why this color (one sentence, specific signal)
- Recommended action (Reach out / Schedule check-in / Do nothing / Escalate)

Then write a 3-bullet summary:

1. Most likely to churn this month.
2. Most likely to upsell this month.
3. Most likely to refer if asked.

Tone: direct, operator-to-operator.

Here is the CSV:

[PASTE CSV HERE]

What to do with the output: the "most likely to churn" bullet is the call you make this week. The "most likely to refer" bullet is the soft ask you send Friday.

9. The Decision Memo

When to use: *Whenever a decision feels too big to make on a walk. Forces it to small.*

You are a decision coach for a solo founder. I am wrestling with this decision:

[DESCRIBE THE DECISION IN 3-5 SENTENCES]

Help me think through it. Output:

1. What I am actually choosing between (rephrase the decision as a one-sentence binary, even if it feels more nuanced).
2. The strongest argument for each side, one sentence each.
3. The hidden third option I am not seeing.
4. The information I would need to make this confidently, listed as questions I can answer myself in under 10 minutes.
5. Your read: which way you'd lean and why, in two sentences.

Be direct. Do not hedge. I am asking for a real opinion.

What to do with the output: answer the questions in item 4 yourself, with one-sentence answers. Then re-read item 5. The decision is now smaller. Decide.

10. The End-of-Week Review

***When to use:** Friday afternoon. Cleans the slate for the weekend.*

You are my weekly review assistant. I am going to dump everything I did this week. Help me close the loop on it.

Output:

1. The 3 things that actually moved the business forward this week.
2. The 1 thing I spent time on that didn't matter.
3. The 1 thing I avoided that I shouldn't have.
4. The single most important thing for next week, named as a verb phrase ("Send Acme proposal," "Draft Q3 plan," not "Work on Acme").
5. The one thing I should not do next week, even if I feel like it.

No motivational language. Operator tone.

Here is the dump:

[PASTE WHATEVER YOU DID THIS WEEK]

What to do with the output: save item 4 as next Monday's first task. Save item 5 as the rule for the week. Close the laptop.

How to use this pack

These are not a system. They are ten reusable patterns. Used together once a week, they replace about 6 hours of operational thinking time and produce sharper output than the version of you that did the same work tired on a Sunday.

The Blueprints take this idea and run it on a schedule, without the copy and paste. The Sales Blueprint runs prompts 1, 2, 3, and 8 automatically every morning. The Live Dashboard Blueprint turns prompts 1 and 8 into live views that update on every page load. Both Blueprints come with the Bundle.

If you want the prompts to run themselves, the footer below points to the system that does it. If you want to keep doing this manually, that's a real option and these are the ten patterns you'll come back to.

These are the patterns. Blueprints are the version that runs them on a schedule.

Sales Blueprint + Live Dashboard Blueprint · 9 prewired agents · 8 hub views · 20-min setup · Yours permanently

- ✓ Daily ICP-prioritized prospect list with research already attached. The prompts here run automatically every morning.
- ✓ Live dashboard reads on every page open. The prompts here turn into recurring reports.
- ✓ Approval gate at every send. You stay the decision-maker.

\$147 once for both Blueprints. Saturday install. Monday morning the system is running.

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