5 Copy-Paste AI Prompts That Save 5 Hours a Week

A Plain-English Mini-Guide for Freelancers & Small Business Owners

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How to Use These Prompts

You don't need complex "prompt engineering" to get great results from ChatGPT, Claude, or Gemini. Just copy any prompt below, replace the [bracketed text] with your details, and hit enter.

1. Client Proposal Generator (Freelancers)

"Act as an experienced freelance consultant. Write a clear, persuasive project proposal for [Client Name] who needs help with [Project Goal]. Keep the tone confident, practical, and free of corporate buzzwords. Include: 1) Understanding of their problem, 2) My 3-step approach, 3) Deliverables & timeline, and 4) Next steps."

2. Small Business Weekly Task Prioritizer

"I run a small [type of business]. Here is everything on my to-do list this week: [paste list]. Categorize these tasks into: 1) Revenue-generating (do first), 2) Customer retention, and 3) Admin (delegate or batch). Give me a simple 5-day schedule."

3. High-Converting Product Description (Etsy / E-commerce)

"Write a warm, benefit-driven product description for [Product Name], which helps [Target Audience] solve [Problem]. Start with a 2-sentence hook, followed by 5 scannable bullet points focusing on outcomes rather than features, and end with a clear call to action."

4. Plain-English Concept Explainer

"Explain [Complex Topic] to me as if I am a smart business owner with zero technical background. Use one everyday analogy, avoid jargon, and end with 3 practical ways I can apply this today."

5. Cold Outreach Email (Non-Salesy)

"Write a short, 4-sentence outreach email to [Target Role] at [Company Type]. Mention [Specific Observation], explain how [My Service/Product] saves them time on [Pain Point], and ask one low-friction question to start a conversation."

Next Steps

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