Introduction: The Team You Never Hired

Most small business owners wear every hat in the shop. In a single morning, the same person opens the register, answers the phone, writes the Facebook post, trains the new hire, and fixes the thing that broke at the worst possible time. There is no marketing department. There is no copywriter. There is no assistant standing by.

That is exactly the gap this pack fills. The 51 prompts inside are the missing team — **marketing, customer service, hiring, planning, and finance** — written in plain business language, ready to use the moment they are needed. No tech skills required. No learning curve measured in weeks. Copy, paste, customize the [brackets], done.

Everyday Learning Finds built this pack around one rule: **every prompt must earn its place.** Each one is specific to how small businesses actually operate — the bakery, the plumbing company, the boutique, the landscaping crew. There is no generic filler, no theory, no fluff. If a prompt does not save real time or produce real business output, it did not make the cut.

One warning before starting: AI is a very fast junior assistant, not a partner with judgment. It drafts quickly, but it can get facts wrong and it has never run a business. Chapter 1 takes ten minutes and shows exactly how to get great results while staying in charge. Read it first — it makes every prompt in the pack work twice as well.

> **The deal:** Use three prompts this week. If each one saves even thirty minutes — and most save far more — this pack pays for itself before Friday.

Chapter 1: How to Talk to AI (The 10-Minute Primer)

Getting good results from AI is not a technical skill. It is a communication skill — and small business owners already have it. Anyone who has ever told an employee "make the flyer look nice" and then said "no, make it look more like this" already understands the whole method. The AI is the new employee. The owner is still the boss. These five habits are the difference between useless output and work worth using:

1. Give it context

AI knows nothing about the business unless it is told. A prompt that says "write a sale announcement" produces a bland template. A prompt that says "write a sale announcement for a family-owned bakery in Ohio known for sourdough, announcing 20% off all bread every Friday in October" produces something usable. **Two sentences of context multiply the quality of everything else.**

2. Be specific about the output

State what the result should look like: the format (email, flyer, script), the length (3 sentences, 200 words, one page), and the audience (busy parents, homeowners over 50, first-time buyers). Vague requests get vague answers.

3. Assign it a role

Starting a prompt with "Act as a marketing consultant for local service businesses" or "Act as an HR advisor for small teams" focuses the response. The role sets the vocabulary, the level of detail, and the perspective.

4. Never accept the first draft

The first answer is a starting point, not a finished product. Follow up with "make it shorter," "make it friendlier," "add a call to action," or "give me three versions of the headline." **Iteration is where the value lives.** Two or three rounds of refinement take five minutes and turn decent output into great output.