

TEXAS AI LAB

STARTER GUIDE

AI Starter Prompt Pack

Ten practical prompts for business owners who want to stop staring at AI and start using it on real work.

PLAIN ENGLISH

REAL BUSINESSES

USEFUL THIS WEEK

Business Context Interview

01

Use when: you want AI to understand your business before it gives advice.

I want you to interview me about my business so you can understand it before you give me advice. Ask me 25 questions, one at a time. Cover my customers, services, pricing, sales process, local market, competitors, brand voice, team, tools, common customer objections, recurring bottlenecks, and the work I wish happened faster. After the interview, turn my answers into a clear business context document with sections for company overview, ideal customers, offers, voice, proof points, workflows, software, risks, and AI opportunities. Write it so I can save it as a PDF and upload it into any AI tool later.

Lead Leak Finder

02

Use when: leads are coming in, but too many disappear before they buy.

Here is what happens from first inquiry to closed customer in my business: [describe every step, even if it is messy]. Find every place a lead can leak, slow down, get confused, wait too long, lose trust, or fail to understand what to do next. For each leak, explain why it matters in plain English. Then rank the top ten fixes by business impact, speed to implement, and how easy they would be to improve with AI. Give me a simple first-week plan, including what I should automate, what I should only draft with AI, and what should still stay human.

Workflow Diagnosis

03

Use when: you think AI can help, but you do not know what the first version should be.

I have a workflow in my business that AI could probably help with, but I do not know what the first version should be. Here is the workflow: [describe who starts it, what information comes in, what decisions get made, what software is involved, what output gets produced, and where it slows down]. Tell me the best ways AI could help. Separate the ideas into three groups: easy today, possible with a simple automation, and advanced later. Tell me what tools might be involved, what information AI would need, what could go wrong, and what the simplest useful version would look like. Explain it like I run the business, not like I write code.

SOP Builder

04

Use when: a process lives in someone's head and needs to become teachable.

Turn this rough explanation into a clear SOP my team can actually follow. Keep the language plain and practical. Start with the goal of the process, when to use it, who owns it, and what information is needed before starting. Then write the steps in order. Add a checklist, common mistakes, decision points, examples of good output, examples of bad output, and what to do when something does not fit the normal process. Here is the rough explanation: [paste or dictate it]. If anything is unclear, ask me follow-up questions before writing the final version.

Offer Diagnosis

05

Use when: people visit the page or read the proposal, but do not book.

Review this offer, service page, or proposal like a smart but skeptical buyer who has options. Tell me what is confusing, what feels vague, what sounds like every other business, what objections are unanswered, and what proof is missing. Identify the exact sentences that are weak and rewrite them in a clearer, more specific way. Then give me the top ten improvements ranked by impact. For each improvement, tell me whether it affects clarity, trust, urgency, proof, pricing confidence, or conversion. Here is the offer: [paste the offer, page copy, or proposal].

Browser Agent Helper

06

Use when: you are stuck inside a technical website or settings panel.

I am inside a website, dashboard, settings panel, or software tool, and I am trying to accomplish this goal: [state the goal]. Look at what is on the page and explain the options in plain English. Tell me which settings matter, which ones are safe, which ones are risky, and which ones probably do not matter for my goal. Then give me the exact steps you would take. If you are able to act in the browser, do the low-risk navigation and setup steps, but do not submit anything final, publish anything, delete anything, spend money, or send anything to a real person without asking me first.

Safety Check

07

Use when: you are about to paste business information into an AI tool.

Before I paste this into an AI tool, help me identify anything sensitive. Flag API keys, passwords, private customer data, health information, legal information, tax details, payroll, financial data, customer lists, internal strategy, private employee information, or anything that could create a security or privacy problem. Explain why each item is risky. Then give me a safe redacted version that preserves the useful business context without exposing the sensitive details. If the safest answer is that I should not paste it at all, tell me directly.

First AI Hour Plan

08

Use when: you want a simple plan for what to do next without overthinking it.

I am a business owner who wants to start using AI in a practical way this week. I do not want theory. I want the fastest useful wins. Based on what you know so far, give me a one-hour AI work session plan. Break it into four 15-minute blocks. Include exactly what I should open, what I should ask, what output I should create, and how I will know whether the hour was useful. Prioritize tasks that save time, improve sales follow-up, capture business context, reduce repetitive work, or create a reusable asset I can keep using.

Internal Tool Finder

09

Use when: your team keeps doing the same manual work in spreadsheets, inboxes, or forms.

Here are the repetitive tasks my team does every week: [list them]. For each task, tell me whether AI could help by drafting, summarizing, classifying, checking, researching, creating a document, updating a spreadsheet, filling out a form, or triggering an automation. Rank the best opportunities by time saved, ease of setup, risk level, and how annoying the task is today. Then recommend the first internal tool or automation we should build. Describe the input, the output, the human approval step, and what a simple first version should do.

Weekly Operator Report

10

Use when: you want AI to help you think clearly about the business every week.

Act like a practical operations advisor for my business. I am going to paste notes from the week, customer conversations, sales activity, tasks, problems, and ideas. Turn them into a weekly operator report with these sections: what happened, what changed, biggest risks, biggest opportunities, follow-ups I should not drop, decisions needed, work AI can help with, and the three highest-value actions for next week. Be direct. Do not flatter me. If something sounds vague or like a distraction, say so and explain what I should do instead.