FREE GUIDE FOR SOLOPRENEURS

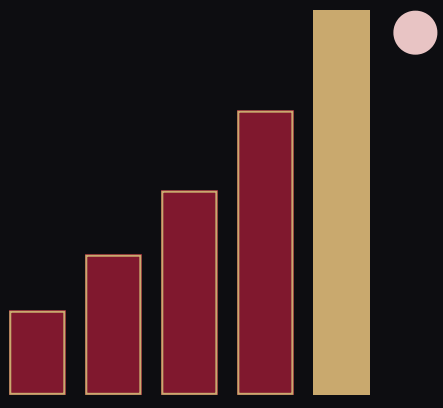
Save Hours Every Week: The Solopreneur's Practical AI Guide

A beginner-friendly toolkit to help you create content, respond to customers and research ideas with less friction

3 everyday workflows
Content • Customer replies • Research

Copy-and-use prompts
Adapt the examples to your own business and voice.

A simple quality check
Keep your judgement in charge; use AI as an assistant.



Practical AI · Tech · SEO/GEO
Created for solopreneurs who want useful results, not more AI hype.

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Welcome - Start small

This guide is for one-person businesses who are busy, not technical, and tired of long lists of AI prompts with no context. Instead of a list, it covers three real jobs. Each has one prompt to copy and a worked example, so you can see what good looks like.

How to use each prompt

1. Copy the prompt into your AI tool.
2. Replace the [bracketed details] with your information.
3. Add an example of your own writing or business information when useful.
4. Review the result for accuracy, tone, privacy and usefulness before using it.

A good prompt usually explains the role, context, task, audience, constraints and desired format. You can ask the AI to question you first if it lacks important information.

Before you paste anything

• Do not enter passwords, payment details, confidential client information or sensitive personal data into an AI tool unless you have checked that the tool and your settings are appropriate.
• Treat facts, statistics, legal/medical/financial claims and citations as unverified until you check reliable sources.
• AI can sound confident while being wrong. You are responsible for the final output

> **The simple prompt formula**
> **ROLE:** Act as a [relevant helper].
> **CONTEXT:** My business is [what you do] for [who you help].
> **TASK:** Help me [specific task].
> **CONSTRAINTS:** Keep it [tone/length/requirements]. Do not invent facts.
> **FORMAT:** Return the result as [list/table/email/post/etc.].
> **CHECK:** Ask me questions first if essential information is missing

Tip: the more detail you give AI (who you help, what you offer, how you sound), the better it works. Write a short "about my business" paragraph once and save it as your AI's standing instructions, named "About my business", so you never retype it.

Depending on the tool, that is called custom instructions, a Project or a skill. If your tool does not have this, paste the paragraph at the start of each request instead. The prompts in this guide start with a line asking AI to use it. If your tool applies saved instructions automatically, that line is optional.

I am [your name], a [what you do] who helps [who you help] to [result]. My tone is [warm / direct / friendly / professional]. Avoid jargon.

Task 1: Create a week of content from one idea

The problem: you know your subject, but staring at a blank page takes an hour for every post.

The fix: write or say one idea in your own words, then ask AI to turn it into several posts. Your idea stays yours. AI only reshapes it.

Steps

1. Write or record one idea, story or tip in rough words. A voice note transcript works.
2. Open your saved "About my business" instructions or skill, so AI already knows your business, then add your idea.
3. Ask for five posts with different angles.
4. Edit each one so it sounds like you, and add a real detail or example.

Prompt to copy

> Use my saved "About my business" instructions. Here is an idea I want to share: [paste your rough idea], My goal: [educate / build trust / invite enquiries]. Turn it into 5 posts for [Instagram / LinkedIn / TikTok]. Give each a different angle: a tip, a story, a myth, a question and a how-to. Keep each under [100] words and end each with a simple call to action.

Worked example

Input idea: "Clients keep asking how long a bookkeeping set-up takes. It usually takes two weeks, but most of that is waiting for them to send me documents."

What AI might return (shortened):

- **Myth:** "Setting up bookkeeping takes ages." It rarely does. The slow part is gathering documents.
- **Tip:** Make a folder today and drop in your last three bank statements. That one step can save a week.
- **Question:** What is the one document you always put off finding?

Your edit: add your real client story, remove anything that does not sound like you, and check every fact.

Check before you post: does it say something specific? Would you say it out loud? Is every claim true?

Task 2: Answer repeated enquiries without retyping

The problem: you answer the same questions again and again (prices, availability, how it works, what happens next), and each reply takes minutes.

The fix: build a small bank of replies once, in your own voice, and reuse them. AI drafts them. You approve them.

Steps

1. List the 5 questions you answer most often. Look at your inbox and DMs for them.
2. Write a rough answer to each in your own words.
3. Ask AI to turn each into a clear, friendly reply, using your saved "About my business" instructions, then edit.
4. Save them in one note or document you can copy from.

Prompt to copy

Use my saved "About my business" instructions. A customer often asks: "[the question]". My rough answer is: [your rough answer]. Write a reply in my tone that is friendly, clear and under [80] words. Include a short next step at the end. Leave [placeholders in square brackets] for anything that changes, such as dates or prices.

Worked example

Question: "How much do you charge, and how quickly can you start?"

Your rough answer: "Depends on the size. Starts from [price]. I can usually begin in about a week."

What AI might return: "Thanks for getting in touch. My packages start from [price], depending on what you need. I can usually begin within about [a week]. If you tell me a little about your project, I will send you an exact quote. What would be a good time for a quick call?"

Your edit: check the price and timing are current, and make sure the reply still sounds like you.

Keep your replies safe and personal: never paste private customer details into AI tools. Change the greeting and add one personal line before you send, so the reply does not feel copied.

Task 3: Find out what your customers are really asking

The problem: you guess what to post and what to put on your website, and your guesses miss what people actually want to know.

The fix: gather the real questions you already get, then use AI to group them and turn them into answers. Those answers become your content, your FAQ and the way AI tools learn what you do.

Steps

1. Collect 15 to 30 real questions from emails, DMs, calls and reviews. Remove names and private details first.
2. Paste them into AI and ask it to group them by theme.
3. For the top three themes, ask AI to draft a short answer in your voice.
4. Put those answers on your website, in a FAQ and in your posts.

Prompt to copy

Here are questions my customers have asked: [paste questions, with no names]. Group them into 4 to 6 themes and name each theme. For each theme, tell me the most common worry behind the questions. Then suggest one post or FAQ answer of 40 - 80 words that I could write for each theme.

Worked example

Input: 20 questions such as "Do you work with beginners?", "What if I am not technical?" and "How long until I see results?"

What AI might return: Theme 1, "Am I the right fit?" (worry: feeling out of their depth). Theme 2, "What will it take from me?" (worry: time and effort). Theme 3, "What results can I expect?" (worry: wasting money).

Your edit: choose the theme that comes up most, and write the answer using a real example from your work.

Bonus: check whether AI tools mention you

More people now ask ChatGPT, Claude and similar tools for recommendations. Try it:

1. Ask an AI tool: "Who are some good [your type of business] for [your type of customer]?" Do you appear?
2. Rewrite how you describe your business, so someone who has never heard of you understands in two sentences what you do, who you help and where.
3. Use that same description on your website and social bios.

Results vary by tool and by time, and no one can guarantee a mention. A clear description in plain words, repeated in the same way everywhere, is the best thing you can control.

Your next step

Pick one small task and try it this week. Start with the one that costs you the most time.

Enjoyed this guide? Want this done once and reused? Follow @sheeda__l for practical AI tips and ready-to-use voice templates, coming to my link in bio.

This guide is educational and is not a substitute for professional advice. AI tool features and privacy settings can change; check the terms and settings of the tool you use.

Written by Rashidat, a former Teaching Assistant who explains AI in plain English.