AI Expert AI Prompts

2026 EDITION

FREE · NO EMAIL · START HERE

5 Expert AI Prompts That Save 5 Hours This Week

Five prompts for the jobs that eat a solopreneur's week — the welcome email, the week of social posts, the FAQ, the ads and the onboarding doc. Each one copy-ready, with what it costs you by hand beside what it costs with the prompt.

5 prompts | 5-day plan | Copy-ready

Nothing to set up. Start with any one of them. Each prompt is eight lines, already written. Copy it, swap the word in square brackets for your industry, paste it into whichever AI you use, and you have a usable draft in about a minute. No account, no email, no tools required.

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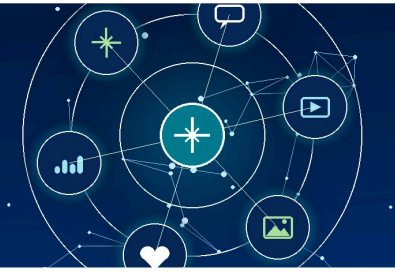
01
How to use this in the next fifteen minutes

Copy, swap the brackets, run it. Nothing to install, nothing to sign up for.



1 Copy the box

Each prompt is eight lines, already written. Take the whole box, not a line of it.

2 Swap the brackets

Replace [industry] and anything else in [square brackets] with your own words. That is the only editing required.

3 Paste it in and run it

Any AI you already use — Claude, ChatGPT, Copilot or Gemini. You will have a usable draft in about a minute.

Start with the one that hurts most

You do not have to work through these in order. Pick the job that is costing you the most time this week — section 03 shows what each one costs by hand — and run that prompt first. The other four will still be here tomorrow.

Getting a better answer

The fastest lever in any of these is the **Tone** line. Change that one line and the whole draft moves.

> **When the answer is close but wrong**, tell the AI what was wrong with it rather than rewriting the prompt. One correction usually gets there; a rewritten prompt starts again.

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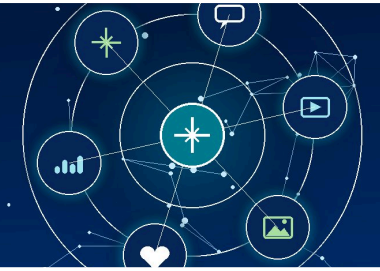
02
The 5 prompts

Each one copy-ready. Run it through the Assembler first.



1 Done-For-You Client Email Response

NEW CLIENT ONBOARDING EMAIL OR LEAD RESPONSE.

COPY THIS

```
Act as: A friendly yet professional business consultant.
Task: Write a welcome email for a new client in [industry].
Tone: Warm, clear, and expert.
Audience: First-time clients.
Length: Under 200 words.
Include: Summary of services, onboarding link, and warm close.
Constraints: Avoid jargon.
Output: Email ready to send.
```

Quick use

Copy, paste, and update [industry] in your GPT, run it, email is ready in 1 minute.

Why it works

Cuts the stress of writing that perfect first impression. Saves 1+ hour of overthinking and revision.

Saves ≈ 1.5 hours

2 Social Media Post That Builds Authority

CREATING A WEEK'S WORTH OF AUTHORITY-BUILDING POSTS.

COPY THIS

```
Act as: A thought leader in [industry].
Task: Write 5 short-form posts to position me as an expert.
Tone: Helpful, credible, and insightful.
Audience: Ideal clients.
Length: Under 150 words each.
Include: A mix of tips, mini-stories, and common mistakes.
Constraints: Avoid sounding robotic.
Output: 5 posts.
```

Quick use

Copy, paste, and update [industry] in your GPT, run it, posts are ready in 1 minute.

Why it works

You look like you're "everywhere" without spending your whole week writing.

Saves ≈ 3.5 hours a week

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3 Instant FAQ Generator for Time-Wasting Emails

ELIMINATE REPETITIVE BACK-AND-FORTH WITH CLIENTS.

COPY THIS

```
Act as: A customer service expert in [industry].
Task: Write a professional FAQ section to reduce email enquiries.
Tone: Clear and proactive.
Audience: Prospects and new clients.
Length: 7–10 Q&A entries.
Include: The most common questions I get.
Constraints: Simple, helpful answers.
Output: FAQ section.
```

Quick use

Copy, paste, and update [industry] in your GPT, run it, FAQ is ready in 1 minute.

Why it works

Clears up common confusion with one document. Prevents time drain from email ping-pong.

Saves ≈ 3 hours a week

4 Ad Copy That Doesn't Sound Like Ad Copy

WRITING FACEBOOK OR INSTAGRAM ADS WITH PERSONALITY.

COPY THIS

```
Act as: A conversion-focused copywriter.
Task: Write 3 social ad variations promoting my [offer/product/service] in [industry].
Tone: Human, relatable, high-converting.
Audience: [Ideal customer segment].
Length: 1–2 sentences for hook, 3–5 for body.
Include: Pain point, benefit, CTA.
Constraints: Avoid hype.
Output: 3 ad copy examples.
```

Quick use

Copy, paste, and update [industry] in your GPT, run it, ads are ready in 1 minute.

Why it works

Creates high-performing ads that feel personal, not pushy. Saves 1–2 hours per campaign.

Saves ≈ 1.5 hours

5 Plug-and-Play Onboarding Workflow

DELIVERING A SMOOTH, FAST, CLIENT ONBOARDING EXPERIENCE.

COPY THIS

```
Act as: A client success specialist.
Task: Create an onboarding guide for new clients in [industry].
Tone: Friendly, organised, clear.
Audience: First-time clients.
Length: 500–700 words.
Include: Welcome note, what to expect, timelines, communication process.
Constraints: Keep it simple and branded.
Output: Onboarding document.
```

Quick use

Copy, paste, and update [industry] in your GPT, run it, workflow is ready in 2 minutes.

Why it works

Turns messy, DIY processes into professional client experiences. Saves back-and-forth and builds instant trust.

Saves ≈ 2.5 hours

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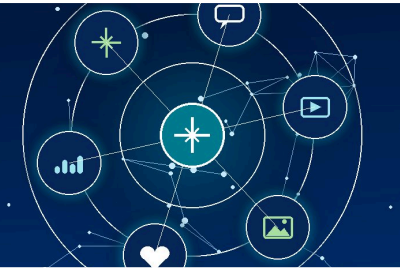
03

The time you get back

What each job costs by hand, beside what it costs with the prompt.



The job	By hand	With the prompt	Saved
Client welcome email	1–2 hours of writing, editing and overthinking	5–10 minutes, prompt plus a light edit	≈ 1.5 h
A week of social posts	3–4 hours a week for five posts	15–20 minutes for all five at once	≈ 3.5 h/wk
Repetitive client emails	30–60 minutes a day answering the same questions	10 minutes, once, to build the FAQ	≈ 3 h/wk
Social ad copy	1–2 hours per ad set	15 minutes for three variations	≈ 1.5 h
Client onboarding doc	2–3 hours drafting and formatting	20–30 minutes, prompt plus polish	≈ 2.5 h

Why the title says 5 hours and the table says more

5 hours is the floor, not the ceiling: it is what you get back in week one by running each prompt once. The rows add up to about 12 hours because 6.5 of that recurs — the FAQ you write once keeps answering emails, and the posts you batch keep covering the week.

Read these as estimates, not promises

They are typical times for a solopreneur or small business owner doing these jobs from scratch. Yours will differ. The point is the shape of the gap, and the gap is large enough that even half of it is worth your afternoon.

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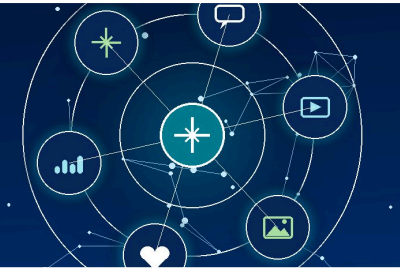
The 5-day plan, and making them yours

Fifteen minutes a day. One prompt a day, in order.



Day	Do this	Using
Day 1	Send a professional welcome email	**Prompt 1** — Done-For-You Client Email Response
Day 2	Schedule five social posts	**Prompt 2** — Social Media Post That Builds Authority
Day 3	Publish your FAQ	**Prompt 3** — Instant FAQ Generator for Time-Wasting Emails
Day 4	Generate and test three ads	**Prompt 4** — Ad Copy That Doesn't Sound Like Ad Copy
Day 5	Build or update your onboarding doc	**Prompt 5** — Plug-and-Play Onboarding Workflow

Make them fit your niche

Replace the placeholders	Swap [industry], [offer] and [ideal customer segment] for the words your customers actually use, not the words your sector uses.
Tweak the Tone line	It is one line, and it is the fastest lever in the whole prompt. Add warmth, edge or polish until the draft sounds like you.
Feed it your own examples	Swap a generic noun for something only you would say — "kickoff session" instead of "onboarding" if that is your word for it.
Keep the good ones	Save the outputs that worked in a swipe file and reuse them. The second run of a prompt is always faster than the first.

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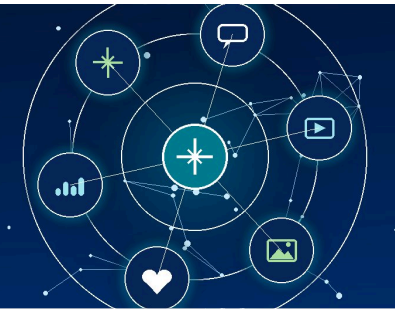
05

What the next level looks like

Five prompts give you a week back. Here is what changes when the whole thing is systematic.



Every draft already sounds like you

You stop editing the voice back into AI output. The first draft lands closer to publishable than your second draft does today, because the prompt already carries your customer, your offer and your way of saying things.

You stop starting from scratch

The work becomes a library you reuse rather than output you throw away. The second run of anything takes minutes, and the tenth takes almost nothing.

A week of work in one sitting

A month of posts, a launch sequence and the follow-up emails, batched in an afternoon — instead of returning to a blank page every morning and paying the start-up cost again.

You can hand it over

Written-down prompts are instructions anyone can follow. A contractor or an assistant produces what you would have produced, which is the point at which saved hours turn into capacity.

One voice across everything

Your emails, ads, website and socials stop reading like four different businesses. That consistency is what makes a small operation look established.

The arithmetic is the quiet part. Five hours in week one is a good afternoon. The same five hours every week is most of a working month a year — and it costs you no more effort the tenth time than it did the first.

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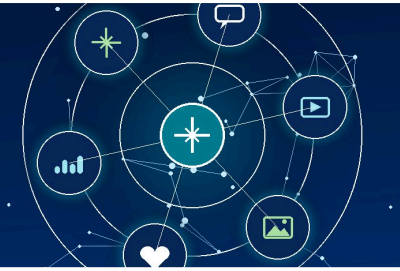
06

Where to go next

More prompts, more packs, and everything else that is free.



You have just saved yourself the better part of a week with five prompts.

50 prompts, written for your trade

Each industry pack carries 50 — not five — for the jobs your trade actually has, across 30 industries.

12 free tools doing the typing

Your brand voice, your briefs, your calendar and your content ideas, captured once and reused on every prompt after.

Bonus guides that finish the job

Each pack comes with guides and cheatsheets that take one job end to end — a lead magnet, a sales funnel, a month of content.

Prompt Packs

Full prompt packs, by industry.

`expertaiprompts.com/prompt-packs`

Free Offers

Everything free, in one place.

`expertaiprompts.com/free-offers`

AI Resources

Guides, references, the library.

`expertaiprompts.com/ai-resources`

Quizzes

Find your biggest time drain.

`expertaiprompts.com/quizzes`

The Blog

New prompts and worked examples.

`expertaiprompts.blog`

5 Expert AI Prompts That Save 5 Hours This Week Cheatsheet

These five prompts on one sheet.

`expertaiprompts.info/cheatsheet/5_Expert_AI_Prompts_That_Save_5_Hours_This_Week_Cheatsheet.pdf`

Start with the pack for your industry. These five prompts are the shape; a pack is the same shape written for the jobs your trade actually has, which is the shortest way to the next level described on the page before this one.

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