VOXOCULUS / QUICK START

5 Free Business Prompts

Pick a task, copy the prompt into ChatGPT, and replace the text in brackets with your details. Check the result before you use it.

01 / AI Guardrails

Run a preflight before ChatGPT drafts

PROMPT TEMPLATE

Help me [task] for [audience].
My notes and limits: [facts, desired result, and anything off-limits]
Before drafting, flag anything missing that could change the result. If it matters, ask one question and wait. Otherwise, draft from my notes and mark anything I should verify.

EXAMPLE PROMPT

Help me draft an email about holiday hours for our staff.
My notes and limits: We close at noon on Friday. Monday's hours are still being decided.
Before drafting, flag anything missing that could change the result. If it matters, ask one question and wait. Otherwise, draft from my notes and mark anything I should verify.

EXAMPLE RESPONSE

Are Monday's hours ready to share, or should the email only announce Friday's noon closing?

02 / Customer communication

Follow up after a proposal

PROMPT TEMPLATE

Write a short proposal follow-up with a subject line and one question.
My notes: [what you sent, when, and what you want to ask]
If a missing detail changes the message, ask first. Use [First name] if needed and leave unconfirmed dates or promises out.

EXAMPLE PROMPT

Write a short proposal follow-up with a subject line and one question.
My notes: I sent a proposal last Tuesday. I can confirm the timeline after the client replies. Ask if they have any questions.
If a missing detail changes the message, ask first. Use [First name] if needed and leave unconfirmed dates or promises out.

EXAMPLE RESPONSE

Subject: Any questions about the proposal?
Hi [First name], I wanted to check in on the proposal I sent last Tuesday. Once I hear back, I can confirm the timeline. Is there anything you'd like me to clarify?

5 Free Business Prompts

03 / Marketing

Turn product facts into a caption

PROMPT TEMPLATE

Write a short [platform] caption for [audience].
Approved product facts: [facts]
What readers should do: [one action]
If the notes don't support that action, ask first. Stick to claims and offers I've supplied. Flag anything I need to verify separately.

EXAMPLE PROMPT

Write a short Instagram caption for home bakers.
Approved product facts: The free PDF has five bread recipes and a shopping list.
What readers should do: Download the PDF through the link in our bio.
If the notes don't support that action, ask first. Stick to claims and offers I've supplied. Flag anything I need to verify separately.

EXAMPLE RESPONSE

Planning your next bake? Our free PDF includes five bread recipes and a shopping list. Download it through the link in our bio.
Check: Confirm the bio link opens the PDF.

04 / Planning

Turn a goal into a first-week plan

PROMPT TEMPLATE

Plan the first week of [goal].
What's decided and how much time I have: [notes]
If a missing decision changes what comes first, ask and wait. Give me up to three actions in order and what each depends on. Mark unset owners or dates "to confirm."

EXAMPLE PROMPT

Plan the first week of launching a request form.
What's decided and how much time I have: The form tool is picked and the questions are written. I have two hours this week.
If a missing decision changes what comes first, ask and wait. Give me up to three actions in order and what each depends on. Mark unset owners or dates "to confirm."

EXAMPLE RESPONSE

First: Build the form (45 min). Needs the written questions.
Next: Test a submission (30 min). Needs the draft form.
Then: Add the link to the site (45 min). Needs a successful test. Owners and dates: to confirm.

5 Free Business Prompts

05 / Operations

Pull action items out of meeting notes

PROMPT TEMPLATE

Turn these meeting notes into Decisions, Actions, and Open questions: [paste notes].
Ask first if a suggestion could be mistaken for an action. Give each action an owner and due date if stated. Mark missing details “to confirm” and quote a short source phrase for each decision.

EXAMPLE PROMPT

Turn these meeting notes into Decisions, Actions, and Open questions: “We approved Friday pickup. Maya will update the website by Wednesday. We still need to confirm who prints the signs.”
Ask first if a suggestion could be mistaken for an action. Give each action an owner and due date if stated. Mark missing details “to confirm” and quote a short source phrase for each decision.

EXAMPLE RESPONSE

Decisions: Friday pickup (“approved Friday pickup”).
Actions: Maya updates the website by Wednesday.
Open questions: Who will print the signs?

Want the full kit? Get 25 prompts with worked examples in a PDF guide and an editable browser workbook.