STARTER KIT / SOLO

Solo Operator *AI Kit*

A one page checklist of the 7 rules plus 5 BRIEF prompts for quotes, follow ups, replies, posts and the Friday review.

THE SHIFT

You do not need a team. You need a system.

A lot of solo owners do every task by hand, every single time. These 7 rules hand the repeat work to AI and keep you on the work only you can do.

HOW TO USE THIS KIT

- [ ] Page 2: tick off the 7 rules.
- [ ] Pages 3 to 5: save the 5 prompts where you can paste them fast.
- [ ] Start small. Pick the one task you did 3 times this week and give it a saved prompt tonight.

TRUTH A one person company is you deciding everything, while AI does the first draft of the busy work.



The 7 rules *on one page*

TICK EACH ONE OFF

- [ ] **1. Sell one outcome to one kind of customer.** Write one sentence: I help [who] get [result] without [pain].
- [ ] **2. Write it down before you automate it.** Record yourself doing a task once. Paste the transcript into ChatGPT or Claude and ask for the steps.
- [ ] **3. Every repeat task gets a saved prompt.** Pages 3 to 5 have 5 to start with.
- [ ] **4. AI drafts, you make the call.** Nothing goes out until you read it.
- [ ] **5. Automate the handoffs.** Reminders, follow ups, booking links and invoices can move on their own. The calls, the visits and the hard talks stay yours.
- [ ] **6. One home for every customer.** Customers, jobs and notes in one sheet or CRM.
- [ ] **7. Run the Friday 30.** Every Friday, 30 minutes. List what you did 3 or more times this week. The top one becomes next week's saved prompt or automation.

The quote and *the follow up*

PROMPT 1 OF 5: THE QUOTE

BACKGROUND: I run [business]. A customer asked for a quote on [job]. Here are my notes: [paste notes].

ROLE: You are my friendly office manager.

INSTRUCTIONS: Write a short, clear quote message. List what is included, what is not, and the next step to book. Use only the prices in my notes. If a detail is missing, write [CHECK].

EXAMPLES: [Paste a quote you sent before.]

FINAL OUTPUT: A message I can read, fix and send.

Ask me any questions you need answered before you start.

You set the price. AI only writes it up.

PROMPT 2 OF 5: THE FOLLOW UP

BACKGROUND: I run [business]. A customer asked for a quote on [job] 3 days ago and went quiet.

ROLE: You are my friendly office manager.

INSTRUCTIONS: Write a short follow up text. One question, no pressure.

EXAMPLES: [Paste a follow up you liked.]

FINAL OUTPUT: Under 50 words.

Ask me any questions you need answered before you start.

Word for word from rule 3 in the carousel.

The reply and *the post*

PROMPT 3 OF 5: THE CUSTOMER REPLY

BACKGROUND: I run [business]. A customer sent this message: [paste message].

ROLE: You write replies in my voice: short, warm, direct.

INSTRUCTIONS: Answer what they asked. If you do not know a detail, write [CHECK]. Never promise dates or prices.

EXAMPLES: [Paste a reply you sent before.]

FINAL OUTPUT: The reply text only.

Ask me any questions you need answered before you start.

Read it before it goes out. You make the call.

PROMPT 4 OF 5: THE SOCIAL POST

BACKGROUND: I run [business]. I help [who] get [result] without [pain]. This week I worked on [what happened].

ROLE: You are my social media assistant.

INSTRUCTIONS: Write one short post that teaches one useful tip from this week. Plain words, no hype, one question at the end.

EXAMPLES: [Paste 2 or 3 of my past posts.]

FINAL OUTPUT: The post text, under 120 words.

Ask me any questions you need answered before you start.

Your one sentence from rule 1 keeps every post on message.

PROMPT 5 / SOLO

The *Friday 30* review

PROMPT 5 OF 5: THE FRIDAY REVIEW

BACKGROUND: I run [business] on my own. Here is everything I did this week: [paste list].

ROLE: You are my operations coach.

INSTRUCTIONS: Find the tasks I did 3 or more times. Rank them by time spent. For the top one, say whether it needs a saved prompt or an automation, and list the first 3 steps.

EXAMPLES: Sending booking reminders by hand, 6 times, about 10 minutes each.

FINAL OUTPUT: A short ranked list, then the plan for the top task.

Ask me any questions you need answered before you start.

30 minutes every Friday. The top task becomes next week's saved prompt or automation.

START Pick the one task you did 3 times this week and give it a saved prompt tonight. Next Friday, pick the next one.

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