

ONE TASK ONE STRONGER BRIEF

Give AI Better Instructions

Five reusable prompts for everyday business work, plus a simple way to make them your own.

Start with work you already understand

AI can help prepare a first draft, organize information, and suggest next steps. A clearer brief gives it a better starting point. Use a tool your business approves and keep a person responsible for the result.

The five-part prompt recipe

Part	Ask yourself	Example
Task	What do I want help doing?	Draft three LinkedIn posts.
Context	Who is it for, and why?	Small service-business owners who feel behind on marketing.
Source	What may it work from?	Only my approved service notes below.
Format	What should the result look like?	Three posts, each under 120 words.
Rules	What must it keep, avoid, or flag?	Do not invent results or prices. Mark missing facts CHECK.

Before and after

Vague: “Write a social post about my services.”

Try: “Using only the service notes below, draft three LinkedIn posts for small service-business owners. Focus on one practical problem per post. Use plain, professional language and a natural invitation to talk. Keep each under 120 words. Do not invent results, prices, or testimonials. Mark missing facts CHECK. Notes: [paste approved notes].”

Before pasting: Remove unnecessary identifiers and sensitive details. Follow client permissions, your business policies, and the tool’s data settings. Never paste passwords or access codes.

COPY ADAPT REVIEW

Five prompts for recurring work.

Replace the brackets with your own approved information. These are draft-making tools, not permission to act.

1. Meeting notes into actions

Using the notes below, prepare a brief decision summary and an action table with task, owner, due date, and open question. Include only what the notes support. Use “not specified” for missing owners or dates. Do not send messages or create tasks. Notes: [notes].

2. Process notes into an SOP

Organize these notes into an SOP with purpose, inputs, numbered steps, approval points, and completion checks. Preserve the actual process. List gaps and contradictions separately; do not invent missing steps. Notes: [process notes].

3. One source into useful content

Using only this source, draft one short newsletter and three social posts for [audience]. Use [tone] and preserve the meaning. Do not add statistics, quotes, or claims. Flag anything needing verification. Source: [material you own or may reuse].

4. A client follow-up for approval

Draft a concise follow-up email using these facts: [facts]. Include the agreed next step and [deadline, if agreed]. Use a [tone] tone. Do not promise additional work or invent a date. Leave gaps in brackets. Prepare a draft for review; do not send it.

5. A simpler workflow to test

Review this workflow: [steps]. Identify duplicate work, unclear handoffs, and possible rule-based automations. For each suggestion, describe the trigger, inputs, human approval, and a small test. Separate facts from assumptions. Do not assume a tool supports a feature.

The useful next step: Keep a prompt beside the process, source material, and approval checklist it belongs to. That helps it support real work rather than become another disconnected template.

YOUR PROMPT PLANNING SHEET

Make one prompt your own.

Start with a recurring task you can check. Complete these five parts, then combine them into a prompt.

Task

What should the tool prepare?

Context

Who is it for, and what matters?

Source

Which approved notes, files, or examples may it use?

Format

What structure, length, or template should it follow?

Rules

What must it preserve, avoid, flag, or leave for approval?

Before you use the result

Check facts, names, dates, numbers, links, meaning, and tone. Confirm permissions and review before sending, publishing, or changing a business record.

A prompt helps with one task. A dependable process connects the inputs, tools, handoff, and review. The Sterling Desk can help you build that process and support the work around it.

Have a task in mind but no time to hand it over?

Bring one recurring task to a 15-minute conversation. We'll help you identify a practical starting point and explain how our team could take it forward. You do not need a finished worksheet to book.

[Book a 15-minute introduction](#) | [Prefer 30 minutes?](#)