FORRESTING THE SOUL · FREE RESOURCE

Prompt Starters for Your New Assistant

Seven prompts that match the week you already have. Copy one, fill in the brackets, send it.

You do not need to know everything your assistant can do before you use it. You need a handful of prompts built around work that is already on your desk. Here are seven that fit almost any small business, whether you sell services, sessions, products, or your own time.

The pattern behind all of them

> **Role, context, task, constraints, format.** Who it is for this task, the facts it cannot guess, the thing you want produced, the limits (length, tone, what to avoid), and the shape (email, letter, list, table).

> **The rule that keeps this safe.** Never paste information you would not put in an email to a stranger. No client names, no account numbers, no health details, no private correspondence. Use placeholders like [first name] and [client]. Describe the situation, never the person. If it belongs in a file you are required to protect, it stays in that file.

1. Clear the inbox

Act as my administrator. Here are four messages from today with names removed. For each, tell me what the sender actually needs, draft a warm and brief reply in my voice, and flag anything that is really a decision I have to make myself.

2. Write a difficult or formal letter

Draft a letter from me to [whoever] about [situation, described without identifying details]. Include the context they need, what I am asking for, and a professional close. One page, letterhead placeholders, and nothing I would have to walk back later.

3. Explain a policy in plain language

Here is how my business handles [cancellations / deposits / refunds / pricing]. Turn it into a short, kind, plain-language explanation I can paste into an email, under 150 words, no jargon, nothing that sounds like a contract.

4. Draft website or marketing content

Write a 400 word article for [my business] in [my town] on [topic], for [audience]. Grounded and human, not marketing speak. No promises about outcomes, no fear-based language, and end with a plain invitation to reach out.

5. Prepare for a conversation

Tomorrow I have a conversation with [type of person] about [topic, no identifying detail]. Give me five questions that would open it well and two I should avoid. This is preparation for me, not a record of anyone else.

6. Track what you are learning

Here is a description of [a course / a book / a training]. Summarize what it covers, tell me who it is actually for, note the hours or cost, and add it to a running list with the date. Flag anything that looks like a waste of my time.

7. Start the week

Here is everything on my mind for this week, in no order. Group it into things only I can do, things you can draft, and things that can wait. Then give me the first three in the order you would do them, with the reason.

> **Your first week:** do three of these. Number one on a real inbox day, number four on a topic you already talk about often, and number seven on a Sunday night. Those three will show you how your assistant thinks, and then you will know what else to ask for.

When something comes back wrong, do not start over. Reply with what was wrong and ask for that part fixed. That is how the prompt gets better and how it learns your voice.