

PROMPT PACK

ONE-PERSON COMPANY: 20 AI PROMPTS FOR CASH, OPS & FOCUS

Manage cash flow, brief contractors, systemize messy operations, review simple legal agreements, and protect founder focus.

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AI is useful when you give it a clear job. These 20 prompts are built for solo operators who need to manage cash, brief outside help, systemize operations, and protect their focus.

They are starting points, not answers. Give the model your real context, ask it to show its assumptions, and check anything important with a human.

HOW TO USE THIS PACK

- Replace every [bracket] with specific details about your business or workflow.
- Paste in real numbers, draft terms, or messy notes instead of describing them from memory.
- Ask for options first, then ask the model to challenge its own favourite.
- Keep the output short enough to act on today.

MONEY

1. DRAFT AN ESCALATING OVERDUE INVOICE SEQUENCE

Act as a polite but firm accounts manager. A client invoice of [dollar amount] is [number of days] overdue for [service delivered]. Draft a 3-part escalation sequence: Email 1 (3 days late: gentle nudge), Email 2 (14 days late: firm reminder requesting payment date), and Email 3 (30 days late: formal pause on active work). Keep each email under 70 words. No passive-aggressive phrasing.

2. AUDIT AND CUT RECURRING SOFTWARE EXPENSES

Act as a frugal financial controller. Here is my list of monthly software subscriptions and SaaS tools: [list with prices]. Categorize them into: Essential (revenue-producing or mission-critical), Negotiable (cheaper alternatives exist), and Redundant (overlapping or low usage). Highlight the top 3 cuts to save money without harming client delivery.

3. STRESS-TEST A 6-MONTH CASH FLOW MODEL

Act as a conservative CFO advising a solo founder. My cash balance is [amount], monthly overhead is [amount], and monthly client revenue is [amount]. Model 3 scenarios for the next 6 months: 1) Base case, 2) Churn case (lose largest client, revenue drops 40%), and 3) Freeze case (zero new sales for 90 days). State runway in months and the exact date expense cuts must trigger.

4. CALCULATE A VIABLE PROJECT RATE

Act as a pricing consultant for solo operators. I am quoting a project for [client type] to deliver [scope]. I estimate [hours] over [weeks]. My baseline monthly revenue target is [target revenue]. Help me calculate: 1) a break-even project floor, 2) a market-competitive day rate, and 3) a value-anchored tier tied to their estimated upside of [client return]. Show the math.

PEOPLE

5. WRITE AN UNAMBIGUOUS CONTRACTOR BRIEF

Act as an operations director hiring a freelancer. I need to hire a contractor to execute [task or deliverable]. Write a structured project brief covering: 1) Objective & Context, 2) Deliverables Checklist, 3) Acceptance Criteria (how we verify completion), 4) Required Formats, and 5) Fixed Timeline and Budget parameters. Keep total length under 250 words.

6. DESIGN A PAID CONTRACTOR AUDITION TASK

Act as a technical hiring manager. I need to vet 3 candidate freelancers for [role, e.g. frontend engineer or copywriter]. Design a paid, 2-to-3-hour audition task that tests real problem-solving, communication clarity, and attention to detail. Provide the prompt to send candidates, the grading rubric with 4 objective criteria, and red flags that trigger an immediate pass.

7. GIVE CONSTRUCTIVE CRITIQUE ON A DELIVERABLE

Act as an empathetic but rigorous creative director. A freelancer submitted a deliverable for [project] that falls short of quality: [specific issues]. Write a clear feedback note under 120 words. Focus strictly on observable discrepancies against the brief, suggest concrete adjustments, and set a specific revision deadline.

8. OFFBOARD A CONTRACTOR RESPECTFULLY

Act as a professional business owner. I need to conclude an engagement with a contractor [role] because [reason: project completed, budget shift, or quality mismatch]. Write a courteous offboarding email under 80 words. Confirm the final date, detail the final invoice payment schedule, and list required handoff items (credentials, files, repository access).

PROCESS

9. CONVERT MESSY NOTES INTO A CLEAN SOP

Act as an operations architect. Here are my raw, messy notes explaining how I perform [recurring business task]: [paste raw text]. Turn this into a standard operating procedure (SOP). Include: 1) Purpose, 2) Prerequisites & Tool Access, 3) Step-by-Step Checklist with explicit checkboxes, and 4) Quality Assurance check. Make it simple enough for an assistant to execute without asking questions.

10. SYSTEMIZE A CLIENT ONBOARDING PIPELINE

Act as a client success lead. When a new client signs with my solo firm for [service], I need to onboard them smoothly without back-and-forth emails. Create a 4-step onboarding pipeline: 1) Kickoff email draft, 2) Intake form (maximum 5 essential questions), 3) Shared workspace setup, and 4) First-week milestones. Keep client effort under 20 minutes total.

11. RUN A 30-MINUTE FOUNDER WEEKLY REVIEW

Act as an executive coach for solo operators. Guide me through a structured 30-minute end-of-week review. Here is what I worked on: [notes and tasks]. Ask me 4 questions, one by one: 1) What moved the needle on revenue or product? 2) What took twice as long as expected? 3) What recurring task should be automated or delegated? and 4) What are the top 3 non-negotiables for next week?

12. RUN A ROOT-CAUSE AUTOPSY ON AN OPERATIONAL MISTAKE

Act as a systems reliability consultant. A breakdown occurred in my business operations: [explain mistake, e.g. missed deliverable or double-booked call]. Run a '5 Whys' root-cause analysis to discover the structural vulnerability that allowed this human error to happen. Conclude with 2 preventive safeguards (checklists or software rules) so it never recurs.

LEGAL BASICS

13. AUDIT A CLIENT AGREEMENT FOR HIDDEN LIABILITIES

Act as a commercial contract reviewer. (Note: Flag risks and questions for an attorney; do not give formal legal advice.) Here is a proposed client contract: [paste contract excerpt]. Audit the text specifically for: unbonded liability, unreasonable indemnification, IP ownership traps (e.g. claiming my background code), and vague termination rules. Highlight questionable clauses with plain-English risk explanations.

14. CHECK AN NDA FOR OVERREACHING TERMS

Act as a commercial contracts analyst. (Note: Flag risks for review; do not give formal legal counsel.) Review this draft Non-Disclosure Agreement (NDA): [paste NDA text]. Identify whether it contains: non-mutual restrictions, indefinite duration, hidden non-compete clauses, or overly broad definitions of confidential information. List the top 3 clauses to push back on and suggest fair alternative wording.

15. PREPARE TARGETED QUESTIONS FOR AN ATTORNEY

Act as a practical business advisor. (Note: This is to prepare questions for counsel, not legal advice.) I am meeting an attorney to review an agreement regarding [deal type, e.g. partnership, IP sale, or retainer]. Based on the deal terms: [summary of deal], formulate 5 high-leverage questions to ask during our consultation to maximize billable efficiency and uncover latent risks.

16. DRAFT STANDARD INTELLECTUAL PROPERTY OWNERSHIP TERMS

Act as a commercial licensing specialist. (Note: Provide draft wording for review by counsel, not certified legal advice.) Write a standard IP clause for a bespoke client service contract. The clause must state: the client owns custom deliverables upon full payment, but I retain ownership of my pre-existing background code and reusable tools, granting the client a perpetual non-exclusive license to use them.

FOCUS

17. TRIAGE A MESSY FOUNDER BACKLOG

Act as an unsentimental business strategist. Here is my backlog of 15 business ideas, tasks, and feature requests: [paste list]. Triage this into: 1) High Revenue Impact / High Urgency (Do Now), 2) High Strategic Value / Low Urgency (Schedule), and 3) Vanity / Low Impact (Drop immediately). Force at least 50% of the list into the 'Drop immediately' column and explain why.

18. DRAFT POLITE PROFESSIONAL REFUSAL SCRIPTS

Act as an executive assistant guarding founder focus. Write 3 polite, firm refusal templates (under 50 words each): 1) Declining an unpaid 'pick your brain' coffee chat, 2) Declining a client request outside my core offer, and 3) Declining an unpaid speaking invite. Make each message gracious, unambiguous, and closed to further back-and-forth.

19. DESIGN AN ENERGY-MATCHED WEEKLY CALENDAR

Act as a productivity systems designer for solo founders. I have 40 hours a week to balance client work, product building, sales, and admin. Design a weekly time-blocking calendar that groups similar mental modes together. Protect at least 16 hours of uninterrupted deep work. Provide the schedule as a Monday-Friday table and explain how to handle sudden interruptions.

20. DECIDE WHETHER TO AUTOMATE, DELEGATE, OR DROP

Act as an efficiency and operations consultant. I spend [number of hours] every week on [repetitive administrative task]. Evaluate this task: 1) What happens if I stop doing it entirely? 2) Can off-the-shelf software or a script automate it for under \$40/month? 3) Can a freelancer run it using a clean SOP? Recommend the optimal path, then challenge your own top pick.

A NOTE ON JUDGMENT

AI can help you ask better questions, but it cannot decide for you. Treat every generated spreadsheet model, contractor feedback draft, and operational workflow as a working draft that requires your direct commercial judgment. Nothing in this guide constitutes legal, tax, or financial advice; always consult a qualified attorney or accountant for binding agreements. Never share private contractor, employee, or customer data without explicit consent.

If one of these prompts helps you move forward, tell us which one. We will keep adding resources that are useful, specific, and honest.