



SAFERPROS

NETWORKING • PROFESSIONALS TRUSTED NATIONWIDE

FREE BUSINESS RESOURCE

Practical AI Prompt Playbook

Reusable patterns for real business work

Practical guidance for business owners and leaders

PUT THIS RESOURCE TO WORK

Visit a group • Explore membership • Build a stronger business

1-800-HIRE-A-PRO • (800) 447-3277

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A reliable prompt structure

ROLE + GOAL + CONTEXT + CONSTRAINTS + OUTPUT + REVIEW

Tell the system what job it is assisting with, the exact outcome, the approved facts, the boundaries, the requested format and how to flag uncertainty. Then review the answer as a draft.

Reusable business prompts

Marketing plan

Act as a marketing planning assistant. Using only the approved business facts below, propose three campaign angles for [audience] who need [problem solved]. Do not invent testimonials, prices, credentials or results. For each angle provide the promise, proof needed, channel, call to action and one risk to verify.

Customer response

Draft a calm response to the customer message below. Acknowledge the concern without admitting facts we have not verified. State what we know, what we need to check and the next response time. Flag any safety, legal, refund or escalation issue for a manager.

Estimate preparation

Turn the approved site notes below into a scope-of-work outline. Separate included work, exclusions, assumptions, selections needed and open questions. Do not create prices, quantities, code conclusions or warranties.

SOP draft

Convert the approved process notes into a numbered standard operating procedure with purpose, owner, tools, safety checkpoints, quality checks, exception handling and completion evidence. Mark every missing detail as [VERIFY].

Meeting preparation

Prepare a 30-minute meeting plan from the approved background below. Include the decision required, five questions, evidence needed, risks, roles and a written next-step template.

Personal productivity

Help me plan tomorrow using the commitments below. Group them by impact and urgency, estimate effort as small/medium/large without inventing hours, identify dependencies and propose the top three priorities. Ask questions where the order is unclear.



The review pass

- Which statements are facts, assumptions or recommendations?
- What did the system infer that I did not provide?
- What needs a source, calculation or qualified review?
- Does the output match our brand, customer promise and legal obligations?
- Could the wording mislead a customer or employee?
- What should be removed because it is sensitive, unnecessary or unsupported?



Sources and responsible-use note

This publication is educational and does not replace legal, tax, cybersecurity, employment, licensing or other professional advice. AI outputs may be incomplete, inaccurate or inappropriate. Keep a qualified person responsible for review and decisions.

U.S. Small Business Administration - Market research and competitive analysis

[Open official source](#)

National Institute of Standards and Technology - AI Risk Management Framework and Generative AI Profile

[Open official source](#)

Federal Trade Commission - Advertising and marketing guidance

[Open official source](#)

U.S. Census Bureau - Business Trends and Outlook Survey

[Open official source](#)

Federal Reserve Banks - Small Business Credit Survey

[Open official source](#)

Research date: September 2026. Review time-sensitive claims and rules before relying on them.



Your next step with Safer Pros

Free education is only the beginning. Safer Pros Networking helps business owners build purposeful connections, trusted relationships and a stronger professional community. Safer Pros Academy provides deeper business education for individuals, leaders and companies.

START HERE	WHAT TO DO	LINK
Visit a local group	Experience the meeting before applying.	Visit a Group
Apply for membership	Request category review and learn the member standards.	Apply for Membership
Develop a new group	Bring Safer Pros Networking to your market.	Start a Group
Explore the Academy	Build stronger sales, marketing, leadership and facilitation capability.	Explore the Academy

READY FOR MORE INFORMATION?

Call 1-800-HIRE-A-PRO • (800) 447-3277

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Membership creates opportunities to build professional relationships; it does not guarantee referrals, revenue, endorsement or Safer Pros Verified status. Local schedules, categories and approval requirements vary.

