



WEDNESDAY

September 2
11:30 AM

AI You Can Use Today

5 practical prompts you can use in your business today.

Taqueria Fran · 183 N 1st St., Dixon, CA 95620

START HERE

Change only the words in [brackets].

Everything else stays exactly as written. Paste your real material, never a made-up example.

01 The reply you have been avoiding

Turn an angry customer email into two ready drafts.

You are the owner of a [type of business] with a reputation for being fair but not a pushover.

Below is a complaint I received from a customer. Write a reply that:

- acknowledges the specific problem, not a generic apology
- states clearly what I will and will not do
- stays under 150 words
- sounds like a person, not a corporate policy

Give me two versions: one warmer, one firmer.

Here is the complaint:
[paste the actual email]

02 The messy list you keep avoiding

Clean a junk spreadsheet and pull three real insights.

Attached is a file of [describe the data, e.g. "my customer list export"]. It is messy: inconsistent formatting, duplicates, missing fields.

Do three things:

1. Tell me what is actually in this file and what is wrong with it
2. Clean it into a consistent table
3. Tell me the three most useful things this data reveals about my business

Do not make up any data you cannot see in the file.

03 One thing becomes five things

One review into a week of posts, in your own voice.

Here is [a customer review / a description of a finished job / a service I offer]:
[paste it]

Turn this into five pieces of content for a [type of business]:

1. A Facebook post, under 80 words
2. An Instagram caption with 5 hashtags
3. A text message to send past customers
4. Three sentences for my website
5. An email subject line and opening

Match this voice: [paste 2-3 sentences you have actually written before]

04 The meeting that went nowhere

Rough notes into a summary, owners, and deadlines.

Below are my rough notes from a meeting. They are disorganized and some are half-sentences.

Produce:

1. A clean summary in 5 bullets
2. A table of action items: task, who owns it, deadline
3. A short follow-up email I can send to everyone who was there
4. Anything left unresolved that still needs a decision

If something is ambiguous, flag it instead of guessing.

Notes: [paste, or dictate and paste]

05 The quote sitting half-written

Rough notes to a professional quote in one pass.

You are helping me, the owner of a [type of business], turn rough notes into a professional quote for a customer.

My notes: ["Johnson job, repaint 3 rooms, 2 guys 2 days, materials ~\$400, they asked about the trim too"]

Write a clean quote with:

- a one-paragraph summary in plain language
- a line-item breakdown
- what is explicitly NOT included
- a clear next step and expiration date

Ask me any question you need answered before you write it.

→ Flip this page: 4 rules for using AI safely



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Four rules before you **paste anything**

You have the prompts. These four rules help you use them without creating new problems.

01 Keep a human in the loop

AI writes the draft. You own what goes out. Nothing reaches a customer, an employee, or a regulator without a person reading it end to end.

- › Read every word before it leaves your hands
- › Check numbers, dates, prices, and names against the source
- › If it does not sound like you, it is not finished
- › Never automate a decision you could not defend in person

02 Protect the data you feed it

Treat the prompt box like a public whiteboard. Assume anything you paste could be retained unless you have verified the tool's privacy and data settings.

- › No social security numbers, full bank or card numbers, medical records, or employee files
- › Strip customer names and addresses first - use "Customer A"
- › Keep client contracts, pricing, and anything under NDA out of it
- › Check the provider's privacy, retention and model-training settings before using business data

03 Restrict access on purpose

Not everyone needs every tool and every file. Decide who can connect AI to what, before someone connects it for you.

- › Give AI tools the smallest set of files that does the job
- › Keep work accounts and personal accounts separate
- › Review access every quarter and remove people who left
- › Write down what got connected, so you can answer "where did that go?"

04 Start with the problem, not the tool

The tool matters far less than whether you picked a real problem. Most failed AI projects were a solution hunting for a job.

- › Name the task and the hours it costs you every week
- › Do it by hand with AI once before you buy anything
- › If you cannot measure the before, you cannot claim the after
- › Switching tools is cheap. Switching problems is expensive

**USE AI.
KEEP THE
JUDGMENT.**

Treat AI like a fast, tireless intern with perfect grammar and no judgment. Give it the work - not the final decision.



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