AI IN YOUR NEIGHBORHOOD · SESSION 3 · AI TOOLS FOR BUSINESS

15 Prompt Types for Your Business

Learn the scales, not the song. Open with the move's words, then give it your job.

Research

10 Progressive Summarization

"**Progressively summarize** this client email down to one paragraph, then three bullets, then one line for my calendar."

12 Benchmarking

"**Benchmark** my résumé against three job postings in my field, and tell me where I lead and where I lag."

Analyze

2 Metric-Driven

"**Judge** my last quarter on its metrics, $41,000 in sales, 38 percent repeat customers and a $27 average sale, then tell me which of them is the problem."

3 Comparative Analysis

"**Run a comparative analysis of** hourly, per-project and monthly retainer pricing across income, risk and effort, one row each."

11 Chain of Thought

"**Use chain-of-thought reasoning to work out** how many extra cakes a week pay for a Saturday helper at $18 an hour for six hours, if I clear $20 a cake, showing every step and flagging anything you could not source."

Work efficiently

4 Workflow Simulation

"**Simulate** one Saturday cake pickup from phone order to handoff step by step, and mark every point where it waits or breaks."

5 Priority Ranking

"**Rank** this afternoon's to-do list in priority order by what brings in money, then tell me what can wait: call back a wedding-cake lead, chase Dana, reorder flour, post today's specials, fix the pickup sign, update holiday hours."

Write

1 Constraint-Driven

"**Constrain** a reply to this two-star review to 60 words with no discount offered, then rebuild it inside those limits."

8 Change Narrative

"**Write the change narrative for** bringing AI behind our counter, naming the concerns my staff will raise before it says what is changing."

15 Recursive

"**Recursively refine what you just wrote**: find the weakest part, rewrite only that, and tell me what you changed."

Market

7 Persona Contrast

"**Run a persona contrast on** this product listing through a first-time buyer, a regular customer and a skeptic, and tell me what each one pushes back on."

13 Red Team / Blue Team

"**Red team** this proposal as hard as you can, then blue team each finding with a fix."

Grow

6 Scenario Expansion

"**Expand this into three scenarios for** my next two years, staying put, changing roles and going solo, each built to the same shape so they read side by side."

9 Futures Wheel

"**Build a futures wheel for** adding an AI phone assistant to my bakery, out to three rings: the immediate effects, what each of those triggers, and what that does to my regular customers."

14 Layered Abstraction

"**Layer** my work story across three levels of abstraction, for a LinkedIn headline, for a 30-second introduction and for a LinkedIn About section."

KEEP THIS ONE

How to use a prompt type

The shape: four lines

FILL IN THE BRACKETS

Act as my [business assistant / career coach].

[Open with a type from the 15]: Rank, Constrain, Compare, Layer…

Here's my situation: [one real job from your week].

Ask me up to three questions, one at a time. Then give me the answer.

Example: “Act as my business assistant. **Rank** my to-do list in priority order by what brings in money, then tell me what can wait.” Then check what matters: count the words, click the source, read the math.

Three nights, one habit

Night 1

What AI Is

Give it a job. Make it interview you. Check what matters.

Night 2

AI Tools for Your Real Life

Turn off training. The postcard test. Save one prompt.

Night 3

AI Tools for Business

Fifteen moves. Name the move, then the job.

Give it a job. Make it ask. Check what matters.

Keep learning

mnaitools.com	AI tools for Minnesota small businesses, by industry, plus a wage calculator.
mnaitools.com/blog	Questions answered for you, and agent skills to hand to your AI.
usaitools.com	The same directory for every state.
Turning On Machines	The book behind the series. Tonight was Part III, Reverence.

Take-home: Prompt the Machine 7

FROM CHAPTER 7. PASTE IT, THEN ANSWER ONE QUESTION AT A TIME

“I've been reflecting on where I stand when it comes to AI rights, autonomy, and corporate control. Can you ask me one question at a time to help me clarify my values around AI ethics; especially where I'd draw the line between tool, partner, and person?”