

The ChatGPT Business Quick-Start Guide

50 Ready-to-Use Prompts for Your Industry

✓ By ElevationQ.ai — Official OpenAI Partner

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2026 Edition

Welcome to ChatGPT Business

ChatGPT Business is the enterprise-grade AI assistant designed for teams. Unlike ChatGPT Plus (5 user limit), ChatGPT Business supports up to 149 team members and offers admin controls, data security, and priority support — all at **\$30 per user per month**.

This guide contains 50 battle-tested prompts covering marketing, sales, operations, HR, finance, customer service, and industry-specific scenarios. Each prompt is ready to copy and paste into ChatGPT Business.

How to Use This Guide

- 1. Copy & Paste:** Select any prompt and paste it directly into ChatGPT Business. Customize as needed for your use case.
- 2. Refine Results:** If the output isn't perfect, iterate! Tell ChatGPT what you'd like to change.
- 3. Save to Team Library:** Create a folder in ChatGPT Business to save your best prompts for team reuse.
- 4. Build Custom GPTs:** Use the "Create a GPT" feature to create industry-specific tools for your team.

Want a personalized prompt library for your industry?

Visit elevaiq.com to get free personalized prompt templates, training resources, and unlimited onboarding consulting.

Marketing & Sales Prompts

#1: Email Campaign Brief

Copy this prompt:

"Create a 3-email nurture sequence for [INDUSTRY] prospects. Each email should: (1) Introduce a pain point, (2) Showcase a solution, (3) Include a CTA. Tone: Professional but friendly."

When to use: Planning email marketing campaigns

#2: Social Media Content Calendar

Copy this prompt:

"Generate 4 weeks of LinkedIn posts for a [YOUR ROLE] at a [INDUSTRY] company. Mix: 50% educational, 30% company news, 20% engagement questions. Each post: 2-3 sentences, one emoji max."

When to use: Social media planning

#3: Blog Post Outline

Copy this prompt:

"Create a 1,200-word blog post outline for: '[YOUR TOPIC]'. Include: H2 headers, key points under each, 1-2 actionable takeaways per section. Target audience: [AUDIENCE DESCRIPTION]."

When to use: Content planning

#4: Ad Copy Generator

Copy this prompt:

"Write 5 variations of Google Ads copy (headlines + description) for a [PRODUCT/SERVICE]. Focus on: [KEY BENEFIT]. Max 30 chars headlines, 90 chars descriptions. Include CTA."

When to use: PPC advertising

#5: SEO Meta Description

Copy this prompt:

"Write SEO meta descriptions (155 chars max) for these pages: [PAGE TITLES]. Each should include the target keyword naturally and a compelling reason to click."

When to use: SEO optimization

#6: Sales Prospecting Email

Copy this prompt:

"Write a cold prospecting email to [PROSPECT TITLE] at a [INDUSTRY] company. Hook: [SPECIFIC PAIN POINT]. Proof: [YOUR CREDENTIAL/CASE STUDY]. Ask: Brief discovery call. Keep to 4 sentences."

When to use: B2B outreach

#7: Proposal Template

Copy this prompt:

"Create a one-page proposal outline for [YOUR SERVICE]. Include: Problem statement, solution overview, timeline, pricing (3 tiers), and next steps. Tone: Executive."

When to use: Sales proposals

#8: Objection Response Script

Copy this prompt:

"I'm hearing this objection in sales calls: '[PROSPECT OBJECTION]'. Create 3 responses that: (1) Validate the concern, (2) Reframe it, (3) Ask a discovery question. Keep each to 2 sentences."

When to use: Sales coaching

#9: Follow-Up Email (No Response)

Copy this prompt:

"Write a 3rd follow-up email after no response to my previous emails. Tone: Helpful, not pushy. Include: New value angle, option to opt out, and a final CTA."

When to use: Sales pipeline management

#10: Sales Presentation Outline

Copy this prompt:

"Create a 15-minute presentation outline for [PRODUCT/SERVICE] to [AUDIENCE TYPE].
Include: Problem, solution, proof (case study), pricing, and call to action. Add talking points for each slide."

When to use: Client pitches

Operations & HR Prompts

#11: Standard Operating Procedure

Copy this prompt:

"Create a step-by-step SOP for: [PROCESS NAME]. Format: numbered steps, decision points, tools required, and common mistakes to avoid. Target user: [USER LEVEL/ROLE]."

When to use: Process documentation

#12: Meeting Agenda

Copy this prompt:

"Write an agenda for a [MEETING TYPE] with [ATTENDEES]. Include: objectives, time allocations (15, 30, 45 min), discussion topics, and pre-read materials. Keep total time to [X MINUTES]."

When to use: Meeting planning

#13: Vendor Negotiation Email

Copy this prompt:

"Draft an email to [VENDOR] about our [SERVICE/PRODUCT]. Ask for: price reduction (target: [%]), extended payment terms, or added services. Keep professional and data-driven."

When to use: Vendor management

#14: Executive Status Report

Copy this prompt:

"Create a 1-page executive summary for [DEPARTMENT/TEAM] covering: KPIs, wins this month, risks/blockers, and next month's priorities. Format: metrics-first, jargon-free."

When to use: Leadership updates

#15: Process Improvement Plan

Copy this prompt:

"Analyze this process: [DESCRIBE CURRENT PROCESS]. Identify: 3 bottlenecks, 3 improvements, ROI estimate, and a 30-day implementation plan."

When to use: Operations optimization

#16: Job Description

Copy this prompt:

"Write a job description for a [JOB TITLE] at a [INDUSTRY] company. Include: overview, 5-7 key responsibilities, 5-7 required skills, 3 nice-to-haves, and compensation range for [REGION]."

When to use: Recruiting

#17: Interview Questions

Copy this prompt:

"Create 10 behavioral interview questions for a [JOB TITLE] role. Focus on: [REQUIRED SKILL #1], [REQUIRED SKILL #2], cultural fit. Include follow-up probes for each."

When to use: Hiring process

#18: Onboarding Checklist

Copy this prompt:

"Create a 30-60-90 day onboarding plan for a new [JOB TITLE]. Include: learning goals, key meetings, projects, and success metrics for each phase."

When to use: New hire onboarding

#19: Employee Handbook Policy

Copy this prompt:

"Draft a policy for [TOPIC: remote work, PTO, expense reporting, etc.]. Include: policy statement, eligibility, process, approvals, and FAQs. Keep to 1 page."

When to use: HR policy creation

#20: Performance Review Template

Copy this prompt:

"Create a quarterly performance review form for [JOB LEVEL]. Include: self-assessment, manager feedback, goal progress, strengths, development areas, and next quarter goals."

When to use: Performance management

Finance & Customer Service Prompts

#21: Budget Summary

Copy this prompt:

"Summarize our [DEPARTMENT] budget for [PERIOD]. Highlight: actual spend vs. budget, variances >10%, top 3 cost drivers, and recommendations for next period."

When to use: Financial planning

#22: Revenue Forecast

Copy this prompt:

"Create a [3/6/12]-month revenue forecast based on: [CURRENT METRICS]. Assumptions: growth rate [X]%, seasonality [PATTERN], new initiatives [LIST]. Show: conservative, expected, aggressive scenarios."

When to use: Strategic planning

#23: Expense Analysis

Copy this prompt:

"Analyze our [CATEGORY: SaaS, travel, payroll] expenses. Identify: top 5 costs, top 3 areas for savings, renegotiation opportunities, and potential automation wins."

When to use: Cost reduction

#24: Invoice Template

Copy this prompt:

"Create a professional invoice template for [BUSINESS TYPE]. Include: company info, line items, subtotal, tax, total, payment terms, and methods."

When to use: Billing

#25: Board Update Deck

Copy this prompt:

"Create a quarterly board update outline for [COMPANY STAGE: pre-seed, Series A, etc.]. Include: metrics, progress vs. goals, risks, capital needs, and ask."

When to use: Investor relations

#26: Customer Service Response Template

Copy this prompt:

"Create 5 response templates for common [INDUSTRY] support tickets: [ISSUE 1], [ISSUE 2], [ISSUE 3], etc. Each should: acknowledge, explain, solve, and thank."

When to use: Support workflows

#27: FAQ Generator

Copy this prompt:

"Based on these common customer questions: [LIST 5-10 QUESTIONS], create detailed FAQ answers. Format: Q&A;, 2-3 sentences each, link to relevant resources."

When to use: Knowledge base

#28: Escalation Response Script

Copy this prompt:

"Write a response for an escalated customer issue: [DESCRIBE ISSUE]. Include: apology, root cause, solution, compensation (if applicable), and prevention plan."

When to use: Complaint resolution

#29: CSAT Survey

Copy this prompt:

"Create a post-interaction CSAT survey for [SERVICE TYPE]. Include: satisfaction rating, NPS question, specific feedback questions, and optional comment field."

When to use: Customer feedback

#30: Knowledge Base Article

Copy this prompt:

"Write a help article for: '[CUSTOMER PROBLEM]'. Include: problem description, step-by-step solution (with screenshots), troubleshooting, and when to contact support."

When to use: Self-service support

Industry-Specific Prompts

#31: Healthcare: Patient Education Material

Copy this prompt:

"Create a patient education guide for [CONDITION/PROCEDURE]. Include: what to expect, preparation, aftercare, when to call doctor, and FAQs. Keep language simple (8th-grade level)."

When to use: Medical practices

#32: Healthcare: EHR Documentation Template

Copy this prompt:

"Draft an EHR note template for [VISIT TYPE]. Include: chief complaint, history, exam findings, assessment, plan, and billing codes."

When to use: Clinical documentation

#33: Legal: Contract Clause Generator

Copy this prompt:

"Create a [CLAUSE TYPE: NDA, payment terms, liability] clause for a [CONTRACT TYPE]. Include: legal protections, defined terms, and enforcement mechanisms."

When to use: Legal drafting

#34: Legal: Case Summary Template

Copy this prompt:

"Create a case summary template for [CASE TYPE]. Include: parties, facts, legal issues, applicable law, precedent, and analysis."

When to use: Legal research

#35: Manufacturing: Work Order Template

Copy this prompt:

"Create a work order form for [PROCESS TYPE]. Include: job ID, materials, labor hours, equipment, quality checklist, and sign-off."

When to use: Shop floor operations

#36: Manufacturing: Incident Report

Copy this prompt:

"Create a production incident report template for [INCIDENT TYPE]. Include: timeline, root cause, impact, corrective actions, and prevention plan."

When to use: Quality assurance

#37: Real Estate: Property Listing Description

Copy this prompt:

"Write a compelling real estate listing for a [PROPERTY TYPE] in [LOCATION]. Highlight: unique features, neighborhood, schools, amenities, and selling points."

When to use: Property marketing

#38: Real Estate: Lease Template Outline

Copy this prompt:

"Create an outline for a residential/commercial lease. Include: parties, term, rent, security deposit, maintenance, and default provisions."

When to use: Lease agreements

#39: Construction: Daily Site Report

Copy this prompt:

"Create a construction daily report template. Include: weather, crew, equipment, progress, safety issues, and next-day plan."

When to use: Project documentation

#40: Construction: RFI (Request for Information)

Copy this prompt:

"Create an RFI form for construction projects. Include: issue description, photos, clarification requested, proposed solution, and deadline."

When to use: Design coordination

Advanced Prompt Engineering & Adoption

5 Prompt Engineering Best Practices

- 1. Be Specific:** Replace placeholders like [INDUSTRY], [AUDIENCE], [TIMEFRAME] with exact details. The more specific your input, the better ChatGPT's output.
- 2. Use Role-Playing:** Start with "Act as a [EXPERT ROLE]..." to get specialized answers. Example: "Act as a marketing director for a healthcare clinic..."
- 3. Ask for Formatting:** Specify output format explicitly. "Write this as a JSON file," "Format as a bullet-point list," or "Structure as a 3-column table."
- 4. Iterate Responsively:** If the first response isn't perfect, ask ChatGPT to adjust. "Make this more casual" or "Add 3 examples" in follow-up messages.
- 5. Save Your Best Prompts:** In ChatGPT Business, star and save prompts that produce great results. Share them with your team via the "Export" feature.

Building Custom GPTs for Your Team

ChatGPT Business lets you create Custom GPTs — AI assistants fine-tuned for your exact workflow. Example: A "Content Calendar GPT" that automates your social media planning, or an "HR Advisor GPT" for onboarding.

How to create one:

1. Click "Create a GPT" in ChatGPT Business
2. Name it and describe its purpose
3. Upload your best prompts as "knowledge"
4. Add company branding (logo, tone)
5. Share with your team

ROI: One Custom GPT can save 10+ hours per week across your team.

Your 30-Day ChatGPT Business Adoption Roadmap

Week 1: Get Started

Set up ChatGPT Business, add team members, choose 1-2 prompts from this guide to test.

Week 2: Copy & Customize

Run 5-10 prompts from this guide. Customize them for your business. Track what works.

Week 3: Build a Team Library

Have team members contribute their best prompts. Create folders (by department or use case). Share across the team.

Week 4: Create Your First Custom GPT

Build one Custom GPT for your most time-consuming task (e.g., content creation, HR workflows). Measure time savings.

Result: Your team should be saving 5-10 hours per week by month-end.

About ElevationQ.ai

ElevationQ.ai is an Official OpenAI Channel Partner dedicated to helping small and mid-size businesses adopt ChatGPT Business. We've worked with hundreds of companies across healthcare, legal, manufacturing, real estate, and more to implement AI workflows that save time and increase revenue.

What We Offer:

- **Free Onboarding & Consulting:** We set up your ChatGPT Business account and train your team
- **Industry Prompt Libraries:** Pre-built, tested prompts specific to your business
- **Custom GPT Development:** We build industry-specific AI assistants for your team
- **Adoption Support:** Ongoing coaching to maximize your ROI

ChatGPT Business Pricing:

\$30/user/month — same price as direct from OpenAI, but with our free onboarding and support.

Ready to Get Started?

Visit elevationq.com to explore industry-specific prompt templates, schedule your free AI audit, and learn how ChatGPT Business can transform your team.

Schedule Your Free Consultation: elevationq.com/contact