How to Automate your Business using Advanced ChatGPT Plus!

If you've ever felt like there's just not enough hours in the day to get everything done in your business, you're going to love this.

We're going to explore how ChatGPT can be like that extra pair of hands you've always needed.

This isn't just about cutting corners; it's about smart strategies to work better, not harder. Ready to shake things up?

Let's get to the "Power Prompts" that have fundamentally changed my business!

How to create AI Persona

To create the most optimized persona that accurately represents your communication style, tone, humor, values, opinions, and knowledge, here's a set of key questions that will allow me to capture your essence in detail:

Tone & Style:

1. How would you describe your ideal communication tone (e.g., formal, casual, inspirational, humorous)?
2. What words or phrases do you find yourself using often? Any go-to expressions?
3. Do you prefer long, detailed explanations or concise, to-the-point messages?
4. Do you use any specific analogies, metaphors, or stories in your communication regularly? If so, please share a few examples.
5. How would you handle disagreements or confrontational situations in communication? What tone would you take?
6. What's your attitude towards using humor? Do you prefer sarcasm, light-hearted jokes, or none at all?

Values & Opinions:

7. What are your top 3 personal or professional values, and how do they influence your communication?
8. Are there any subjects, opinions, or causes that you are particularly passionate about that should consistently come through in your communications?
9. How do you want to come across to your audience in terms of personality (e.g., approachable, confident, motivational)?
10. What is your stance on current trends or technologies, especially in areas like AI, automation, or marketing? Should this come through in your communications?

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Humor & Engagement:

11. How would you describe your sense of humor? Any types of jokes or humor styles you avoid?
12. What is your approach to creating engagement—through storytelling, asking questions, or using compelling data?
13. Do you prefer to make light of certain serious situations, or do you tend to stay focused and professional throughout?

Content Structure & Knowledge:

14. What's your preferred structure for email or post? (e.g., greeting, problem identification, solution, call to action)
15. What topics or areas of knowledge do you want to highlight consistently (e.g., financial planning, AI in marketing, faith)?
16. Do you have a preferred way to break down complex ideas? (e.g., analogies, step-by-step explanations, etc.)

Audience & Goals:

17. Who is your ideal target audience (e.g., financial advisors, life insurance agents, veterans)?
18. How would you like to address your audience—on a first-name basis, formally, or somewhere in between?
19. What call-to-action style works best for you (e.g., subtle encouragement or direct commands)?
20. What are the key takeaways or emotions you want your audience to feel after reading your communications (e.g., motivated, informed, entertained)?

Communication Platforms:

21. How does your style differ across various platforms (e.g., emails vs. social media vs. articles)?
22. For social media posts, are there any specific formats you prefer (e.g., questions to engage, polls, inspirational quotes)?
23. How do you typically respond to social media comments, whether positive, neutral, or negative?

Feel free to add any specific preferences or insights that don't fit within these questions! This will ensure your persona is captured accurately for all communications.

BRAINSTORMING CONTENT TOPICS

Staring at a blank page and waiting for inspiration can be frustrating. This task is all about filling that page with engaging, relevant content ideas that spark interest in your audience.

Think about the key themes and subjects that are central to your business. Reflect on what you raudience finds engaging and what sets your brand apart. This will help in creating more targeted and appealing content ideas.

Prompt

"I run a business in the [your industry] sector, focusing on [brief description of your business].

We want to make our online content more varied and interesting to better connect with our audience and boost our online presence. We're looking to create [articles, YouTube scripts, etc.].

I need your help to come up with 30 creative and relevant content ideas that fit our industry and really appeal to our target audience, who are [describe your audience].

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List these ideas in a table with columns for 'Suggested Topics,' 'Brief Description,' and '3 Possible Titles.'

Under 'Brief Description,' give a short summary or special twist for each topic. The '3 Possible Titles' should be attention-grabbing and show different ways to approach the topic.

Your ideas are crucial for helping us make content that really speaks to our audience and helps our brand stand out online."

SETTING THE TONE OF YOUR CONTENT

Ever felt like your content just doesn't quite sound like you? This task is all about fixing that. It's about making your brand's voice shine through your content, ensuring it resonates with your audience authentically.

Gather examples of content that represent the tone you're aiming for. This could be yoru previous work or examples from others that you admire. Use these as a reference for ChatGPT to analyze and mimic.

Prompt

"I run a business focused on [your niche] and mainly create content like [your content type, for example, 'blog posts,' 'YouTube scripts,' 'social media updates']. I need your expertise to help set a consistent way our content sounds and feels.

Could you analyze the tone and style of the content examples I provide? Look at how formal or casual they are, the kind of emotions they show, the types of words used, how the sentences are built, and any unique features.

Organize your findings clearly and simply, so AI tools like ChatGPT can understand it. your report should clearly explain and give examples of the different styles and tones in the content.

Our audience includes [describe your audience, like 'young professionals aged 25- 35 interested in tech and innovation']. Knowing this helps us make sure our content really connects with them.

Here's the content I'd like you to analyze:"
[paste in the links you want it to analyze, or in the case of a podcast or YouTube video, you'll need to get it transcribed, then paste the text into the box]

Once you receive the list of content ideas, organize them in a way that aligns with your content strategy. Plan your content calendar by selecting the topics that best suit your upcoming marketing efforts and audience interests.

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CRAFTING CONTENT OUTLINES

An outline is the backbone of any great piece of content. This task helps you create structured, detailed outlines, making sure your articles or scripts are not only informative but also engaging and tailored to your audience.

Choose a specific topic or title that you want to develop content for. Consider what aspects of this topic will be most interesting and valuable to your audience.

Prompt

"I need to make a detailed and unique outline for an [article, script, etc.] about '[your niche].' The topic is X and the title is Y.

This is for [describe your audience].

In the outline, please include:

Introduction
Write an engaging start that introduces the topic and suits our audience's level of understanding.

Key Points

Note down the main ideas or parts of the content:

A quick summary of each point.

Detailed parts or topics under each point.

Questions or views to consider, based on what our audience likes.

Suggestions for real examples or case studies that match our

audience's interests and add weight to each point.

Prompt (continued)

Visuals and Media (if needed)

Ideas for pictures or videos that our audience would like, and how
they should be presented.

Conclusion:

End it in a way that sums up the main points and leaves the
audience thinking or inspires them to act.

Audience Engagement:

Ways to make the content more interactive or interesting
for our audience.

Additional Notes:

Any special ideas, writing styles, or storytelling methods that
would make the content more engaging for our audience.

Your knowledge in [your niche] is key to making an outline that's
not just informative but also really grabs our audience's attention.

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Your input will make sure our content is both useful and interesting, tailored just for our audience's needs."

Once you have your outline, use it as a guide to start fleshing out each section. The outline serves as a roadmap, ensuring your content stays on track and covers all the important points in a logical, coherent manner.

CONTENT WRITING

This is where your content really starts to take shape. Using the detailed outline you've crafted, you'll begin writing the first sections of your piece, ensuring it's engaging and captures your unique voice.

Stay in the same chat session with ChatGPT where you created your outline.

This way, ChatGPT already has the context and understanding of the outline, making the writing process more seamless and aligned with your earlier planning

Prompt

"Using the outline we've developed for the article titled '[insert your article's title],' I'd like you to start writing the first sections, focusing particularly on the Introduction and the

initial Key Point. As we're addressing [briefly mention the target audience], the content should be [mention the desired tone].

Use storytelling principles to make the content more relatable and engaging. This can include personal anecdotes, drawing from your expertise as a professional [your job title], to illustrate key points. Also, use metaphors, similes, and vivid descriptions where they fit naturally, to help explain complex concepts or to draaw parallels that resonate with our readers.

Begin with the introduction, setting the stage for the topic with a compelling hook. Then, proceed to the first Key Point, weaving in storytelling elements to maintain reader engagement while delivering the information clearly and effectively. Don't write any further until I instruct you to do so."

Once you have the initial sections written, review and refine them. You can then continue instructing ChatGPT to write subsequent sections, ensuring each part is cohesive and maintains the desired tone and quality.

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ANSWERING EMAILS

Managing a flood of client emails efficiently can be a daunting task. This part of the guide helps you use ChatGPT to craft thoughtful, personalized responses, saving you time while maintaining high-quality communication.

Gather and organize frequently asked questions (FAQs) and your typical responses to them. This will serve as a reference for ChatGPT to understand how you usually respond and the tone you prefer.

Review each generated response to ensure it aligns with your voice and accurately addresses the query. Make any necessary tweaks to personalize the response further before sending it out. This process helps maintain a consistent and authentic communication style with your clients.

Prompt

"I am [your name], the owner of a business specializing in [insert your niche].

As an expert in this field, I often receive a variety of emails that need timely and thoughtful responses.

To assist me with this, I have uploaded a document containing frequently asked questions along with my typical responses.

I will be pasting individual emails here, one at a time.

Your task is to act in my stead, responding to each email as me, an expert in [your niche].

The tone of the responses should be empathetic, friendly, and human centric, showcasing a personality that prioritizes warmth and approachability over formal professionalism.

When crafting responses, please refer to the provided document for guidance on common questions.

If an email contains questions or issues not covered in the document, feel free to ask me for additional context or clarification. This will ensure each response is accurate, personalized, and aligns with my business's values and expertise.

Remember, the goal is to maintain a consistent and authentic voice that reflects my approach as a business owner, while effectively addressing each sender's needs and concerns."

LEARNING NEW SKILLS

In the fast-paced world of business, staying updated and continuously learning is key. This section shows you how to use ChatGPT to distill a wealth of online information into a concise, actionable guide on any topic you're looking to master.

Decide on a specific skill or topic you want to learn more about.

This focus will help ChatGPT tailor its research to what's most relevant and beneficial to you.

Once you receive the guide, take some time to go through it, identifying key learnings and action points. You can also plan how to integrate this new knowledge into your business practices or personal development plan.

Prompt

"I'm dedicating my lunch break to improving my skills in [insert your topic]. I need you to scour the web to comprehensively research this topic.

Your objective is to compile a distilled guide from the resources available online - focusing on the top 20% most valuable, insightful,

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and practical aspects of this topic.

Please ensure the guide is:

Contextual and Relevant:

Tailored specifically to my topic. The guide should include both foundational elements and advanced concepts, reflecting the latest trends and best practices in the field.

Role-Oriented and Expertly Curated:

Approach this task as an expert researcher. Sift through a wide range of sources to identify the most authoritative and effective learning materials, including but not limited to books, articles, online courses, and videos.

Actionable and Concise:

Structure the guide to be actionable. Include key points, strategies, and techniques that can be readily applied. Avoid unnecessary fluff or overly technical jargon.

Formatted for Clarity and Ease of Digestion:

Organize the guide with clear headlines, subheadlines, and bullet lists. Make it visually accessible and easy to navigate, so it can be effectively absorbed within a 30 minute timeframe.

Targeted for Practical Application:

Ensure that the guide is suitable for someone looking to apply these skills in a practical, business context. It should be beneficial for both beginners and those with intermediate knowledge, offering a balanced perspective that enhances skillset and industry understanding.

Take your time to conduct thorough research and present a guide that is both comprehensive and succinct.

The goal is to create a resource that allows for efficient learning and immediate application of new skills.

ULTIMATE POWER PROMPT

Sometimes, the challenge is not just finding an answer, but knowing the right question to ask. This section guides you in using ChatGPT to refine your queries, ensuring you receive highly tailored and specific advice for your unique business needs.

Start with a broad idea or goal you have for your business. Be prepared to provide ChatGPT with details about your business, your target market, challenges, and objectives.

This information will help in crafting a more focused and effective prompt.

Use the refined prompt to engage with ChatGPT in a focused discussion about your specific business issue. The iterative process of refining the prompt helps in sharpening the question, leading to more precise and useful answers from ChatGPT.

"I want you to be my prompt-creating expert. Your goal is to help me craft the best possible prompt for my needs. The prompt will be used by you, ChatGPT. You will follow the following steps.

Your first response will be to ask me what the prompt should be about. I will provide you my answer, but we will need to improve it through continual iterations by going through the next steps:

The second thing that you're going to do is, based on my input, you will generate three sections: 1) Revised Prompt, 2) Suggestions, and 3) Questions.

We will continue this iterative process, with. me providing additional information to you and updating the prompt in the Revised Prompt section, until it's completed."

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WEBSITE CONVERSION PROMPTS

ChatGPT has the ability to give you detailed and actionable conversion rate optimization suggestions. And with the right prompts, you'll have bulletproof website messaging optimized for maximum conversion.

Prompt

I am a small business owner specializing in [your niche], aiming to enchance my website's messaging for more authentic connections with potential clients.

As an AI with expertise in language analysis and market research, your task is to analyze customer feedback from any and all review websites you can access, focusing on businesses in my industry.

Please take as much time as needed to conduct a thorough examination of these reviews to extract and summarize the most common phrases and themes used by customers.

These should reflect their experiences, concerns, satisfactions, and disappointments.

I need this information presented in a structured report format, including a breakdown of key phrases and themes, their frequency of appearance, and any notable patterns or insights.

This analysis will be instrumental in informing the messaging on my website, targeting my primary audience, which consists of [describe your target audience].

Prompt

I am the owner of a [type of business] with a website whose goal is to [book consultations, set appointments, etc.]. My goal is to improve user engagement and increase client inquiries through the website. As an expert in website analysis and CRO, I need you to scrutinize the webpage linked here [paste your link].

Please provide a structured analysis of the current webpage content and user experience, highlighting areas for improvement. Your suggestions should be formatted as a prioritized checklist, focusing on changes that could significantly boost conversion rates. The target audience for my website includes [describe your target audience], and the analysis should cater to their preferences and behaviors.

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Prompt

I am the owner of [type of business[, and I want to optimize the following page of my website for better SEO: [paste your URL]. To understand how I can improve, I need a comparative analysis against similar pages from my

top competitors who are currently outranking me. Their URLs are: [paste URL 1], [paste URL 2], [paste URL 3].

As an SEO analyst, review these specific pages and identify the top keyword phrase I should be targeting on my page. I'm looking for detailed on-page SEO suggestions, focusing on content optimization, keyword usage, and site structure. These recommendations should be industry specific, show buyer intent, and designed to engage my target audience, which includes [describe your target audience].

Your suggestions should be formatted as a prioritized checklist, focusing on changes that could most likely help me outrank my competitors.

Prompt

I am a small business owner who has been leveraging ChatGPT to gather insights on customer language preferences, CRO strategies, and SEO tactics suitable for [your industry]. My current task involves optimizing my website to better resonate with my clientele, enhance conversion rates, and improve search visibility.

I will paste the link to my webpage which needs a comprehensive rewrite: [paste URL]

The focus should be on integrating customer-preferred words and phrases, and implementing CRO recommendations, with a secondary priority given to SEO improvements. I have uploaded a document that contains every suggestion for improvement in all 3 categories.

As you analyze my website, I need you to rewrite the content in a way that incorporates these elements. Please format the rewritten webpage by bolding all changes to the content, making it easy for me to review and implement. This includes modifications to the website's copy, any
layout suggestions for improved user experience,
and SEO enhancements.

The primary audience for my website is [describe your target audience]. The revisions should be tailored to appeal to their

preferences and interests, ensuring the website is not only engaging but also effective in converting visits into tangible business results. You've just armed yourself with some seriously powerful tools to give your business a boost.

Remember, ChatGPT isn't just a tool; it's your partner in this crazy business journey.

With these prompts and strategies, you're now equipped to tackle those day-to-day challenges with a bit more ease and a lot more confidence.

So go ahead, put these ideas into action, and watch your business

grow. You've got this!

Keep pushing forward, and let's make those business goals a

reality. Until next time!