

ChatGPT Business Automation prompt pack

1. Workflow Automation Prompts

Template:

"Act as a [business automation consultant]. Create an optimized workflow automation plan for [specific business function] using [tools/platforms]. Include steps, automation triggers, and benefits."

Examples:

1. Act as a business automation consultant. Create an optimized workflow for **lead nurturing** using **HubSpot and Zapier**.
 2. Design an automation workflow for **invoice generation** using **QuickBooks and Google Sheets**.
 3. Create an email automation funnel for **new customer onboarding** using **ActiveCampaign**.
 4. Suggest a workflow to automate **appointment scheduling and reminders** using **Calendly and Slack**.
 5. Build a step-by-step automation for **tracking employee tasks and reporting** using **Asana and Notion**.
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◆ 2. Email & Marketing Automation Prompts

Template:

"You are an AI marketing strategist. Create a [number]-email automation sequence for [target audience] that promotes [product/service]. Include subject lines, triggers, and personalization ideas."

Examples:

1. Create a **5-email automation sequence** for **small business owners** promoting a **CRM tool**.
2. Write a **3-email re-engagement sequence** for **inactive eCommerce customers**.

3. Design a **welcome automation** for **new subscribers** of a **digital course**.
 4. Build a **cart abandonment automation** for a **Shopify store** selling **AI tools**.
 5. Write a **nurture sequence** for **B2B leads** who downloaded a **free automation guide**.
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◆ 3. Sales & Lead Automation Prompts

Template:

"Act as a sales automation expert. Create a strategy to automate [sales/lead process] using [CRM or automation tool]. Include lead capture, scoring, follow-up, and reporting automation."

Examples:

1. Create a strategy to automate **lead scoring and follow-ups** using **Pipedrive and Zapier**.
 2. Build a **sales funnel automation** for **software demo bookings** using **Calendly and Salesforce**.
 3. Automate **cold email outreach** for **B2B SaaS leads** using **Apollo.io and HubSpot**.
 4. Design a **lead capture to CRM sync automation** for **Facebook Ads leads** using **Make (Integromat)**.
 5. Suggest automations for **tracking deal stages and reminders** in **Zoho CRM**.
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◆ 4. Customer Support Automation Prompts

Template:

"Act as a customer support automation consultant. Suggest automation ideas to improve [customer service process] using [AI chatbots, CRM, or support tools]. Include triggers, responses, and KPIs."

Examples:

1. Suggest automation ideas for **24/7 chatbot-based support** using **Intercom or Drift**.
 2. Create automated **ticket routing and escalation rules** in **Zendesk**.
 3. Build a **post-support feedback automation** via **Google Forms + Gmail**.
 4. Set up a **customer onboarding assistant bot** for **SaaS onboarding** using **ChatGPT API**.
 5. Automate **FAQ responses and documentation updates** for **product users** using **Notion + Zapier**.
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◆ 5. Reporting & Analytics Automation Prompts

Template:

"You are a data automation analyst. Build an automation workflow that collects, analyzes, and reports [specific business data] using [BI or automation tools]. Include KPIs, data sources, and dashboard suggestions."

Examples:

1. Build an automation to **generate weekly sales reports** from **Google Sheets to Slack**.
 2. Automate **marketing campaign performance reports** using **Google Data Studio**.
 3. Create a workflow to **track website traffic KPIs** using **GA4 and Looker Studio**.
 4. Set up a **daily revenue report automation** using **Stripe and Airtable**.
 5. Build an **AI dashboard automation** for **social media analytics** using **Zapier + Notion**.
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Bonus Tip:

You can use these prompts directly in ChatGPT with small tweaks like:

- Replace tools (Zapier → Make, HubSpot → Zoho)
- Add your niche (e.g., "for real estate agencies," "for eCommerce stores," etc.)

- Add output format (e.g., “show in table format,” or “make a step-by-step action plan”)