HAROON STORE

THE ULTIMATE AI BUSINESS TOOLKIT

A sneak peek inside the complete digital bundle

30 AI PROMPTS • 10 WORKFLOWS • 10 CUSTOMER TEMPLATES

PLUS AN EDITABLE 30-DAY SOCIAL MEDIA PLANNER

This preview includes a few sample extracts. The full product contains the complete libraries and editable planner.

01 | AI BUSINESS PROMPT HANDBOOK

Sample prompt: Create a social media caption

Use this prompt as a starting point, replace the bracketed details, then review the result before publishing.

COPY-READY PROMPT

Act as a social media copywriter. Create 3 caption options for **[BUSINESS/PRODUCT]** for **[PLATFORM]**. The post is about **[TOPIC]** and is intended for **[TARGET AUDIENCE]**. Use a natural opening hook, one clear message, and a relevant call to action. Keep the language **[TONE]**. Avoid exaggerated claims and generic phrases. Suggest 5 relevant hashtags separately.

What the full handbook includes

30 practical prompts organized for marketing and content, customer communication, and business planning/productivity. Each prompt is designed to be customized with your own business details.

Quick tip: Replace every [PLACEHOLDER] with accurate information. Check prices, dates, product details and claims before using AI-generated text.

02 | AI BUSINESS AUTOMATION WORKFLOWS

Sample workflow: Turn one product idea into a clear product page

Goal: Create a useful first draft of a product page without starting from a blank screen.

STEP 1 Collect the facts	Write down the product's features, audience, benefits, price and delivery details. Separate confirmed facts from assumptions.
STEP 2 Ask AI for a page draft	Use the copy-ready prompt to create a headline, short description, benefits, details and FAQs.
STEP 3 Check every claim	Compare the draft with the actual product. Remove invented results, guarantees, specifications or customer claims.
STEP 4 Publish and observe	Add approved text to your product page. Track questions and feedback to see what needs clarification.

COPY-READY AI PROMPT

> Act as an e-commerce copywriter. Draft a product page for [PRODUCT] for [AUDIENCE]. Confirmed features: [FEATURES]. Customer benefits: [BENEFITS]. Price and delivery: [DETAILS]. Include a clear headline, short summary, 4 benefit bullets, what's included, 3 FAQs and a natural call to action. Do not invent facts, guarantees, reviews or specifications. Mark missing information as [NEEDS CONFIRMATION].

The complete guide contains 10 workflows, each with a goal, preparation checklist, steps and copy-ready prompt.

03 | CUSTOMER SERVICE TEMPLATES

Sample template: Customer complaint acknowledgement

A calm, empathetic response that acknowledges the issue and sets a clear expectation for the next update.

Hi [Customer Name],

Thank you for letting us know about this. I'm sorry that your experience hasn't met expectations. I understand how frustrating this must be, and I appreciate you giving us the opportunity to put it right.

I'm reviewing the details now and will update you by [time/date] with the next steps. If you have any additional information or photos that may help, you can reply directly to this message.

Thank you for your patience,
[Your Name] | [Business Name]

Included in the complete template library

10 ready-to-customize customer responses for common situations such as complaints, order tracking and customer updates. Replace placeholders with confirmed information and check your store policies before sending.

Before sending: Confirm facts, avoid promises you cannot guarantee, and personalize the message so it sounds human.

04 | EDITABLE 30-DAY SOCIAL MEDIA PLANNER

A preview of the planning structure

The full bundle also includes an editable Excel workbook with a 30-day planner, dropdown selections and a quick-start guide.

DATE	PLATFORM	CONTENT TYPE	POST IDEA	STATUS
Day 1	Instagram	Educational	3 common mistakes your customers can avoid	Idea
Day 2	Facebook	Behind the scenes	Show how your product is prepared	Idea
Day 3	TikTok	Engagement	Ask your audience a simple question	Idea
Day 4	Instagram	Promotional	Highlight one real product benefit	Idea

In the full workbook

30 sample content ideas with columns for date, platform, content type, post idea, caption, hashtags, status, notes and goal/CTA. You can edit the dates and replace sample ideas to fit your own business.

READY TO GET THE COMPLETE TOOLKIT?

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