

NoFluffPlaybook

AI Prompt Library

50 prompts across hiring, ops, fundraising, and product

By Joseph Wong | nofluffplaybook.com | 2026

These 50 prompts are what I use to run hiring, automate ops, raise money, and ship product as a solo founder with no HR team and no agency. Copy them into a doc. Use them tomorrow.

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01 Hiring & People - 15 Prompts

1. Job Description Generator

Use when: Opening any new role

"Write a startup job description for [role]. Context: [stage, size, why you need this hire]. What they will own: [outcomes]. First 90 days: [deliverables]. What makes it hard: [honest challenges]. You might not be a fit if: [red flags]. Tone: direct, specific, human."

2. Screening Question Generator

Use when: Reviewing first-round applications

"Generate 3 written screening questions for a [role] candidate that test: (1) clear thinking under ambiguity, (2) hands-on vs management experience, (3) communication quality. No questions with obvious right answers."

3. Structured Interview Guide

Use when: Preparing for first interviews

"Create a structured interview guide for [role] with: 4 STAR behavioural questions, 2 situational questions for early-stage SaaS, and a 1/3/5 scoring rubric for each. Focus on [competency 1] and [competency 2]."

4. Reference Check Questions

Use when: Final candidate stage

"Generate 5 reference check questions that reveal: how they handle failure, their actual vs credited contribution, what brings out their worst, and what the reference would do differently managing them again."

5. Offer Letter Writer

Use when: Making an offer

"Write an offer letter for [name] as [role] at [company]. Salary: [X]. Start: [date]. Equity: [Y options, 4yr vest, 1yr cliff, Z strike price]. Tone: genuinely excited, not corporate. 2-sentence equity explainer. Deadline: [date]. Under 300 words."

6. Culture Fit Questions

Use when: Any interview round

"Generate 4 interview questions that reveal cultural fit: comfort with ambiguity, bias toward action, ability to give direct feedback, and intrinsic vs title/prestige motivation."

7. Self-Selection Section Writer

Use when: Writing job posts

"Write a 'You might not be a fit if...' section for a [role] job post. Be honest about pace, lack of process, expectations, and the type of person who struggles here. 5 bullet points max."

8. Onboarding Plan Writer

Use when: Hiring a new person

"Write a 30-60-90 day onboarding plan for a new [role]. Week 1: orientation. Month 1: first contributions. Month 2: ownership. Month 3: full accountability. Include specific milestones."

9. Performance Review Framework

Use when: Semi-annual reviews

"Create a performance review framework for [role]. Include: 3 core competencies, rating scale with clear definitions, self-assessment questions, and manager questions. Under 1 page."

10. Equity Explainer

Use when: Explaining options to candidates

"Explain our equity package to a candidate without finance background. Details: [options, vesting, strike price]. What it means, how it could be valuable, what needs to happen for it to matter. Under 200 words."

11. Rejection Email Writer

Use when: After interviews

"Write a respectful rejection email. Tone: warm and specific, not a form letter. Leave the door open if they are worth keeping in touch with. Do not use corporate non-rejections."

12. Job Level Definition Writer

Use when: Building career ladders

"Define career levels for [function]: Junior, Mid, Senior, Lead. For each: what they own independently, what they escalate, what success looks like in 90 days, and the key difference from the level above."

13. Compensation Framework

Use when: Setting salary bands

"Build a simple compensation framework for a [X]-person startup across [functions]. Include: salary bands by level, equity ranges, bonus philosophy. Base on [city/remote] market rates."

14. Team Charter Writer

Use when: Starting a new team

"Write a team charter for [team]. Include: team purpose, what we own and do not own, how we make decisions, how we communicate, and what good looks like. Direct and practical."

15. Exit Interview Guide

Use when: When someone resigns

"Create an exit interview guide for a [role] leaving voluntarily. Uncover: real reasons for leaving, what we could have done differently, honest feedback on management and culture. 8 questions max."

02 Ops & Automation - 12 Prompts

16. Email Triage Assistant

Use when: Starting your day

"Here are my emails from the last 24 hours: [paste]. Categorise each: reply today / this week / delegate / no action. Draft 3-sentence replies for today items. Flag anything that could become a problem if ignored."

17. Meeting Summary Writer

Use when: Right after any meeting

"Here are my rough notes from a [type] meeting with [who]: [paste]. Write a clean summary with: 1-sentence context, decisions made, action items with owners and deadlines, unresolved items. Format for Slack."

18. Weekly Update Generator

Use when: Friday comms to investors/team

"Write a weekly update using: [bullet points]. Format: 3 highlights, key metrics vs last week, next week focus. Tone: confident and transparent. Under 250 words. No corporate speak."

19. SOP Writer

Use when: Documenting a process for delegation

"Write a standard operating procedure for [process]. Audience: someone new to this role. Format: numbered steps, decision points flagged, common mistakes to avoid, definition of done. Plain language."

20. Customer Support Response

Use when: Handling complaints

"Write a response to this customer complaint: [paste]. Tone: empathetic but not grovelling. Acknowledge what went wrong, explain what we are doing, give a clear next step. No corporate non-apologies."

21. Vendor Negotiation Email

Use when: Renegotiating contracts

"Write a negotiation email to [vendor] about [contract]. We want: [outcome]. Our leverage: [why they should care]. Tone: collaborative not adversarial. Give them a face-saving way to say yes."

22. Board Update Writer

Use when: Quarterly board meetings

"Write a board update using: [notes]. Structure: health snapshot, 3 highlights, 2 challenges with response, metrics vs plan, asks from the board. Transparent and confident. Under 400 words."

23. All-Hands Agenda Builder

Use when: Planning all-hands meetings

"Build an all-hands agenda for a [X]-person startup covering: [topics]. Balance: updates, team recognition, honest challenges, Q&A. Duration: [X minutes]. Include time allocations."

24. OKR Writer

Use when: Quarterly planning

"Write Q[X] OKRs for [function] team. Company goal: [paste]. Generate 2-3 objectives with 3-4 measurable key results each. Key results should be binary. No vague KR like improve customer satisfaction."

25. Process Audit Prompt

Use when: Optimising existing workflows

"Here is our current process for [task]: [paste]. Identify: what is taking longest, what could be eliminated, what could be automated with AI, and what only needs a human. Cut time by at least 30%."

26. Crisis Comms Template

Use when: When something goes wrong

"Write an internal communication about [incident]. Cover: what happened, what we know, what we are doing, what they should do, when they will hear from us next. Calm, honest, in control."

27. Hiring Budget Justification

Use when: Getting sign-off on a hire

"Write a 1-page justification for hiring a [role] at [salary]. Include: the gap this fills, cost of not hiring, expected ROI in 6-12 months, alternatives we considered. Audience: board or co-founder."

03 Fundraising - 10 Prompts

28. Cold Investor Email

Use when: First contact with a VC

"Write a cold investor outreach email. My startup: [one sentence]. Traction: [key metrics]. Ask: [intro call]. Tone: confident, peer-to-peer, not desperate. Under 150 words. Include 3 subject line options."

29. Pitch Narrative Builder

Use when: Preparing your deck

"Help me build a pitch narrative using: [paste context]. Structure: specific problem (quantified), why now, solution and differentiation, traction, use of funds. Identify the weakest part of my current narrative."

30. Investor Update Writer

Use when: Monthly investor updates

"Write a monthly investor update using: [notes]. Format: 3 highlights, key metrics with MoM change, 1 challenge and response, 1 specific ask from investors. Honest and confident. Under 300 words."

31. Term Sheet Explainer

Use when: Reviewing a term sheet

"Explain this term sheet clause in plain English: [paste]. What does it mean practically? What should I be concerned about? What is standard vs aggressive for a [stage] round? I am a first-time founder."

32. Data Room Checklist

Use when: Preparing for due diligence

"Create a Series A data room checklist for a B2B SaaS startup. Organise by: company/legal, financial, product, team, customers, market. Flag which items are most scrutinised and which are deal-breakers."

33. Investor Objection Handler

Use when: After getting pushback

"I got this objection from an investor: [paste]. Craft a direct, honest response that acknowledges the concern and gives the strongest counter-argument without sounding defensive."

34. Fundraising Narrative Stress Test

Use when: Before investor meetings

"Here is my fundraising narrative: [paste]. Play a sceptical Series A investor. Give me the 5 hardest questions you would ask, the 3 biggest holes in my story, and what evidence I am missing."

35. Reference Prep for Investors

Use when: Before reference calls

"I am about to have reference calls with investors. They will talk to [who]. Help me think through: likely questions they will ask, what to brief my references on ethically, and gaps to address proactively."

36. VC Research Brief

Use when: Before any investor meeting

"Research briefing for a meeting with [VC firm]. Their typical check size, stage focus, sector preferences, relevant portfolio companies. What angle should I take in this specific meeting?"

37. SAFE/Convertible Note Explainer

Use when: Reviewing early-stage docs

"Explain the key terms of this SAFE/convertible note in plain English: [paste]. What do the valuation cap and discount mean at Series A? Show me a simple example with numbers. What should I push back on?"

04 Product & Growth - 13 Prompts

38. Customer Discovery Questions

Use when: Discovery calls with prospects

"Generate 8 customer discovery questions for [ICP]. Goal: understand the problem deeply. Uncover: frequency and severity, current workarounds, decision-making process, what a 10x solution means. No leading questions."

39. Feature Prioritisation Framework

Use when: Roadmap planning

"Prioritise this feature list: [paste]. Score each against: customer impact (1-5), revenue potential (1-5), effort (1-5 inverted), strategic fit (1-5). Show weighted score and recommended build order. Flag anything to cut."

40. Launch Announcement Writer

Use when: Shipping a new feature or product

"Write a launch announcement for [feature/product]. Audience: [customers/prospects]. Lead with customer benefit. Include: what it does, who it is for, how to access it, one use case. Excited but credible. Under 200 words."

41. Cold Outreach to Prospects

Use when: Sales prospecting

"Write a cold outreach email to a [ICP] at [company type]. My company: [one sentence]. Their likely pain: [specific problem]. CTA: 15-minute call. Peer-to-peer tone, not salesy. Under 100 words."

42. User Research Synthesis

Use when: After customer interviews

"Here are notes from [X] customer interviews: [paste]. Identify: top 3 recurring pain points, 2 surprising insights, patterns I might have missed, and one hypothesis worth testing. Under 300 words."

43. Competitor Analysis

Use when: Strategic planning sessions

"Analyse our competitive position against [competitor]. For each: their main strength, their main weakness, where we win, where they win. End with: the one thing we must do to be clearly differentiated."

44. Pricing Page Copy

Use when: Updating your pricing page

"Write copy for our pricing page. Plans: [paste names and prices]. For each: who it is for, 5 key features, outcome they will get. FAQ with the 4 most common pricing objections. No marketing fluff."

45. Retention Email Sequence

Use when: Onboarding new users

"Write a 3-email onboarding sequence for new [product] users. Email 1 (day 0): welcome and first action. Email 2 (day 3): most valuable untried feature. Email 3 (day 7): social proof and team invite."

46. Churn Recovery Email

Use when: Re-engaging cancelled customers

"Write a re-engagement email for a customer who cancelled [X] days ago. Reason: [paste if known]. Do not beg. Acknowledge their decision, mention what has changed, make one specific offer. Under 150 words."

47. Case Study Writer

Use when: After a customer success

"Write a customer case study for [customer type]. Input: [paste raw notes or transcript]. Format: situation, problem, solution, results with specific metrics. Make the customer the hero, not us. Under 400 words."

48. Product Positioning Statement

Use when: Refining your message

"Write a positioning statement: we help [ICP] who [problem] to [benefit] unlike [alternative]. Then: 3 proof points, 1 claim we should never make and why, and the emotional job our product does."

49. NPS Follow-Up Emails

Use when: After NPS surveys

"Write follow-up emails for 3 NPS segments. Promoter (9-10): thank and ask for referral or review. Passive (7-8): ask what would make us a 10. Detractor (0-6): ask what went wrong. Each under 100 words."

50. Growth Experiment Brief

Use when: Testing a growth hypothesis

"Write a one-page growth experiment brief for testing [hypothesis]. Include: hypothesis, target metric, success threshold, test design, minimum sample size, timeline, and how we will know if it worked. Runnable in 2 weeks."

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