

CONTROL BEFORE SCALE

50 AI-Powered Business Diagnostic Prompts

Your Complete Prompt Library

Copy these prompts into ChatGPT along with your business context to receive customized strategic analysis, benchmarks, and actionable recommendations.

Each prompt is engineered to extract specific insights about your business architecture.

How to Use These Prompts:

1. Copy the prompt text (including quotes)
2. Paste into ChatGPT (or Claude)
3. Add your specific business context
4. Review AI's strategic analysis
5. Implement recommended actions

Your Business Context Template

Copy and customize this template. Paste it along with each prompt for best results.

MY BUSINESS CONTEXT:

Industry: [e.g., B2B consulting, e-commerce, SaaS, agency]
Annual Revenue: [e.g., \$500K, \$1.2M, \$3M]
Team Size: [e.g., solo, 3 people, 12 employees]
Business Model: [e.g., retainer, project-based, subscription]
Primary Offer: [describe your main product/service]
Biggest Challenge Right Now: [be specific]
Current Tools/Systems: [list key software you use]

PHASE 1: CONTROL

Prompts 1-15: Diagnose Your Visibility Gaps

Prompt 1: Time Allocation Audit

"I need to understand where my time is actually going versus where it should go. Review my typical week and categorize my time into: (1) Revenue-generating activities, (2) Strategic work, (3) Operational maintenance, (4) Firefighting/reactive work, (5) Wasted time. Then tell me: What percentage should each category be for a healthy business my size? What 3 changes would have the biggest ROI on my time? What's the one activity I should eliminate immediately?"

Context to add: Describe your last week in detail: client meetings, admin tasks, content creation, team management, sales calls, etc. Include approximate hours for each.

Prompt 2: Financial Visibility Check

"Act as my CFO. I need to know: (1) What financial metrics should I be tracking weekly that I'm probably not, (2) What financial blind spots are most dangerous for a business my size, (3) What dashboard or system I should implement to have instant visibility into cash position, runway, and profitability. Design a simple 5-7 metric dashboard I can review in under 5 minutes each week."

Context to add: Share: current monthly revenue, operating expenses, how you currently track finances, how long it takes to answer basic financial questions, what scares you most financially.

Prompt 3: Problem-Solving Pattern Analysis

"I'm going to list every problem I solved in the last 48 hours. For each one, tell me: (1) Should this have been prevented by a system? (2) Should someone else have handled it? (3) Was this genuinely something only I could solve? Then identify: What pattern do you see in these problems? What's the root cause I'm not addressing? What 1-2 systems would eliminate 80% of these recurring issues?"

Context to add: List 5-10 problems you solved recently. Be specific: client complaints, tech issues, team questions, scheduling conflicts, payment issues, etc.

Prompt 4: Unit Economics Deep Dive

"Help me understand my unit economics with brutal clarity. Calculate: (1) My true cost to acquire a customer (including my time), (2) Gross margin per sale after all direct costs, (3) How long until a customer becomes profitable, (4) Customer lifetime value based on my retention rates. Then tell me: Is my business model fundamentally sound? What's the most dangerous assumption I'm making? What one metric, if improved by 20%, would transform my profitability?"

Context to add: Provide: average sale price, cost of delivery, sales cycle length, how you acquire customers, typical customer retention period, any recurring revenue.

Prompt 5: Single-Point-of-Failure Map

"I'm going to describe what would happen if I disappeared for 7 days with zero communication. Based on what I tell you: (1) List every single-point-of-failure that depends on me, (2) Rank them by risk level (what fails fastest/hardest), (3) For the top 3 dependencies, design a specific system or delegation strategy to eliminate my involvement. Be ruthlessly honest about how fragile this business is."

Context to add: Describe everything that depends on you: client relationships, delivery, sales, operations, tech access, vendor relationships, decision-making, etc.

Prompt 6: Client Satisfaction Early Warning System

"Design a simple early-warning system for client satisfaction. Tell me: (1) What 3-5 leading indicators predict client unhappiness before they complain, (2) What questions I should ask in regular check-ins, (3) How to automate satisfaction tracking without adding admin overhead, (4) What threshold triggers immediate intervention. Make this system so simple I can implement it this week."

Context to add: Describe your current client communication cadence, how you typically find out about problems, last time a client left unexpectedly.

Prompt 7: Decision Authority Map

"I'm going to list every decision I made in the last 48 hours. For each one, tell me: (1) Could this have been made by someone else with clear criteria? (2) Did this require my unique judgment? (3) What decision-making framework would empower my team to handle this? Then design: A decision authority matrix showing what I decide vs. what my team decides, with clear criteria for each category."

Context to add: List recent decisions: hiring choices, client issues, pricing, vendor selection, project scope, schedule changes, budget approvals, etc.

Prompt 8: Information Architecture Audit

"Analyze where information gets lost in my business. Tell me: (1) Where should critical information live (single source of truth)? (2) What communication channels am I using that create silos? (3) How should information flow between team/clients/me? (4) What gets documented vs. what stays in Slack/email? Design a simple information architecture that prevents 'I didn't know about that' moments."

Context to add: Describe: current tools (Slack, email, project management), recent miscommunication examples, where different types of info currently live, team size.

Prompt 9: Capacity Reality Check

"Help me understand my true capacity. Calculate: (1) How many clients can I realistically serve well right now? (2) What would break if I added 10 more clients? (3) What's my team's actual bandwidth vs. theoretical capacity? (4) Where are the hidden capacity constraints? Then design: A capacity planning model that shows exactly when I need to hire, systematize, or say no."

Context to add: *Share: current client count, hours per client, team workload, delivery timeline, quality standards, recent capacity issues.*

Prompt 10: Command Center Design

"Design my business command center. I need one place to see: (1) Revenue and pipeline, (2) Team capacity and workload, (3) Project status and deadlines, (4) Key operational metrics, (5) Upcoming risks or issues. Tell me: What specific metrics to track, what tools to use, how to organize the dashboard, how often to review it. Make this so clear I could implement it in one weekend."

Context to add: *Describe: what you currently track, where data lives, how long it takes to 'know' what's happening, what questions you can't answer quickly.*

Prompt 11: Surprise Pattern Analysis

"I'm going to list everything that surprised me this week (project delays, unexpected expenses, client issues, team problems). For each surprise, tell me: (1) What early warning sign did I miss? (2) What system would have surfaced this sooner? (3) Is this a pattern or a one-off? Then design: The top 3 early-warning systems I need to prevent surprises from becoming crises."

Context to add: *List recent surprises, their impact, when you discovered them, what you wish you'd known sooner.*

Prompt 12: Leading vs. Lagging Indicators

"Audit my metrics. Tell me: (1) What am I tracking that only shows problems after they happen (lagging)? (2) What should I track that predicts problems before they occur (leading)? (3) What's the #1 leading indicator I'm missing? Design a balanced scorecard of 5 leading and 5 lagging indicators that together give me complete visibility into business health."

Context to add: *Share: what you currently measure, how often, what you learn from it, recent problems you didn't see coming.*

Prompt 13: Data Graveyard Audit

"I'm collecting data I never use. Review what I tell you and identify: (1) What data am I collecting that provides zero value? (2) What data should I be collecting but aren't? (3) What insights are hiding in data I already have? (4) How should I turn data into decisions? Give me specific examples of 'if [data shows X], then [do Y]' rules."

Context to add: *List: CRM data, analytics, financial reports, project tracking info, client feedback—what you collect and what you actually review.*

Prompt 14: Knowledge Documentation Gap

"What critical knowledge lives only in my head? I'll describe my role and you tell me: (1) What knowledge, if lost, would cripple the business? (2) What tribal knowledge should be documented? (3) How to capture it without creating a documentation nightmare? Design a simple knowledge management system and prioritize what to document first based on risk x frequency of use."

Context to add: *Describe: your role, unique expertise, what questions only you can answer, past instances where lack of documentation caused problems.*

Prompt 15: Weekly Operating Rhythm

"Design my ideal weekly operating rhythm. Tell me: (1) What should I review daily vs. weekly vs. monthly? (2) When should these reviews happen (day/time)? (3) What specific questions should each review answer? (4) How long should each take? (5) What triggers an off-cycle review? Create a simple weekly schedule that gives me control without micromanagement."

Context to add: *Share: current review habits (if any), team size, time zones, when you have uninterrupted time, what you wish you knew more consistently.*

PHASE 2: SYSTEMS

Prompts 16-35: Identify Your Process Gaps

Prompt 16: Client Onboarding System

"Design a bulletproof client onboarding system for my business. Map out: (1) Every step from contract signed to first deliverable, (2) What should be automated vs. personal touch points, (3) Templates I need (emails, forms, checklists), (4) Where AI can handle 80% of the work, (5) What information to collect upfront to prevent issues later. Make this so systematic that any team member could execute it perfectly."

Context to add: Describe your current onboarding process, common hiccups, what you do manually each time, tools you use, typical timeline.

Prompt 17: Recurring Task Automation

"I'm going to list every task my team does weekly or monthly that follows a pattern. For each one, tell me: (1) Can this be fully automated? If so, what tool? (2) Can AI do 80%+ of it? Show me the exact prompt or workflow, (3) If it requires human judgment, what decision criteria should be documented? (4) What's the ROI of automating this (time saved × hourly rate)? Rank these by highest ROI first."

Context to add: List recurring tasks: invoicing, reporting, content creation, follow-ups, scheduling, client updates, etc. Include time spent weekly.

Prompt 18: Delivery Quality System

"Design a quality control system for my service delivery. Tell me: (1) What are my quality standards (be specific), (2) How do I measure quality objectively? (3) What checkpoints prevent bad work from reaching clients? (4) How do I maintain quality as I scale? Create a simple quality framework with checklists, review stages, and escalation triggers."

Context to add: Describe: your service/product, current quality issues, how you currently QA, team skill levels, client expectations.

Prompt 19: Sales Process Documentation

"Document my sales process so anyone could follow it. Map: (1) Every step from lead to closed deal, (2) What happens at each stage, (3) What questions to ask and when, (4) How to handle common objections, (5) What triggers a stage transition. Then optimize: Where are leads getting stuck? What can be automated? What sales collateral do I need?"

Context to add: Describe: how leads come in, your typical sales conversation, close rate, sales cycle length, common reasons deals die.

Prompt 20: Communication Architecture

"Redesign my team communication. Tell me: (1) What goes in Slack/Teams vs. email vs. project tools? (2) What deserves synchronous discussion vs. async update? (3) How to reduce meeting overhead by 50%? (4) What communication norms to establish? Design a communication protocol that eliminates confusion and respects deep work."

Context to add: Share: current tools, meeting load, team size/distribution, common communication failures, what interrupts your focus.

Prompt 21: Knowledge Base Structure

"Design a knowledge base for my business. Tell me: (1) What categories of knowledge to organize, (2) What goes in the KB vs. what doesn't, (3) How to make it searchable and maintainable, (4) Who owns updating what, (5) How to get team to actually use it. Recommend specific tools and show me a simple taxonomy to start with."

Context to add: Describe: team size, common questions you answer repeatedly, current documentation (if any), tools you already use.

Prompt 22: SOP Creation Framework

"I need to document our core processes. Help me: (1) Identify which 5 processes to document first (highest impact), (2) Design an SOP template that's easy to follow, (3) Show me how to capture tacit knowledge, (4) How to keep SOPs updated without it becoming a burden. Give me a step-by-step method for creating my first SOP this week."

Context to add: List your key processes, which ones only you know how to do, recent process failures, team ability to follow documentation.

Prompt 23: Client Communication Cadence

"Design my client communication system. Tell me: (1) How often to communicate with active clients, (2) What to communicate (updates, check-ins, value), (3) How to templatize without sounding robotic, (4) What triggers proactive outreach, (5) How to automate while maintaining personalization. Create email templates and a communication calendar."

Context to add: Current communication frequency, client complaints about communication, what you communicate about, tools you use, team involvement.

Prompt 24: Project Management System

"Audit my project management. Tell me: (1) Am I using the right tool for my needs? (2) What information should live in the PM tool vs. elsewhere? (3) What workflow stages do I need? (4) How to track time/budget/scope, (5) What reporting do I need? Design a project setup template and workflow that every project follows."

Context to add: Describe: current PM tool, project types, team size, common project issues, what you track, what you wish you could see.

Prompt 25: AI Integration Opportunities

"Identify every place AI could 10x my operations. Review what I tell you and map: (1) What tasks AI could fully handle, (2) What tasks AI could assist with (giving me 80% draft), (3) Specific prompts or tools for each use case, (4) Implementation priority based on time savings. Show me how to build an AI-powered operations layer."

Context to add: Describe your business, main activities, what takes the most time, what's repetitive, current tech stack, team AI literacy.

Prompt 26: Template Library Design

"I'm reinventing the wheel constantly. Design my template library: (1) What templates do I need (emails, proposals, reports, contracts)? (2) How to organize them for easy access? (3) What variables to include for personalization? (4) How to keep them updated? Create 3 high-impact templates I should build first based on frequency × time cost."

Context to add: List things you write/create repeatedly, time spent on each, current inconsistencies, tools you use for creation.

Prompt 27: Vendor/Contractor Management

"Systematize how I work with vendors and contractors. Design: (1) Onboarding process for new vendors, (2) How to communicate requirements clearly, (3) Quality checks and approval workflows, (4) Payment and invoice tracking, (5) Performance evaluation criteria. Create a vendor management system that prevents issues before they start."

Context to add: Current vendors/contractors, common issues, how you currently manage them, tools used, team involvement in vendor relationships.

Prompt 28: Content Production System

"Design a content production system. Map: (1) Ideation to publication workflow, (2) What can be batched, (3) Where AI accelerates production, (4) Quality standards and review process, (5) Repurposing strategy (1 piece → many formats). Show me how to produce 10x content in the same time with AI assistance."

Context to add: Current content output, platforms, time spent, quality level, team involvement, what you struggle with most in content creation.

Prompt 29: Financial Process Automation

"Automate my financial operations. Tell me: (1) How to automate invoicing and payment collection, (2) How to automate expense tracking and categorization, (3) What financial reports to generate automatically, (4) How to connect financial tools for seamless flow. Design a system where I touch finances only for strategic decisions."

Context to add: Current financial tools, how you invoice/collect, expense process, what reports you need, accountant requirements, time spent monthly.

Prompt 30: Meeting System Overhaul

"Redesign my meetings to reclaim time. Audit: (1) Which meetings are necessary vs. should be async? (2) For necessary meetings, optimal length and frequency? (3) What agenda/note templates to use? (4) How to ensure decisions and actions are captured? (5) What meeting norms to establish? Cut my meeting time by 50% without losing alignment."

Context to add: List all recurring meetings, their purpose, typical duration, attendance, outcomes, which ones feel like time-sinks.

Prompt 31: Customer Support System

"Design a scalable customer support system. Tell me: (1) How to triage incoming requests, (2) What can be handled by AI/automation, (3) When to escalate to human, (4) How to track and resolve issues systematically, (5) How to learn from support patterns. Create a support workflow that maintains quality while scaling."

Context to add: Current support volume, types of issues, how you handle them now, response time goals, team capacity, tools used.

Prompt 32: Tech Stack Rationalization

"Audit my tech stack. Tell me: (1) Am I paying for redundant tools? (2) What integrations am I missing that would save time? (3) What tools should I add/remove/replace? (4) How should data flow between systems? Design an optimized tech stack that eliminates waste and maximizes integration."

Context to add: List all software/tools you pay for, what each does, how they connect (or don't), pain points, monthly costs, what's underutilized.

Prompt 33: Task Delegation Framework

"I'm doing too much myself. Design a delegation system: (1) What categories of work should I delegate? (2) How to communicate expectations clearly? (3) How to monitor without micromanaging? (4) What training or documentation is needed? (5) How to build team capability over time? Create a delegation playbook."

Context to add: Current team capabilities, what you delegate vs. do yourself, past delegation failures, trust level, how much time for oversight.

Prompt 34: Reporting System Design

"Design my business reporting system. Tell me: (1) What reports do I need (daily/weekly/monthly)? (2) Who needs to see what? (3) How to automate report generation? (4) What format makes reports actionable? (5) What should trigger ad-hoc reporting? Create reporting templates and automation workflows."

Context to add: What you currently report on, to whom, how long it takes, what questions reports should answer, tools available.

Prompt 35: Standard Work Instructions

"Create standard work instructions for my core deliverable. Document: (1) Step-by-step process anyone could follow, (2) Quality checkpoints at each stage, (3) Time estimates per step, (4) Common issues and how to resolve them, (5) When to ask for help vs. proceed. Make this detailed enough that a new hire could execute with minimal supervision."

Context to add: Describe your main service/product delivery process, current quality variation, training time for new team members, common mistakes.

PHASE 3: SCALE

Prompts 36-50: Test Your Scalability

Prompt 36: 2x Revenue Stress Test

"Run a stress test: if my revenue doubled in the next 90 days, what breaks first? Analyze: (1) Delivery capacity—can my team handle it? (2) Operational systems—what manual processes collapse? (3) My personal time—where do I become the bottleneck? (4) Cash flow—do we have working capital? (5) Quality—what standards slip? Then design the 3 systems I must build NOW before this becomes real."

Context to add: Current revenue, team capacity, delivery model, biggest operational constraints, cash position, growth trajectory.

Prompt 37: Margin Preservation Analysis

"Most businesses see margins ERODE as they scale. Analyze my business model and tell me: (1) What hidden costs appear at scale that I'm not accounting for? (2) Where will I face pricing pressure as I grow? (3) What efficiency gains are possible through volume? (4) How to structure pricing tiers so growth improves margins? Design a model where scaling to \$2M is more profitable per dollar than my current size."

Context to add: Current margins, pricing structure, fixed vs. variable costs, how you price, competitive pressures, volume discounts you give.

Prompt 38: Team Scaling Architecture

"Design my team scaling plan. Tell me: (1) What roles to hire in what order? (2) How to structure teams (pods, functional, hybrid)? (3) At what revenue milestones to add headcount? (4) How to maintain culture while growing? (5) What systems must be in place before each hire? Create a hiring roadmap tied to revenue milestones."

Context to add: Current team structure, revenue per employee, growth goals, roles you're considering, past hiring mistakes, culture priorities.

Prompt 39: Service/Product Portfolio

"Optimize my offering portfolio. Analyze: (1) Which offers scale easily vs. which don't? (2) What's my 80/20 (which 20% drives 80% profit)? (3) What should I stop offering? (4) What new tier would capture more market? (5) How to move clients up the value ladder? Design a tiered portfolio that scales margins, not just revenue."

Context to add: List all offers, revenue per offer, delivery cost, client satisfaction, which you enjoy, pricing, close rates.

Prompt 40: Market Position Evolution

"Assess my positioning for scale. Tell me: (1) As I grow, what market perception shifts are needed? (2) How does my ideal client profile change at \$2M vs. \$500K? (3) What competitors emerge at scale? (4) How to differentiate as the market gets crowded? Design a positioning strategy that works at 2-3x my current size."

Context to add: Current positioning, target market, competitive landscape, brand perception, pricing vs. competitors, growth aspirations.

Prompt 41: Strategic Partnerships

"Identify partnership opportunities for leverage. Map: (1) What could I white-label or license? (2) Who serves my market with complementary offers? (3) What distribution partnerships multiply reach? (4) How to structure win-win partnerships? (5) What partnerships to avoid? Design my top 3 partnership opportunities with outreach strategy."

Context to add: Your offer, market, current partnerships (if any), complementary services in your space, what you can offer partners, scale goals.

Prompt 42: Technology Infrastructure

"Assess my tech infrastructure for scale. Tell me: (1) What will break at 2x-5x current volume? (2) Where am I over-engineered vs. under-engineered? (3) What tech debt to pay down now? (4) What infrastructure to build vs. buy? Design a tech roadmap that supports 5x growth without full rebuild."

Context to add: Current tech stack, performance issues, integration challenges, team tech capabilities, budget for infrastructure, growth timeline.

Prompt 43: Cash Flow Modeling

"Model my cash flow for growth. Calculate: (1) Working capital needed to support 2x revenue, (2) When growth becomes self-funding vs. requires capital, (3) What cash crunch scenarios could occur, (4) How to structure cash reserves? Design a cash flow model that shows exactly when I need more capital and how much."

Context to add: Current cash position, payment terms (you pay vs. you get paid), monthly burn, revenue predictability, growth rate, access to capital.

Prompt 44: Geographic/Market Expansion

"Should I expand to new markets? Analyze: (1) What markets are adjacent to my current one? (2) What adaptation is required for each? (3) Which market has best margin/effort ratio? (4) What infrastructure is needed before expansion? (5) Should I go deeper in current market first? Create an expansion decision framework."

Context to add: Current geographic/market focus, where demand is coming from, competitive intensity by market, operational capacity, brand strength.

Prompt 45: Leadership Transition

"Design my transition from operator to CEO. Tell me: (1) What must I delegate to scale? (2) What only I should do at each revenue stage? (3) How to hire people better than me? (4) What leadership skills to develop? (5) How to let go without losing control? Create a personal development plan tied to business growth."

Context to add: Current role, what you love vs. what drains you, delegation comfort level, past leadership experience, growth goals, fears about letting go.

Prompt 46: Customer Acquisition Scaling

"Scale my customer acquisition. Analyze: (1) What channels work now but won't at scale? (2) What channels I'm not using that I should be? (3) How to maintain CAC as I scale? (4) What acquisition systems need to be built? (5) Paid vs. organic balance? Design a multi-channel acquisition strategy for 3x growth."

Context to add: Current acquisition channels, CAC by channel, LTV, conversion rates, marketing budget, team marketing capabilities, sales cycle.

Prompt 47: Operational Complexity Management

"Prevent complexity from killing growth. Tell me: (1) What complexity am I adding unnecessarily? (2) What standards/simplification rules to establish? (3) How to scale without custom solutions for every client? (4) What to standardize vs. customize? Design operating principles that allow scale without chaos."

Context to add: Current complexity pain points, custom work you do, client expectations, team confusion areas, processes that feel convoluted.

Prompt 48: Brand and Reputation at Scale

"Protect and amplify brand as I scale. Analyze: (1) What brand risks emerge with growth? (2) How to maintain quality perception? (3) What thought leadership investments to make? (4) How to build community/movement vs. just customers? Design a brand strategy that strengthens with scale instead of dilutes."

Context to add: Current brand perception, visibility in market, thought leadership activity, customer loyalty, competitive positioning, scale goals.

Prompt 49: Exit Readiness Assessment

"Make my business sellable (even if I don't plan to sell). Audit: (1) What makes my business valuable to a buyer? (2) What dependencies hurt valuation? (3) What financial/operational metrics do acquirers want? (4) What to document for due diligence? (5) How to run it 'acquisition-ready'? Tell me my likely valuation range and what to fix first."

Context to add: Business age, revenue/profit, revenue concentration, how dependent on you, systems documentation, industry multiples, growth rate.

Prompt 50: 3-Year Vision Architecting

"Design my business 3 years from now. Help me: (1) What does \$XM revenue look like operationally? (2) What team structure supports this? (3) What systems must be built? (4) What role do I play? (5) What are the 5 major milestones to get there? Then reverse-engineer: What must be true in 2 years? 1 year? 6 months? 90 days? Create my strategic roadmap."

Context to add: Current state, 3-year revenue goal, lifestyle goals, what success looks like to you, competitive advantages, market opportunity.

FINAL SYNTHESIS

After completing all 50 prompts, use this final prompt to create your custom 90-day implementation plan:

SYNTHESIS PROMPT:

"I've just completed a 50-prompt business diagnostic covering Control, Systems, and Scale. Based on everything we've discussed, create my 90-day action plan. Prioritize the top 3 systems I should build in this order: (1) Highest ROI on my time, (2) Biggest risk if left unfixed, (3) Foundational for everything else. For each system, give me: What to build, How to build it (specific steps), What tools/AI to use, Expected time savings, Success metrics. Make this so clear I can start Monday."

What Happens Next?

You now have complete visibility into every gap in your business architecture. AI has given you specific, actionable recommendations tailored to YOUR situation.

Ready to Actually Fix What You Found?

The diagnostic gave you clarity. Now it's time to build the systems.

Book your free Bottleneck Audit and we'll map your top 3 bottlenecks and design the exact systems to eliminate them.

→ greenflagacademy.com/audit

— Magnus Grenthe, Greenflag Academy