

Premium AI Prompt Library & SOP System

Complete Operational OS for Freelancers, Solo Agencies & Digital Creators

Welcome to your complete business operating system. This library contains high-converting Mega-Prompts, Standard Operating Procedures (SOPs), and fill-in-the-blank scripts designed to optimize workflows, generate premium leads, close higher-ticket deals, and streamline client delivery.

Tab 1: Quickstart & Brand Voice Calibrator

Goal: Immediate ROI. Calibrate your AI model to match your exact tone, establish your Ideal Client Avatar (ICA), and clarify your value proposition.

SOP Checklist: The 10-Minute Workspace Setup & AI Primer

Step	Action Item	Execution Details	Status
1	Master Profile Creation	Dedicated workspace context block with business details	Pending ▾
2	Feed Baseline Writing	Input 3–5 original posts, emails, or essays to establish voice	Pending ▾

Step	Action Item	Execution Details	Status
3	Core Offer Input	Add current pricing tiers, target outcome, and mechanism	Pending ▾
4	System Calibration	Run the Voice Cloner Mega-Prompt (below)	Pending ▾

Mega-Prompt: The "Voice Cloner" (Style & Tone Analyzer)

Copy and paste the entire block below into your AI assistant: ACT AS AN EXPERT LINGUISTIC ANALYST AND BRAND COPYWRITER.

YOUR GOAL:

Analyze the provided text samples below to extract, codify, and document my exact personal brand voice, writing cadence, vocabulary preferences, and formatting style into a reusable Voice Profile System.

INPUT TEXT SAMPLES:

[PASTE 3 TO 5 SAMPLES OF YOUR BEST WRITING HERE - EMAILS, POSTS, OR ESSAYS]

ANALYSIS FRAMEWORK:

Examine the samples across these 6 core dimensions:

1. Tone & Energy: (e.g., direct, empathetic, authoritative, conversational, irreverent)

2. Sentence Architecture: (e.g., short punchy lines, complex compound structures, bulleted lists)

3. Vocabulary & Jargon: (e.g., words frequently used, terms strictly avoided, slang/industry jargon)

4. Hook & Opening Style: (e.g., contrarian statements, story openings, metric reveals)

5. Formatting Nuances: (e.g., heavy white space, specific emoji usage, bolding preferences)

6. Rhetorical Devices: (e.g., open loops, analogies, rhetorical questions, metaphors)

OUTPUT DELIVERABLE:

1. Executive Voice Summary (2–3 sentences explaining the overarching persona).

2. "Always Do" Rules (5 specific guidelines for writing in this voice).

3. "Never Do" Rules (5 things that instantly break this voice).

4. Reusable System Prompt Rule: A concise snippet I can attach to future prompts (e.g., "Write in [Brand Voice] style using the established profile").

Mega-Prompt: The Ideal Client Avatar (ICA) Deep-Dive Generator

ACT AS A SENIOR MARKET RESEARCHER AND BUYER PSYCHOLOGY EXPERT.

YOUR GOAL: