

FOR SOLO FOUNDERS & TEAM OPERATORS

The AI-Native Operator's *Playbook*

50 things you're still doing by hand — and the **exact Claude prompts** to hand them off. Copy, paste, get your week back.

You don't need to learn AI. You need to *delegate to it*.

Most people use Claude like a smarter search box. The ones who get their evenings back use it like a **team of assistants** — one for the inbox, one for content, one watching the competition while they sleep.

This guide is 50 of those assistants. Every line is a **task you can hand off today** — what you'll get, and the exact prompt to get it. Start with one.

EACH TASK IS TAGGED BY EFFORT

STARTER

Just paste a prompt

Open Claude, paste, swap in your details. No setup, no tools. You'll use these daily.

OPERATOR

Add one thing

Feed in a transcript, a sheet, a doc, or a file — then let Claude do the heavy lifting.

AGENT

Set & forget

Recurring work that runs on a schedule. Set it up once; it shows up in your inbox forever.

- 1 Pick one task you hate**
The one you dread on Monday. Don't try all 50 — win once, then expand.
- 3 Tell it what to fix**
"Make it warmer." "Shorter." "In my voice." Two rounds and it beats your draft.

- 2 Paste the prompt**
Replace the [brackets] with your real details. Specifics beat instructions.
- 4 Save what works**
Keep a notes file of your best prompts. That file becomes your unfair advantage.

Clear the *busywork*

The boring admin work — handled for you.

01 Sort a messy folder automatically

OPERATOR

→ A clean folder structure instead of files named "final v3."

PROMPT You're my file-organization assistant. Here are 60 filenames [paste]. Propose a clean folder structure + naming convention, and show what goes where.

02 Rename a batch of files at once

AGENT

→ Every file follows the same naming format.

PROMPT Here are my files [paste names]. Write a script that renames them all to Client_Project_Date_v## format, and tell me how to run it.

03 Write invoices, contracts and briefs

STARTER

→ A finished one-page document, ready to send.

PROMPT You're a contracts assistant. Draft a one-page SOW for [project] from these details [scope, timeline, price]. Plain English, with an "out of scope" section.

04 Find an answer inside a long PDF

OPERATOR

→ Ask a question, get the answer with the exact page.

PROMPT You're my research assistant. Here's a long doc [paste/attach]. Answer these 5 questions and quote the exact section for each: [questions].

02 EMAIL & INBOX

Inbox zero, *on autopilot*

Nº 05-11

Seven email tasks — handled for you.

05 Sort your whole inbox in one go

STARTER

→ See what to answer first and what to ignore.

PROMPT You're my executive assistant. Here are today's emails [paste senders + subjects]. Sort each into Urgent / Reply today / FYI / Archive with one line why, and flag anything urgent.

06 Write email replies that sound like you

STARTER

→ Ready-to-send drafts in your own tone.

PROMPT You're my email assistant writing in my voice — warm, direct, no fluff. Here's the thread [paste]. Draft a reply; decline politely if needed but leave the door open.

07 Summarize a long email thread

STARTER

→ The key points and what to reply — in 3 lines.

PROMPT Summarize this email thread [paste]: give me the decision needed, the options, and a recommended reply — in 3 short lines.

08 Follow up to raise your chances of a reply

STARTER

→ A polite reminder that actually gets a response.

PROMPT You write low-pressure follow-ups. Here's my proposal + the thread [paste]. Write 3, 4 days apart — each shorter and warmer, no guilt. Tone: [casual/formal].

09 Clear 15 newsletters in 60 seconds

OPERATOR

→ Only the 5 things worth knowing — and the one to act on.

PROMPT You're my research analyst. Here's this week's newsletters [paste]. Pull the 5 things actually worth knowing, skip the fluff, and end with the one to act on.

10 Make sense of a long, confusing email

STARTER

→ A short summary and the one thing they're really asking.

PROMPT Here's a long, confusing email [paste]. Summarize it in 3 bullets and tell me the one thing they're actually asking me to do.

11 Write an intro email between two people

STARTER

→ A short, warm intro that gets a yes.

PROMPT Write a double opt-in intro connecting [A] and [B] — 4 sentences, warm, with the reason each would want to meet. I'll forward it for approval.

Create more content in less time.

12 Turn one idea into a week of posts

STARTER

→ Five ready posts from a single thought.

PROMPT You're my content-repurposing assistant. Here's the idea [paste]. Turn it into a LinkedIn post, an X thread, an IG caption, a newsletter blurb, and a YouTube title – in my voice.

13 Write a month of social posts at once

STARTER

→ 12 posts done in the time one used to take.

PROMPT You're a B2B content writer. Write 12 LinkedIn posts on [topic] for [audience] – painpoint-first hooks, one CTA each, no hashtag spam. My tone: [describe].

14 Turn a call recording into content

OPERATOR

→ Posts, a newsletter and quotes — pulled from one call.

PROMPT You're my content strategist. Here's a call transcript [paste]. Pull 3 posts, 1 newsletter, and 5 quotable lines I can turn into cards.

15 Write opening lines that grab attention

STARTER

→ Hooks that make people keep reading.

PROMPT You're a direct-response copywriter. Write 20 opening lines for content on [topic], each starting with a worry my buyer has but won't say out loud.

16 Turn rough notes into a finished newsletter

STARTER

→ A polished email from a few bullet points.

PROMPT Turn these rough notes into a 250-word newsletter in my voice [paste bullets] – one idea, one clear CTA.

17 Outline a blog post in seconds

STARTER

→ A ready structure with headings and SEO keywords.

PROMPT You're an SEO content strategist. Outline a blog post for the keyword [keyword]: search intent, H2 structure, an FAQ block, and internal-link ideas.

18 Write several ad versions to test

STARTER

→ 10 headlines across 3 different angles.

PROMPT You're a performance ad copywriter. Write 10 headlines + 5 primary texts for [offer] across 3 angles: fear of falling behind, status, and ease.

19 Find what's wrong with your landing page

OPERATOR

→ The exact lines that lose readers — with rewrites.

PROMPT You're a conversion copywriter. Here's my landing copy [paste]. Tell me exactly where I lose the reader, then rewrite the 3 weakest sections.

20 Save your writing style as a reusable prompt

OPERATOR

→ Everything you write after stays consistent.

PROMPT Read these 5 things I've written [paste]. Extract my tone rules + a "never say this" list, and write a reusable style prompt I can paste before any task.

Outreach that sounds *human*

Outreach that feels personal — done faster.

21 Personalize cold emails for many people at once

OPERATOR

→ A custom first line for every prospect.

PROMPT You're an SDR who writes specific openers. Here are 10 prospects' bios [paste]. Write one personalized first line each — reference something real, never generic.

22 Write LinkedIn requests that get accepted

STARTER

→ A short, friendly note with no sales pitch.

PROMPT Write a 300-character LinkedIn connection note for this person [paste profile] — no pitch, one genuine, specific hook.

23 Research a prospect before a call

OPERATOR

→ Key facts, likely problems and questions to ask.

PROMPT You're my sales researcher. Here's a prospect's LinkedIn + company page [paste]. Give me 5 things to know, 3 likely problems, and 2 smart questions to open the call.

24 Rank your leads by who's worth your time

OPERATOR

→ Each lead scored A–E against your ideal customer.

PROMPT You're my sales-ops analyst. Here's my lead list [paste]. Score each A–E against my ideal customer [criteria] and explain each grade in one line.

25 Prepare answers to common objections

STARTER

→ A ready reply to the 8 objections you hear most.

PROMPT You're a sales coach. For [offer], list the top 8 objections I'll hear and a 2-sentence reframe for each — confident, not defensive.

26 Restart a conversation that went silent

STARTER

→ A short email that gets a reply.

PROMPT Write a short, low-pressure "should I close your file?" email to a lead who went quiet [paste context]. No guilt — make yes or no both easy.

27 Turn a client result into a proof point

STARTER

→ A 3-line success story you can paste anywhere.

PROMPT Turn this client result into a 3-line proof snippet with a number, ready to paste into a DM or proposal [paste the win].

28 Prepare questions for a sales call

STARTER

→ 15 questions that uncover budget and urgency naturally.

PROMPT You're a discovery-call expert. Give me 15 questions that uncover budget, timeline, and decision-maker for [offer] — without sounding like an interrogation.

The spreadsheet work you avoid — done fast.

29 Get the spreadsheet formula you need

STARTER

→ Describe what you want, get the exact formula.

PROMPT I need a Google Sheets formula: look up [X] in tab [Y] and return [Z], handling blanks. Give me the formula and explain each part.

30 Clean up a messy spreadsheet

OPERATOR

→ Duplicates removed, names and formatting fixed.

PROMPT Here are 200 messy rows [paste]. Standardize the company names, remove duplicates, and fix the casing. Return clean, ready-to-use data.

31 Sort hundreds of responses by category

OPERATOR

→ Every entry labeled automatically.

PROMPT Tag each of these responses by category — Bug / Feature / Praise / Churn-risk — with a one-word confidence level [paste responses].

32 Find the insights in your data

OPERATOR

→ The top trends and the one number to watch.

PROMPT You're my data analyst. Here's my data [paste]. Give me the 3 biggest trends, the single number I should worry about, and why.

33 Build a tracker spreadsheet from scratch

STARTER

→ Columns, formulas and dropdowns, set up for you.

PROMPT Design a content-calendar spreadsheet for me: list the columns, the formulas, and a status dropdown, and explain how to set it up.

34 Get an automatic email from your spreadsheet

AGENT

→ A summary of new entries every Monday.

PROMPT Write a Google Apps Script that emails me a summary of any new rows in [sheet] every Monday at 9am — include setup steps.

35 Summarize open-ended survey answers

OPERATOR

→ Clear themes with a real quote for each.

PROMPT You're a research analyst. Here are 40 open-text survey answers [paste]. Group them into clear themes, each with a representative quote and rough %.

Meetings that *run themselves*

Less time spent in and around meetings.

36 Turn meeting notes into action items

AGENT

→ Who does what, by when — in a clear table.

PROMPT From this meeting transcript [paste], pull every decision, its owner, and the due date into a clean table.

37 Prepare for a meeting in seconds

OPERATOR

→ A short brief and your goals, ready before you join.

PROMPT You're my chief of staff. From this thread + last meeting's notes [paste], give me a 5-line brief and 3 goals for today's call.

38 Pull tasks out of a meeting transcript

OPERATOR

→ A checklist you can paste into your to-do app.

PROMPT Pull every action item from this transcript into a checklist I can paste into [Notion/Asana] [paste].

39 Write the meeting follow-up email

OPERATOR

→ A recap with decisions and next steps, done for you.

PROMPT Write the post-meeting recap email from these notes [paste]: what we agreed, next steps, and who owns what — short and clear.

40 See where your time actually went

OPERATOR

→ Your week reviewed against your priorities.

PROMPT You're my productivity coach. Here's last week's calendar [paste]. Tell me honestly what I spent time on vs my priorities [list].

41 Decline a meeting politely

STARTER

→ A friendly "no" with an async option instead.

PROMPT Write a warm, brief decline to this meeting invite and suggest handling it async instead [paste invite].

42 Turn a recorded session into a how-to guide

OPERATOR

→ Step-by-step instructions anyone can follow.

PROMPT Turn this recorded session into a step-by-step how-to guide someone could follow without me [paste transcript].

Spot trends *early*

Stay on top of trends without the endless scrolling.

43 Get a daily summary of trends

AGENT

→ 5 signals each morning, and the one to act on.

PROMPT You're my trend analyst. Here are today's posts from accounts I follow [paste]. Give me 5 signals worth knowing and the single one to act on.

44 Write comments that get you noticed

STARTER

→ Thoughtful replies on the right posts.

PROMPT Here's a post in my industry [paste]. Write 3 thoughtful replies to get noticed by [audience] – add a real idea, don't just flatter.

45 Track what your competitors are doing

OPERATOR

→ What changed, what it means, and your next move.

PROMPT You're my competitive analyst. Here are recent competitor updates [paste]. What changed, what it means for me, and my smartest counter-move.

46 Spot a new trend before the crowd

OPERATOR

→ The theme nobody has named yet.

PROMPT Here are 20 headlines from this week [paste]. What's the emerging theme nobody has named yet – and give me a phrase to own it.

47 Find content ideas from your community

OPERATOR

→ The questions your members keep asking.

PROMPT Here's a Slack/Discord export [paste]. Find the top 5 questions members keep asking and turn each into a content idea.

Your first *three agents*

Set it up once — it runs on its own.

48 Get a research summary every morning

AGENT

→ Your topic, updated daily, in 5 bullets.

PROMPT Every morning, research [topic], summarize what's new in 5 bullets, and message it to me – skip anything I'd already know.

49 Turn flagged emails into a daily task list

AGENT

→ Your inbox sorted into clear next steps.

PROMPT Each morning, turn my flagged emails into a prioritized task list, with the suggested next action for each.

50 Get a weekly update written for you

AGENT

→ Your KPIs as one paragraph, every Friday.

PROMPT Every Friday, compile my KPIs [source] into a one-paragraph update for my team – wins, key numbers, and one risk.

When you spot it, *that's the signal.*

→ **You're doing it again**

The same task, a second and third time. Repeating work is the clearest signal — automate it once, never again.

→ **You've solved this problem before**

If you've hit it once, you'll hit it again. Save the fix as a reusable prompt while it's fresh.

→ **It's a copy-paste-and-edit job**

Anything you template and lightly change — emails, briefs, reports — is a task Claude can take off your plate.

→ **You keep putting it off**

The task you push to tomorrow is usually the one most worth handing off first.

The rule: *if a task repeats, or you've done it before — hand it to Claude.*

[Learn to build your own →](#)

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