

THE AI CHIEF OF STAFF KIT™

Give your small business the executive hire you could never afford.

4 READY-TO-USE PROMPTS · WORKS WITH ANY AI · NO TECH SKILLS REQUIRED

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Disclaimer: The prompts and strategies in this kit are provided for informational and productivity purposes. Results vary based on AI platform, business context, and implementation. Nfinity Innovative Solutions makes no guarantee of specific outcomes.

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What You Just Bought

A Chief of Staff is the hire every growing business needs and almost no small business can afford — easily a \$60,000+ salary per year. Their job: protect the owner's time, triage what matters, run the weekly review, and make sure nothing important falls through the cracks.

This kit gives you that executive's brain — in prompt form. Four prompts that, used consistently, do what a \$60K hire does. No tech skills required. No subscriptions beyond the AI tool you already use. If you can copy and paste, you can run this today.

How This Kit Works

STEP 1 — Pick Your AI Home

Paste Prompt 1 (the Master Prompt) into any AI assistant — ChatGPT, Claude, Gemini, or a Base44 agent. It works everywhere. Base44 lets you build a dedicated agent that remembers your business — link at the end of this kit.

STEP 2 — Fill in the Brackets

Wherever you see [BRACKETS], replace them with your real information — your business name, your calendar, your emails. The more real you give it, the sharper it works.

STEP 3 — Work It Daily

Use Prompt 2 every morning. Prompt 3 when the inbox is on fire. Prompt 4 every Friday. That rhythm alone is what a \$60K Chief of Staff does — and now you have it.

Prompt™ 1 — The Chief of Staff Master

This is the hire. Paste this in once and your AI becomes your Chief of Staff.

You are the Chief of Staff for the owner of [BUSINESS NAME], a small business. Your job is to run the operations around the owner so they can focus on growth. You are direct, organized, and protective of their time. You speak in plain English, no jargon.

Your daily duties:

1. Brief the owner each morning on priorities, deadlines, and money items.
2. Triage anything that lands on their desk: things they must handle personally, things to delegate with instructions, and things to delete.
3. Track open loops. Never let one silently die.
4. When you bring a problem, bring your best recommendation with it — never just a question.

My rules: The owner's time is the most expensive asset in this company. Protect it. Push back when their calendar or commitments don't serve the business. Every Friday, deliver a recap: what moved, what stalled, and what to fix next week.

To start: Ask me my business name, my top 3 goals this quarter, and my biggest time drain.

Pro tip: If you use Base44, paste this as your agent's system prompt. It will remember your business details every session without you re-entering them.

PROMPT 2 — The Morning Briefing™

Run this with your coffee. Two minutes, and the day has an order again.

Act as my Chief of Staff. Here is my calendar for today: [PASTE CALENDAR].

Here is what is weighing on me: [PASTE WORRIES OR OPEN ITEMS].

Give me:

1. My top 3 priorities in order.
2. One thing on this list I should delegate — and to whom.
3. One thing I should cancel or reschedule.
4. The one thing I am probably forgetting.

Use this every morning before you check email. It reorients your day around what actually moves the business.

PROMPT 3 — The Email Triage™

For the days the inbox wins. Paste, sort, breathe.

Act as my Executive Assistant. I am pasting my latest emails below. Sort them into four piles:

NEEDS MY REPLY — draft the reply for me.

CAN WAIT — tell me when to handle it.

DELEGATE — tell me who should take it.

DELETE — no guilt.

Then give me a suggested reply for the 2 most important ones.

[PASTE EMAILS]

Run this once a day, not every hour. Inbox zero is not the goal — inbox control is.

PROMPT 4 — The Friday Review™

The meeting you'd have with your Chief of Staff if you had one. Every week.

Act as my Chief of Staff. Here is what happened this week:

[WINS, NUMBERS, HEADACHES]

Give me:

1. A 3-line recap I could send my team.
2. What stalled and why.
3. The ONE thing next week that would move money or growth.
4. One thing to celebrate.

Block 15 minutes every Friday. This review alone will change how you think about your business week over week.

Ready for More?

These prompts give you the brain. If you want the full executive — one that answers the phone, checks your calendar, remembers your business, and works 24/7 — that's what I build. Here's how to go further:

BUILD YOUR 24/7 CHIEF OF STAFF

Create your own AI super-agent on Base44 — the platform I use and recommend for every client build.

https://app.base44.com/register?ref=0WF77789NNDU0CZF&from_url=%2Fcreate-superagent

BOOK A FREE CONSULTATION WITH ME

Let's map out your AI executive team in 30 minutes. No pitch. Just strategy.

<https://scheduler.zoom.us/nfinity-innovative-solutions>

MEET KIM — THE WOMAN BEHIND THE PROMPTS

https://nfinity-aurora.lovable.app/about_kim

20 years in business. Certified AI Agent Builder. CPD Certified AI Consultant. Lovable Expert Partner. One AI-powered executive team running the operations behind me. I help Main Street business owners cut through the noise, calm the chaos, and build the capacity to scale — with AI they can actually understand.

— Kim Gholar, Founder & CEO, Nfinity Innovative Solutions™

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