



AI AGENT FOR ME

50 Must-Have Muse Prompts

to automate your business — copy, paste, and let your AI agent do the work

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What is Muse?

Muse is an AI agent from Meta. Unlike a regular chatbot that only answers questions, an agent can do tasks for you: research the web, draft messages and documents, plan and organize information, prepare social media content, compare prices, summarize long texts, build checklists, and remind you what needs attention.

You talk to Muse the way you'd talk to a capable assistant: plain language, one clear request at a time. The better your instructions, the better the result — and that's exactly what this guide gives you.

How to use these prompts

1. **Copy the prompt** exactly as written.
2. **Replace everything in [BRACKETS]** with your own details — your business type, city, prices, hours, and so on. The brackets are placeholders; delete them before you send the prompt.
3. **Review before you send or post.** Muse drafts and prepares; you approve. Always read messages, quotes, and posts before they go out to a customer — a 30-second check keeps your business voice yours.

You don't need to use all 50. Pick the section that matches your biggest headache this week and start there.

1. Sales & Lead Follow-Up

1. The five-minute follow-up

Use it to: Stop losing leads that asked for information and never heard back.

Here is a list of people who asked about [SERVICE] this week: [PASTE NAMES AND WHAT EACH ONE ASKED]. Write a short, friendly follow-up message for each one that answers their question, mentions our current offer of [OFFER], and ends by suggesting a specific day and time to book. Keep each message under 60 words and give me a Spanish version too.

You get: Ready-to-send follow-up messages for every lead, in two languages.

2. The quote that sells itself

Use it to: Turn rough job details into a clear, professional quote.



Turn these job notes into a professional quote for a customer: [PASTE NOTES: JOB, MATERIALS, HOURS]. Include a short description of the work, the total price, what's included, what's not included, how long the quote is valid, and a friendly closing line inviting them to confirm. My business is [BUSINESS NAME] in [CITY].

You get: A clean, complete quote you can copy into an email or message.

3. The price-question answer bank

Use it to: Answer "how much?" questions the same fast way, every time.

My business is a [BUSINESS TYPE] in [CITY]. My main services and prices are: [LIST SERVICES AND PRICES]. Write me 10 short answers to the price questions customers ask most often, including how to respond when someone says it's too expensive — politely, without arguing, and offering the [LOWER-COST OPTION] as an alternative.

You get: A reusable set of polite, consistent replies for your most common questions.

4. The quiet-lead revival

Use it to: Reconnect with old customers who went silent.

These customers bought from us before but haven't returned in [NUMBER] months: [PASTE LIST]. Write a warm 'it's been a while' message for each one, mention one thing they bought last time, and include the reason to come back now: [CURRENT OFFER OR NEW SERVICE]. Friendly, no pressure, under 50 words each.

You get: Personal-feeling win-back messages you can send in minutes.

5. The referral request

Use it to: Ask happy customers to send you new ones — the cheapest advertising there is.

Write me three short messages asking a happy customer for a referral. My business is [BUSINESS NAME], a [BUSINESS TYPE] in [CITY]. One message should be for right after a job well done, one for a customer I've known a long time, and one that mentions our referral thank-you: [REFERRAL INCENTIVE, e.g., '\$10 off their next visit']. Keep them natural, not salesy.

You get: Three natural referral asks you can rotate after every good job.

2. WhatsApp & Customer Messages

6. The WhatsApp welcome message

Use it to: Greet every new WhatsApp contact professionally, even at 2 a.m.



Write a welcome message for my business WhatsApp. I run a [BUSINESS TYPE] in [CITY] called [BUSINESS NAME]. The message should greet the customer, say what we do in one line, give our hours ([HOURS]) and the fastest way to book ([BOOKING METHOD]), and ask what they need. Warm and short — no more than 4 lines. Give me an English and a Spanish version.

You get: A ready-to-paste WhatsApp greeting in both languages.

7. The 24/7 greeter

Use it to: Prepare instant answers for the questions that arrive at all hours.

List the 8 questions customers message my [BUSINESS TYPE] about most often outside business hours, and write a short, helpful answer for each one using these details: hours [HOURS], address [ADDRESS], prices start at [STARTING PRICE], booking [BOOKING METHOD]. If a question needs a human, the answer should say we'll reply at [OPENING TIME]. English and Spanish.

You get: A complete after-hours FAQ you can use for quick replies or an auto-reply setup.

8. The booking confirmation

Use it to: Confirm appointments with every detail included, every single time.

Write a booking confirmation message I can send on WhatsApp. It should confirm: service [SERVICE], date and time [DATE/TIME], address [ADDRESS], price [PRICE], what the customer should bring or prepare ([PREPARATION]), and our cancellation policy ([POLICY]). End with: 'Reply YES to confirm or tell us if you need to change it.' Make a fill-in template I can reuse.

You get: A reusable confirmation template that prevents mix-ups.

9. The polite 'running late' message

Use it to: Handle delays and schedule changes without sounding unprofessional.

Write me three short messages for my [BUSINESS TYPE]: one for when we're running about 15 minutes late, one for rescheduling a customer to another day, and one apologizing when we have to cancel last minute. Each one should be honest, brief, offer a concrete new time, and include a small goodwill gesture: [GESTURE, e.g., '10% off this visit'].

You get: Calm, professional problem messages written before you ever need them.

10. The weekly message roundup

Use it to: Start Monday knowing exactly who is waiting on an answer.

Here are the customer messages from last week that I copied from my chats: [PASTE MESSAGES]. Summarize them for me: who is waiting for a reply, what each person wants,



which ones are urgent, and which ones are already resolved. Put it in a short list with the urgent ones first.

You get: A clear Monday-morning summary of everyone who needs a response.

3. Social Media That Posts Itself

11. The month of posts in one sitting

Use it to: Plan a full month of content in about twenty minutes.

Create a 4-week social media content calendar for my [BUSINESS TYPE] in [CITY]. Three posts per week. Mix: one helpful tip, one photo-worthy moment from the work, one customer-focused post (review, before/after, or offer). For each post write the caption, 5 hashtags, and the best posting time. My tone is [TONE: e.g., friendly and down-to-earth]. Special dates to include: [DATES/OFFERS].

You get: A complete month of captions ready to schedule.

12. The photo-to-post writer

Use it to: Turn the photos already on your phone into posts.

I just finished this job: [DESCRIBE THE JOB AND THE RESULT, e.g., 'deep-cleaned a 3-bedroom home before the family moved in']. Write an Instagram/Facebook caption about it: the problem, what we did, and the result. Add a call to action to book [SERVICE] in [CITY], plus 6 relevant hashtags. Friendly and proud, not boastful.

You get: A polished caption for your next before/after post.

13. The review spotlight post

Use it to: Turn a good review into content that brings the next customer.

Turn this customer review into a social media post: [PASTE REVIEW]. Thank the customer by first name, highlight the service they mentioned ([SERVICE]), and invite others in [CITY] to book. Suggest what photo or short video would go well with it. Keep it under 80 words plus hashtags.

You get: A trust-building post built from words your customer already wrote.

14. The offer announcement

Use it to: Announce a promotion clearly, with no confusion about the details.

Write the announcement post for this offer: [OFFER DETAILS: WHAT, DISCOUNT, DATES,



CONDITIONS]. My business is [BUSINESS NAME], a [BUSINESS TYPE] in [CITY]. Write one energetic version for Facebook, one shorter version for Instagram, and a one-line version for WhatsApp status. Include exactly how to claim the offer and the last day it's valid.

You get: The same offer written correctly for three channels at once.

15. The comment reply helper

Use it to: Respond to comments and DMs without spending your evening on it.

Here are comments and messages from my social media this week: [PASTE COMMENTS]. Draft a friendly reply to each one. For price questions, use: [PRICE ANSWER]. For compliments, thank them and invite them back. For the complaint, apologize briefly, don't argue in public, and invite them to message us privately so we can fix it.

You get: Every comment answered in your voice, ready to copy and post.

4. Appointments, Bookings & No-Shows

16. The reminder that prevents no-shows

Use it to: Cut no-shows with reminders that actually get read.

Write an appointment reminder message for my [BUSINESS TYPE]. It goes out the day before and should include: customer name [NAME], service [SERVICE], date and time [DATE/TIME], address [ADDRESS], and a simple way to reschedule ([HOW TO RESCHEDULE]). Friendly tone, and make clear that replying to confirm helps us hold their spot. Also write a shorter version for 2 hours before.

You get: Two reminder messages proven formats — day-before and same-day.

17. The no-show recovery message

Use it to: Recover a missed appointment without burning the relationship.

A customer missed their appointment today and didn't call. Write a kind message that assumes something came up, asks if they're okay, and offers two specific new times: [TIME OPTION 1] and [TIME OPTION 2]. Mention gently that next time a quick message helps us a lot. My business is [BUSINESS NAME]. Under 50 words.

You get: A graceful second-chance message that keeps the customer.

18. The weekly schedule organizer

Use it to: See your whole week clean, instead of scattered across chats and paper.



Here are all my appointments for next week in messy form: [PASTE APPOINTMENTS FROM YOUR CALENDAR, NOTES, OR CHATS]. Organize them into a clean day-by-day schedule. Flag any double-bookings, appointments that are too close together for travel between [CITY AREAS], and any missing information (no phone number, no address).

You get: A clean weekly plan plus a warning list of problems to fix before they happen.

19. The waitlist filler

Use it to: Fill cancellations with customers who are already waiting.

Write a message to my waitlist customers when a spot opens up. It should say: a [SERVICE] slot just opened on [DATE] at [TIME], it's first come first served, and they can claim it by replying to this message. Urgent but polite. Also write the follow-up for the customers who reply after the spot is taken, offering them [ALTERNATIVE].

You get: Two messages that turn a cancellation into a filled chair or table.

20. The confirmation checklist

Use it to: Make sure nothing about tomorrow's jobs is left to memory.

Based on tomorrow's appointments: [PASTE TOMORROW'S BOOKINGS], make me a checklist for tonight: what to confirm with each customer, what supplies or documents each job needs, what to charge or prepare, and anything unusual I should know. Order it by time of day.

You get: A tonight-checklist so tomorrow runs itself.

5. Landing Pages & Catalogs (Selling Without a Website)

21. The one-page sales page

Use it to: Get a simple page that explains and sells your service — without building a website.

Write the full text for a one-page landing page for my business. I'm a [BUSINESS TYPE] in [CITY] called [BUSINESS NAME]. Include: a headline that names the customer's problem, a short 'what we do' section, my 3 main services with prices ([SERVICES AND PRICES]), why customers choose us ([2-3 REASONS]), one customer testimonial placeholder, and a big call to action: message us on WhatsApp at [NUMBER]. Friendly, clear, no exaggerations.

You get: Complete landing-page copy ready to paste into any free page builder.

22. The service catalog

Use it to: Present everything you sell in one clean, shareable document.



Turn my price list into a clean service catalog. Business: [BUSINESS NAME], [BUSINESS TYPE], [CITY]. Services and prices: [PASTE LIST]. For each service write: a one-line description, what's included, the price, and how long it takes. End with how to book ([BOOKING METHOD]) and our hours ([HOURS]). Format it so I can share it as a WhatsApp document or print it.

You get: A professional catalog you can send to any customer who asks 'what do you offer?'

23. The headline test

Use it to: Pick the strongest headline for your page or profile.

Write 10 headline options for my [BUSINESS TYPE] in [CITY]. My customers' biggest frustration is [FRUSTRATION]. Half the headlines should focus on saving time, half on quality and trust. Then tell me which two you think are strongest and why, in plain words. Avoid clichés like 'best in town'.

You get: Ten headline options plus a clear recommendation — no guessing.

24. The Google profile polish

Use it to: Make your Google Business Profile say the right things.

Write my Google Business Profile description. Business: [BUSINESS NAME], a [BUSINESS TYPE] serving [CITY AND NEIGHBORHOODS]. We specialize in [SPECIALTIES]. We've been operating since [YEAR]. What customers value most: [STRENGTHS]. Include the services people search for, in natural sentences, under 750 characters. Also list 10 categories and services I should make sure appear on the profile.

You get: A search-friendly profile description and a checklist of what to add.

25. The FAQ page

Use it to: Answer once, in public, what customers ask you every single day.

Write an FAQ section for my [BUSINESS TYPE]. Answer these questions using my details: prices ([PRICE RANGE]), do you come to my home/area ([SERVICE AREA]), how to book ([BOOKING METHOD]), how long it takes ([TYPICAL TIME]), payment methods ([PAYMENT METHODS]), cancellation policy ([POLICY]). Clear, friendly answers, 2-3 sentences each. Add any important question I probably forgot.

You get: A complete FAQ for your page, profile, or pinned post.

6. Email & Documents



26. The inbox cleanup

Use it to: Turn a pile of unread emails into a short action list.

Here are the subjects and first lines of the emails in my inbox: [PASTE LIST]. Sort them into four groups: reply today, reply this week, just information, and can ignore. For the 'reply today' group, tell me in one line each what the person needs from me in my [BUSINESS TYPE] business.

You get: A prioritized inbox summary instead of a wall of unread mail.

27. The professional reply

Use it to: Answer important emails in a tone that makes your business look bigger.

Draft a reply to this email: [PASTE EMAIL]. My answer is: [YOUR POINTS IN YOUR OWN WORDS]. Make it professional and concise, in the voice of an organized business — not stiff or legal-sounding. If the email is in Spanish, reply in Spanish. Give me a slightly warmer version and a slightly firmer version so I can choose.

You get: Two reply options, so you always sound right for the situation.

28. The contract summary

Use it to: Understand any document before you sign it.

Summarize this document in plain language: [PASTE DOCUMENT TEXT]. I run a small [BUSINESS TYPE]. Tell me: what I'm agreeing to, what it costs, how long it lasts, how I can cancel, and anything that could surprise me later. Flag anything you think I should ask about before signing — but be clear this is a summary, not legal advice.

You get: A plain-English breakdown of what a document really means for you.

29. The policy writer

Use it to: Put the rules of your business in writing, once.

Write the basic policies for my [BUSINESS TYPE] in [CITY]: booking and deposits ([DEPOSIT AMOUNT OR RULE]), cancellations and rescheduling ([YOUR RULES]), late arrivals ([RULE]), and payment methods accepted ([METHODS]). Write them in friendly but firm language I can put on my page and send to new customers. English, with a Spanish version after.

You get: Clear written policies that prevent most disputes before they start.

30. The meeting and call notes

Use it to: Turn rough notes into action items you won't forget.



Here are my rough notes from a call with [CLIENT/SUPPLIER NAME]: [PASTE NOTES]. Turn them into: a 3-line summary of what was decided, a list of what I promised to do (with dates), a list of what they promised, and a short thank-you message I can send them confirming the main points.

You get: Organized notes, your commitments listed, and the confirmation message written.

7. Money: Quotes, Invoices & Payments

31. The invoice list builder

Use it to: Turn the week's jobs into a clean list of who owes what.

Here are the jobs I completed this week: [PASTE JOB NOTES: CUSTOMER, SERVICE, AMOUNT]. Make a clean table: customer, service, date, amount, and total for the week. Then write a short, polite invoice message for each customer with the amount and how to pay: [PAYMENT METHODS, e.g., Zelle, card, cash].

You get: Your week's billing organized, with the messages already written.

32. The polite payment reminder

Use it to: Get paid without awkwardness — or damaging the relationship.

Write three payment reminder messages for an invoice of [AMOUNT] for [SERVICE] that was due [DUE DATE]: one gentle (a few days late), one firmer (two weeks late), one final (a month late, mentioning we can't schedule new work until it's settled). All polite and professional, from [BUSINESS NAME]. Short enough for WhatsApp or text.

You get: An escalating set of reminders that stay professional at every step.

33. The price comparison researcher

Use it to: Check what materials or supplies cost before you buy.

I need to buy [PRODUCT OR MATERIAL] for my [BUSINESS TYPE] in [CITY]. Search the web for current prices at the main suppliers and stores near me. Compare at least 4 options: price, shipping or pickup, and any bulk discount. Recommend the best value, not just the cheapest, and show me a simple comparison table with links.

You get: A researched comparison so you stop overpaying out of habit.

34. The expense tracker summary

Use it to: See where the month's money went, from messy receipts.



Here are my business expenses this month, in messy form: [PASTE EXPENSES FROM RECEIPTS, NOTES, OR BANK ALERTS]. Organize them by category (materials, gas/transport, tools, advertising, other), total each category and the whole month, and point out anything unusual or larger than normal. My business is a [BUSINESS TYPE].

You get: A clear expense picture your accountant — and you — will appreciate.

35. The service price check

Use it to: Sanity-check your prices against your local market.

Search the web for what [BUSINESS TYPE] businesses in [CITY] charge for [SERVICE]. Summarize the typical price range, what the higher-priced ones include that the cheaper ones don't, and how my price of [YOUR PRICE] compares. Give me honest pros and cons of raising, holding, or adding a premium version. No hype — just the picture.

You get: A grounded read on your market before you touch your prices.

8. Reviews & Reputation

36. The review request message

Use it to: Ask for reviews at exactly the moment customers are happiest.

Write a short message asking a customer to leave us a Google review, to send right after a great [SERVICE]. Thank them for choosing [BUSINESS NAME], mention the specific job briefly ([JOB DETAIL]), and include the review link: [LINK]. Friendly, grateful, never pushy, under 40 words. English and Spanish versions.

You get: A well-timed review request you'll actually remember to send.

37. The gracious review reply

Use it to: Reply to every good review like a business that cares.

Write replies to these positive reviews: [PASTE REVIEWS]. Each reply should thank the customer by name, mention one specific thing they praised, and invite them back to [BUSINESS NAME] in [CITY]. Vary the wording so the replies don't look copy-pasted. 2-3 sentences each.

You get: Personal-sounding replies that future customers will read and trust.

38. The bad-review calm-down

Use it to: Respond to a negative review without making it worse.



A customer left this negative review: [PASTE REVIEW]. Write a public reply that stays calm, thanks them for the feedback, briefly addresses the issue without arguing or blaming, and invites them to contact us directly at [PHONE/EMAIL] so we can make it right. Also write a private message I can send them first. My business is [BUSINESS NAME].

You get: A professional response that shows future customers how you handle problems.

39. The reputation checkup

Use it to: Find out what the internet says about your business right now.

Search the web for my business: [BUSINESS NAME], a [BUSINESS TYPE] in [CITY]. Summarize what you find: our ratings on Google and other platforms, what customers praise most, what complaints appear, and anything incorrect or outdated (old hours, old phone number, wrong address). End with the top 3 fixes you'd recommend first.

You get: An honest snapshot of your online reputation and what to fix first.

40. The testimonial polisher

Use it to: Turn a customer's casual praise into a quote you can publish.

A customer said this about us in a message: [PASTE THEIR WORDS]. Turn it into a short, polished testimonial for my page and social media — in their voice, without inventing anything they didn't say. Suggest the best place to show it. If it needs their permission, write the quick message asking for it.

You get: A publishable testimonial plus the permission message, handled correctly.

9. Hiring & Team Help

41. The job post writer

Use it to: Write a clear job posting that attracts the right people.

Write a job post for my [BUSINESS TYPE] in [CITY]. I need a [ROLE, e.g., 'part-time cleaning helper'] for [SCHEDULE]. Duties: [MAIN DUTIES]. Must have: [REQUIREMENTS]. Pay: [PAY OR RANGE]. We offer: [PERKS]. Write it in friendly, honest language, say exactly how to apply ([HOW TO APPLY]), and post it in a format I can use on Facebook and Indeed. Add a Spanish version.

You get: A complete, honest job post ready for two platforms.

42. The interview question list

Use it to: Interview helpers with the same good questions, every time.



I'm hiring a [ROLE] for my [BUSINESS TYPE]. Write me 10 interview questions that reveal reliability, experience with [KEY TASK], how they handle difficult customers, and availability. For each question, tell me in one line what a strong answer sounds like and what answer should worry me. Keep it practical — no corporate HR language.

You get: A simple interview guide that helps you hire with your eyes open.

43. The new-hire welcome pack

Use it to: Start every new helper with the same clear instructions.

Write a one-page welcome guide for a new [ROLE] at [BUSINESS NAME]. Include: our hours and how scheduling works, how we communicate ([e.g., WhatsApp group]), how customers should be greeted and treated, uniform/dress expectations ([DETAILS]), what to do if they're sick or late, and the 5 mistakes new people make most. Warm welcome, clear rules.

You get: A starter document that saves you repeating yourself with every hire.

44. The task instructions writer

Use it to: Explain a recurring job once — in writing anyone can follow.

Turn my explanation of how we do [TASK] into a step-by-step instruction sheet. Here is how I do it: [EXPLAIN IN YOUR OWN WORDS, MESSY IS FINE]. Organize it into numbered steps, add a materials checklist at the top, and a 'quality check' list at the end so the person can verify their own work. My business is a [BUSINESS TYPE].

You get: A checklist-style procedure your team can follow without you present.

45. The schedule message

Use it to: Send the week's shifts and tasks clearly, with no confusion.

Write the weekly schedule message for my team. Business: [BUSINESS NAME]. This week: [PASTE WHO WORKS WHEN, AND ANY SPECIAL JOBS OR NOTES]. Format it day by day, name first, times clear. Add a friendly note about [ANNOUNCEMENT, e.g., 'Saturday is our busiest day — please confirm you saw this']. End by asking everyone to reply 'OK' so I know they read it.

You get: A clean team schedule message that gets acknowledged.

10. Ideas, Prices & Decisions

46. The slow-week ideas list

Use it to: Fill quiet weeks instead of just worrying about them.



Business is slow this week at my [BUSINESS TYPE] in [CITY]. Give me 10 practical ideas to bring in customers in the next 7 days using only what I already have: my customer list, WhatsApp, and social media. For each idea: what to do, what message to send, and roughly how long it takes. No paid ads, no discounts over [MAX DISCOUNT]% — I protect my margins.

You get: A realistic one-week action plan built from assets you already own.

47. The new service reality check

Use it to: Think through a new service before you spend money on it.

I'm thinking of adding [NEW SERVICE] to my [BUSINESS TYPE] in [CITY]. Research for me: do customers search for this locally, what do competitors charge, what equipment or supplies would I need to start, and what could go wrong. Give me the honest picture — the case for it, the case against it, and the cheapest way to test it for one month before committing.

You get: A grounded go/no-go analysis instead of an expensive guess.

48. The pros-and-cons decision helper

Use it to: Decide between two real options with a clear head.

I need to decide between two options for my business: Option A: [DESCRIBE]. Option B: [DESCRIBE]. My situation: [BUDGET, TIME, GOALS]. Compare them on cost, time, risk, and effect on my customers. Then give me your recommendation and the reasoning — and tell me what question I should answer first if I'm still not sure.

You get: A structured comparison and a recommendation you can argue with.

49. The goal-to-plan converter

Use it to: Turn 'I want more customers' into actual steps.

My goal for the next 90 days is: [GOAL, e.g., 'go from 20 to 35 regular customers']. My business is a [BUSINESS TYPE] in [CITY]. Current situation: [WHERE YOU ARE NOW]. Break the goal into monthly milestones and weekly actions I can really do alongside running the business — no more than 3 actions per week. Include how I'll know if it's working.

You get: A 90-day plan sized for a working owner, not an office team.

50. The Monday morning briefing

Use it to: Start every week with a plan instead of a reaction.

Act as my weekly planning assistant for [BUSINESS NAME], my [BUSINESS TYPE]. Every time I run this prompt, I'll paste my week ahead: [PASTE APPOINTMENTS, PENDING QUOTES, UNPAID INVOICES, IDEAS]. Build me: my top 3 priorities, what can wait, one marketing action for the



week, and one thing I should stop putting off. Short and direct — I read this with my coffee.
You get: A reusable Monday ritual that keeps the business moving forward.

What next

This guide is just the starter set.

- **Get 3 new prompts every week** — subscribe to the free AI Agent For Me weekly newsletter at **aiagentforme.com**. Each issue covers what's new with Muse and includes three fresh, ready-to-copy prompts for your business.
- **Use one prompt a day.** Fifty prompts is a toolbox, not homework. Pick the one that solves today's problem, use it, and come back tomorrow.
- **Tell us what worked.** The best future prompts come from real owners. Reply to any newsletter issue with the task you wish Muse could do for you.

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