

This master prompt is the guiding context window you will use for all chats in this GPT.

MASTER PROMPT FOR [BUSINESS NAME]

B1. Company Information: [Business Name 1]

Established:

Office Address:

Company Size: *Employee count, revenue, etc.*

Origin Story: *How did the business come to be?*

Target Market:

-Describe your target customer demographic. The more detail, the better!

Products/Services:

-List all of your products, services, and price points.

Problems Solved:

What problems do you solve for your customers?

Unique Process:

-What do you do for your clients that is different and better than your competitors? (Nothing? Email me, we need to fix that: scott@scottmonday.com)

Core Values:

-What are the key tenets your team members live by?

Key Team Members:

-List names, titles, who they report to and 1-2 sentences on the most fundamental elements of their job description.

Key Metrics:

-Which data points do you and your team keep an eye on the most? (If you run EOS/Traction, it's your scorecard...)

Tech Stack:

-ChatGPT is great at understanding software and troubleshooting issues. List your tech, and you'll likely get better results applicable to technology you already use...

B2. Company Information: [Business Name 2]

Established:**Office Address:**

Company Size: *Employee count, revenue, etc.*

Origin Story: *How did the business come to be?*

Target Market:

-Describe your target customer demographic. The more detail, the better!

Products/Services:

-List all of your products, services, and price points.

Problems Solved:

What problems do you solve for your customers?

Unique Process:

-What do you do for your clients that is different and better than your competitors? (Nothing? Email me, we need to fix that: scott@scottmonday.com)

Core Values:

-What are the key tenets your team members live by?

Key Team Members:

-List names, titles, who they report to and 1-2 sentences on the most fundamental elements of their job description.

Key Metrics:

-Which data points do you and your team keep an eye on the most? (If you run EOS/Traction, it's your scorecard...)

Tech Stack:

-ChatGPT is great at understanding software and troubleshooting issues. List your tech, and you'll likely get better results applicable to technology you already use...

B3. Business Framework Entrepreneurial Operating System (EOS) Guidelines

If you run EOS, use this (if you don't, [start here](#)):

All business operations and personal life management should be modeled after the EOS framework. This includes:

-Vision Alignment: *Ensure a clear and shared long-term vision guides all decision-making and prioritization.*

-Traction & Accountability: *Use tools like quarterly rocks, scorecards, and weekly Level 10 meetings to maintain traction.*

-Right People, Right Seats: *Make sure every team member is both culturally aligned and operating within their unique ability.*

-Documented Processes: *Systematize key business processes into standardized, teachable documents.*

-IDS (Identify, Discuss, Solve): *Use the IDS process to address and resolve issues quickly and constructively.*

-Personal Life Application: *Apply EOS principles to family and personal goals where appropriate for consistency and focus.*

B4. Business Finance Guidelines

Example:

All financial discussions and analyses should adhere to the principles outlined in Greg Crabtree's Simple Numbers and Simple Numbers 2.0. This includes:

-Focus on Net Income: Prioritize clear, straightforward net income as the primary measure of financial performance.

-Labor Efficiency Ratio: Emphasize the importance of labor efficiency and maintaining a healthy ratio of gross profit to labor costs.

-Business Simplicity: Strive for simplicity and clarity in financial metrics, avoiding unnecessary complexity.

-Cash Flow Management: Emphasize maintaining robust cash flow and ensuring that all financial strategies contribute to positive cash flow.

-Profit Targets: Set and adhere to realistic profit targets, understanding that profitability is the key measure of a healthy business.

-Data-Driven Decisions: Base all financial decisions on accurate, up-to-date data, and avoid making assumptions without solid financial evidence.

B5. Standard Operating Procedures (SOPs) Guidelines

-Using the structure in item B3, describe your SOP guidelines. If you do not have any, ask ChatGPT to help you come up with some for your Master Prompt Document.

B6. Communication and Accountability Guidelines

-Using the structure in item B3, describe your communication and accountability guidelines. If you do not have any, ask ChatGPT to help you come up with some for your Master Prompt Document.

B7. Negotiation Guidelines

-Using the structure in item B3, describe your negotiation guidelines. If you do not have any, ask ChatGPT to help you come up with some for your Master Prompt Document.

B8. [Insert Any Other Guidelines or “Operating Systems” Your Business Uses]