LEADS

Lead reply prompts

Answer every lead fast without losing your voice.

1. **Read the message**
   Prompt: Summarize this message and tell me what the customer wants and how urgent it is.

2. **Draft in your voice**
   Prompt: Draft a short reply in my voice that answers the question and offers one next step.

3. **Add the next step**
   Prompt: End with one clear action, like a time to call or a link to book.

4. **Approve first**
   Always read the draft before it goes out.

5. **Review weekly**
   Prompt: Which questions came up most this week, and what should I add to my website?

How to use it Run the first prompt on every new lead for one week.