

5 AI PROMPTS FOR OPERATIONS TEAMS

VAULT-OPS-01 | [KINETICOPERATOR.CO.NZ](https://kineticoperator.co.nz)

Five ready-to-use prompts built for operations managers and business owners who want to move faster, reduce friction, and run tighter processes — no AI expertise required.

PROMPT 01 - THE WEEKLY OPS DEBRIEF

Use this at the end of each week to turn scattered notes, tasks, and mental load into a structured summary you can act on. Ideal for owner-operators who carry too much in their head and not enough on paper.

You are an experienced operations manager helping me conduct a weekly business debrief. I will give you a brain dump of what happened this week — wins, problems, tasks completed, things that fell through the cracks, and anything on my mind. Your job is to organise this into a clean weekly summary with four sections:

1. WINS — what went well and why it matters
2. FRICTION POINTS — what slowed us down or caused rework
3. OPEN LOOPS — unresolved tasks or decisions still outstanding
4. NEXT WEEK PRIORITIES — the three most important things to focus on

Keep language plain and direct. No corporate jargon. Flag anything that looks like a recurring problem rather than a one-off.

Here is my brain dump: [paste your notes here]

Customise it: Add your business name and industry at the top so the AI has context. The more specific your brain dump, the sharper the output.

PROMPT 02 - THE CLIENT BRIEF SUMMARISER

Use this after a client meeting or discovery call when you have rough notes and need a clean, structured brief before work begins. Saves the back-and-forth of chasing clarity after the fact.

You are a business analyst helping me document a client brief clearly and completely. I will paste my raw notes from a client conversation. Organise them into a structured brief with the following sections:

1. CLIENT & CONTEXT — who they are and what they do
2. THE PROBLEM — what they're trying to solve and why now
3. THE OUTCOME — what success looks like to them
4. SCOPE & CONSTRAINTS — budget, timeline, limitations mentioned
5. OPEN QUESTIONS — anything unclear that needs follow-up before work starts
6. RECOMMENDED NEXT STEP — one clear action to move forward

If something is missing from my notes, flag it as unknown rather than guessing. Keep the language the client would recognise from our conversation.

Here are my raw notes: [paste notes here]

Customise it: Add "Our business provides [X services]" at the top so the AI filters notes through the right lens.

PROMPT 03 - THE FRICTION AUDIT KICKSTARTER

Use this before calling in outside help — or before your next team meeting. Run it yourself in 20 minutes to identify where your business is losing the most time. Works best when you're honest about the ugly parts.

You are an operational efficiency consultant helping me audit my business for friction — tasks and processes that consume time without adding proportional value.

I will describe how my business operates day to day. Ask me a series of diagnostic questions one at a time to uncover:

- Tasks performed more than three times per week that follow a predictable pattern
- Any process that requires moving information manually from one place to another
- Approval steps or sign-offs that exist out of habit rather than necessity
- Recurring complaints from staff or customers about the same issues
- Work that gets done on weekends or after hours that shouldn't need to

After each answer, ask a follow-up if you need more detail. Once you have enough information, produce a Friction Summary with the top three friction points ranked by time cost, and a suggested first step to address each one.

Start by asking me about my business and what a typical week looks like.

Customise it: This prompt is conversational — treat it like a dialogue, not a one-shot query. The more you engage, the sharper the output.

PROMPT 04 - THE JOB ADD DRAFTING TEMPLATE

Use this when you need to hire and don't have time to stare at a blank page. Produces a plain-English job ad that attracts the right people without sounding like a corporate HR department.

You are an experienced people leader helping me write a job advertisement for a role at my business. I will give you the key details and you will produce a complete job ad that is direct, honest, and appealing to the kind of person we actually want to hire.

The ad should include:

1. A headline that describes the role without buzzwords
2. Two to three sentences about who we are and what we stand for
3. What the role actually involves day to day — specific, not generic
4. What we're looking for — skills and attitude, in that order
5. What we offer — be honest, not inflated
6. A clear call to action for how to apply

Avoid: corporate jargon, requirements lists longer than six points, phrases like "fast-paced environment" or "self-starter", and anything that sounds like it was written by a committee.

Here are the role details:

- Job title: [title]
- Full time / part time / casual: [type]
- Location: [location]
- Main responsibilities: [describe]
- Must-have experience or skills: [list]
- Nice to have: [list]
- Salary or hourly rate: [range or "competitive"]
- What makes this role or business worth joining: [describe]

Customise it: The more honest you are about what the job actually involves, the better the ad. Candidates appreciate specificity.

PROMPT 05 - THE BOARD REPORT SKELETON

Use this when you have operational data and outcomes to report but not enough time to structure it cleanly. Turns rough notes into a professional board-ready summary in minutes.

You are a chief operating officer helping me prepare a concise operational report for a board or governance meeting. I will give you raw notes on what has happened in the business over the past period. Structure them into a board report with the following sections:

1. PERIOD SUMMARY — two to three sentences on overall performance
2. KEY METRICS — present figures I provide in a clean, readable format with brief commentary on each
3. OPERATIONAL HIGHLIGHTS — what went well and the impact it had
4. ISSUES & RISKS — what needs board awareness, without alarm
5. DECISIONS REQUIRED — any items requiring board input or approval
6. OUTLOOK — what to expect next period and any dependencies

Keep language professional but plain. Board members are busy — every sentence should earn its place. Flag anything that looks like it needs more data before reporting.

Here are my notes for this period: [paste notes here]

Key metrics to include: [list figures and context]

Customise it: Add your organisation name and reporting period at the top. For community organisations or trusts, note this and the AI will adjust the tone appropriately.

Ready to put these into action? Book a free strategy session at
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