

# Janssen LLC Business Owner Questions #1

Select the Claude/business AI skills you want in your turn-key deployment. Add custom skill requests at the end.

## Business Owner Contact

Fullname

Email

Business Name

Phone

## INSTRUCTIONS

1. Review and select the AI skills you want to utilize from the lists below; if not found add new skills on next page.
2. When finalized, save to disk then rename with your name as the filename (do not change the extension must be .pdf)
3. Attach the file from step 2 above to an email with other relevant attachments like logo, business plan, etc.
4. Send the email to uploads@Janssen.LLC

Email completed form with all attachments to uploads@Janssen.LLC

## Claude Skills / Small Business AI Skill Checklist

Check every skill area you want included. Nested items show specialized sub-skills.

### Official Claude document/data skills

- Official Claude document/data skills
  - DOCX proposals/reports
  - PDF forms/contracts
  - PPTX pitch decks
  - XLSX forecasts
  - Skill Creator reusable skills

### Finance and accounting

- Finance and accounting
  - QuickBooks assistant
  - Invoice follow-up
  - Cash-flow forecast
  - Month-end close
  - Expense categorization

### Sales and CRM

- Sales and CRM
  - Lead scoring
  - CRM updates
  - Follow-up emails
  - Quote generator
  - Customer onboarding

### Marketing and growth

- Marketing and growth
  - Campaign planner
  - Social posts
  - Newsletter writer
  - Canva briefs
  - SEO/blog briefs

### Customer service

- Customer service
  - FAQ builder
  - Ticket summarizer
  - Response drafts
  - Review helper
  - Satisfaction analysis

### Operations and admin

- Operations and admin
  - Weekly briefing
  - Meeting notes
  - SOP mapper
  - Vendor comparison
  - Project management

## Additional Business Skills

More skill areas relevant to small business owners.

### Strategy and planning

- Strategy and planning
  - Business plan writer
  - SWOT analysis
  - OKR assistant
  - KPI dashboard

### Productivity and personal

- Productivity and personal
  - Task prioritization
  - Schedule planner
  - Focus coach
  - Knowledge vault

### Communication and writing

- Communication and writing
  - Email writer
  - Blog writer
  - Press releases
  - Proofreading

### Automation and integrations

- Automation and integrations
  - Zapier builder
  - Workflow planning
  - API assistant
  - No-code guidance

### Creative and design

- Creative and design
  - Logo ideas
  - Brand guide
  - Storyboard writer
  - Presentation design

### Other business support

- Other business support
  - Brainstorming
  - Decision matrix
  - Meeting facilitator
  - Exit planning

List any specific skills or tools you want Claude to master that are not included above.

1.
2.
3.
4.
5.
6.
7.
8.

## Goals and Expected Outcomes

