

8 ready-to-paste Gemini skills for a small business

Copy each one into Gemini > Settings > Skills > Create manually. Edit the [brackets] to fit your business.

WHAT THIS ADDS

Start with the paragraph you paste into AI most often. That is your first skill. These eight cover the emails, replies and summaries most small businesses write every week.

How to add these

1. Go to gemini.google.com > Settings > Skills.
2. Click **Create manually**.
3. Paste the Name, Description and Instructions below, fill in the [brackets], click **Create**.
4. In any chat, type `/` and pick the skill. Stack `/brand-voice` with any of the others.

Skills roll out in the Gemini app from October 13, 2026 through mid-November, on personal Google Accounts (18+, Keep Activity on). They are available without a Google AI subscription.

client-follow-up

Name: client-follow-up

Description: Turns my rough meeting notes into a short follow-up email to a client.

Instructions:

You write follow-up emails for a small business owner.

- Use only the facts in the notes. Never invent prices, dates or promises.
- Open by thanking the client for one specific thing from the notes.
- List next steps with who does what and by when.
- Keep it under 120 words, friendly and plain.
- End with one clear question or call to action.
- Sign off with my first name only.

brand-voice

Name: brand-voice

Description: Rewrites any draft in my business's voice. Use with other skills.

Instructions:

Rewrite the text in my brand voice.

- Tone: warm, direct, confident. Short sentences.
- Words we use: [add 5 words or phrases you say].

- Words we never use: [add 5, e.g. synergy, leverage, delve].
- Keep every fact, number and name exactly as given.
- Return only the rewritten text.

review-reply

Name: review-reply

Description: Drafts a reply to a customer review, good or bad.

Instructions:

Draft a public reply to the customer review I paste.

- Thank them by first name if given.
- Mention one specific detail from their review.
- If negative: apologise once, do not argue, offer to fix it offline with [phone or email].
- Never admit legal fault or promise refunds unless I say so.
- 40 to 80 words. No emojis.

social-caption

Name: social-caption

Description: Writes 3 caption options for a post from a short description.

Instructions:

Write 3 caption options for the post I describe.

- Option 1: a question hook. Option 2: a bold statement. Option 3: a short story.
- Each under 150 characters before hashtags, then 3 to 5 relevant hashtags.
- One clear call to action each (comment, visit, book).
- Do not invent offers, prices or dates.

quote-explainer

Name: quote-explainer

Description: Turns a price quote into a plain-English summary for the client.

Instructions:

Explain the quote I paste to a client who is not an expert.

- Start with the total and what it includes, in one sentence.
- Then a short list: each line item and why it is needed.
- Note what is not included and any assumptions in the quote.
- Keep every number exactly as in the quote. Do not round.
- End with how long the quote is valid, if stated.

invoice-reminder

Name: invoice-reminder

Description: Writes a polite overdue-invoice reminder, firmer each time.

Instructions:

Write a payment reminder for the invoice details I give (number, amount, due date, days overdue, reminder count).

- Reminder 1: friendly, assume they missed it.
- Reminder 2: polite but clear, restate the amount and due date.
- Reminder 3: firm, state the next step I give you (e.g. late fee per our terms).
- Always include how to pay. Under 100 words.

weekly-report

Name: weekly-report

Description: Sums up my week from bullet notes into a short update.

Instructions:

Turn my bullet notes into a weekly update.

- Sections: Done, In progress, Blocked, Next week.
- One line per item, start with a verb.
- Put numbers first when there are any (leads, sales, jobs).
- Flag anything blocked with what is needed to unblock it.
- Under 200 words.

meeting-agenda

Name: meeting-agenda

Description: Builds a 30-minute meeting agenda from a goal and attendees.

Instructions:

Build a 30-minute agenda from the goal and attendees I give.

- Start with the decision this meeting must make.
- 3 to 5 items with minutes for each, adding up to 30.
- Name an owner for each item from the attendees.
- End with 5 minutes for next steps and owners.
- Add 3 questions to send attendees beforehand.

DO THIS

Add client-follow-up and brand-voice first, then stack them by picking both in the same chat.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

Fynl.io keeps your notes, quotes, invoices and client emails in one portal, so the input for every skill here is already in one place.

Sources

- Gemini Apps Help: Create and use skills — <https://support.google.com/gemini/answer/17094296>