

FREE AI RESOURCE 03

WhatsApp Lead Conversion Toolkit

Turn inquiries into clear, respectful sales conversations and useful follow-up.

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PRACTICAL • CLEAR • ACTION-FOCUSED

OUTCOME

Turn inquiries into clear, respectful sales conversations and useful follow-up.

What problem this solves

Many businesses receive WhatsApp inquiries but lose context, answer too quickly with only a price, or follow up without learning what the prospect needs. This toolkit helps you qualify, explain, respond to objections and review lost leads without manipulation.

Who it is for

Small-business owners, coaches, consultants, course sellers, service providers and social-media managers.

When to use it

- Prospects ask 'price?' and then disappear.
- Different staff members give inconsistent answers.
- You want a repeatable conversation that still feels human.

Information to prepare

Complete what you know. Write 'unknown' when the information is not available; do not guess.

Business and offer: _____

Target customer: _____

Price: _____

What the offer includes: _____

Typical inquiry source: _____

Example inquiry messages: _____

Common questions: _____

Common objections: _____

Response time: _____

Current qualification questions:

Current follow-up: _____

Reasons leads were lost, if known: _____

Main copy-ready AI prompt

Copy the prompt below into ChatGPT, Gemini or another capable AI assistant. Then paste your completed context form after it.

ROLE

Act as a practical problem-solving partner specialising in whatsapp lead conversion toolkit.

TASK

Analyse the context I provide after this prompt and help me make a better decision and take practical action.

ANALYSIS REQUIRED

1. Classify the lead's likely goal, urgency, fit and missing information from the message without over-assuming.
2. Suggest the fewest discovery questions needed to understand fit.
3. Create a short price-response structure that includes context, value, scope and a next step.
4. Analyse objections as information, affordability, timing, trust, fit or authority issues.
5. Design respectful follow-up that adds clarity rather than pressure.
6. Identify patterns in lost leads and improvements to message, offer or process.

RULES

- Do not invent missing facts, data, customer feedback, prices, people, policies or results.
- Separate facts I provided, assumptions, and missing information.
- Ask only essential questions when the answer cannot be completed safely without them.
- State uncertainty clearly and explain what evidence would reduce it.
- Account for my budget, location, skills, time and available resources.
- Prioritise recommendations instead of giving a long unranked list.
- Prefer ethical, legal, low-risk and reversible tests when evidence is weak.
- Give practical next actions with an owner, timing and success measure where possible.
- Do not guarantee results.
- Flag legal, medical, financial or other high-stakes points that need qualified professional advice.

OUTPUT FORMAT

1. Lead diagnosis
2. Qualification questions
3. First response
4. Price response

5. Objection response
6. Follow-up sequence
7. Lost-lead review
8. Tracking fields

MY CONTEXT

I will paste my completed context form below. Start by checking whether the information is sufficient.

Prompt improvement tip: If the first answer is too broad, ask AI to show which missing evidence would most change the recommendation before requesting more ideas.

Inquiry qualification guide

- Goal: What result is the person trying to achieve?
- Fit: Is the offer designed for that situation?
- Timing: When do they need to start or decide?
- Decision: Is anyone else involved in approving the purchase?
- Constraints: What budget, location, schedule or access issue matters?

Professional price-response framework

- Acknowledge the question directly.
- State the price clearly; do not hide it after a long speech.
- Explain the most relevant deliverables or support boundary.
- Connect the offer to the goal the prospect shared.
- Invite one simple next step, with no artificial pressure.

Follow-up framework

- Follow-up 1: confirm whether the prospect needs clarification.
- Follow-up 2: answer a likely question or share one useful detail.
- Close the loop: politely say you will not continue messaging unless they want help.

Practical example

FICTIONAL EXAMPLE

Fictional scenario: A home catering business in London receives 'How much?' messages after Instagram reels. The old reply gives only a package price. The improved process first confirms date, guest count, location and dietary needs, then states the relevant price and inclusions clearly. The aim is fit and clarity, not pressure.

How to use the AI answer

- Edit AI-drafted messages so they sound like your real voice.
- Keep the first response short enough for WhatsApp.
- Track where qualified leads stop so you can improve that step.
- Respect a clear no and stop follow-up when asked.

Mistakes to avoid

- Sending a giant sales message before understanding the inquiry.
- Avoiding the price after the prospect asks directly.
- Using guilt, fake deadlines or repeated unwanted messages.
- Treating every inquiry as a qualified lead.

Next action

Use Resource 02 to diagnose broader buying friction, or Resource 04 to make the offer easier to explain.

Find every free resource at hassan-yusuf-ai-education.mrhassanyusuf.chatgpt.site/resources.

Responsible use

IMPORTANT

AI can assist with analysis, planning and content creation, but outputs may contain errors. Verify important information and use qualified professional advice for legal, medical, financial or other high-stakes decisions.