1 AI A DAY · @JJWONG.AI

The Late-Ship Radar

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The prompt, the order sheet template and the morning routine for campaign week.

The idea

During a campaign, orders pile up and the oldest sink to the bottom. Sort by **ship-by time**, not by what's on top of the pile, and pack the orders closest to their deadline first.

The morning routine (5 minutes, before packing)

1. Export pending orders with the ship-by date your platform shows on each order.
2. Convert every date to **YYYY-MM-DD HH:MM** and note the time zone (Malaysia time).
3. Run the prompt.
4. Print the RED list and put it on the packing table.
5. Message any buyer whose order will miss its ship-by time — before it does.

Use the platform's ship-by date. Don't calculate your own.

The order sheet (columns)

ORDER ID	SKU	QTY	SHIP-BY (YYYY-MM-DD HH:MM)	STATUS	PACKER	NOTES

The prompt

```
Here are my pending orders with order ID, SKU, quantity and ship-by
date in YYYY-MM-DD HH:MM, Malaysia time. Today is [date, time].
Sort by ship-by time.
Mark RED if due within 24 hours, AMBER within 48 hours.
Flag any order containing a SKU from this out-of-stock list: [list].
Output a table I can print, RED first.
If any date is missing or not in the format above, list those orders
separately instead of guessing.
```

The trap

AI can misread your dates. Exports mix formats — 03/11 could be 3 November or 11 March, and the model picks one silently. Convert to YYYY-MM-DD first and state the time zone. The last line of the prompt makes it stop instead of guessing.

The buyer message (when an order will be late)

> Hi [name], thanks for your order. Campaign volume is very high and your parcel will ship a little later than planned — by [date].
> Sorry for the wait, and thank you for your patience.