

PROPEL 24/7

# 5 AI Automations That Replace Your Most Expensive Business Tasks

Stop paying for tasks that AI can handle in minutes.

**Start saving \$2,000+/month starting this weekend.**

A Free Guide for Small Business Owners Ready to Work Smarter  
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# You're Working Too Hard On the Wrong Things

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If you're a small business owner, you already know the feeling. You wear every hat. You're the CEO, the marketing department, the customer service team, and the bookkeeper all rolled into one. And every month, you're either spending hours doing repetitive tasks yourself, or you're paying someone else to do them.

## What if you could eliminate both problems?

Artificial intelligence isn't coming. It's here. And the small business owners who figure out how to use it first are going to have an unfair advantage over everyone else for the next 3-5 years. Not because AI is magic, but because it can handle the repetitive, time-consuming work that eats up your day and drains your bank account.

**This guide shows you 5 specific AI automations** that real business owners are using right now to save 15-20 hours per week and \$2,000+ per month. Each one can be set up in a single afternoon with no coding or technical skills required.

These aren't vague ideas. These are specific systems you can implement this weekend. For each automation, you'll learn exactly what it replaces, how much it saves you, and which tools to use.

## Who This Guide Is For:

- Small business owners spending 10+ hours/week on repetitive tasks
- Solopreneurs paying VAs or agencies for work AI can do better
- Service-based businesses ready to scale without hiring
- Anyone who wants their business to run 24/7 even when they're not working

## 01

# AI-Powered Client Onboarding System

*What if every new client was welcomed perfectly, without you lifting a finger?*

**The Problem:** Every time you land a new client, you spend 2-4 hours on the same tasks. Sending a welcome email. Collecting their information with an intake form. Scheduling a kickoff call. Sharing login credentials or documents. Creating their folder in your system. Multiply that by 5-10 new clients per month, and you're losing 20-40 hours on work that looks exactly the same every single time.

**The AI Solution:** You build one automated workflow that triggers the moment someone pays. Within seconds, your new client receives a personalized welcome email written by AI and customized with their name and project details, an intake questionnaire, a link to book their kickoff call, and access to their shared workspace. No copy-pasting. No forgetting steps. No client waiting 24 hours to hear from you.

TIME SAVED

**15-20 hrs/month**

MONEY SAVED

**\$500-800/mo**

REPLACES

**Part-time VA**

## Tools You'll Need:

### Zapier or Make.com

Connects your payment processor to your email, calendar, and file systems. The central brain that tells everything else what to do.

**Free plan available | Paid starts at \$19.99/mo**

### ChatGPT or Claude

Generates personalized welcome emails and onboarding messages for each client based on their purchase details.

**Free tier available | Pro from \$20/mo**

### Calendly

Automated scheduling so clients book their own kickoff calls without the back-and-forth emails.

**Free plan available | Paid from \$10/mo**

## 02

## AI Content Engine: One Piece Becomes Ten

*Record once. Publish everywhere. Never stare at a blank screen again.*

**The Problem:** You know you need to be posting on social media, sending emails, and publishing blog content. But creating all of that from scratch takes 10-15 hours per week. So either you burn yourself out doing it, you pay a social media manager \$1,500-3,000/month, or most likely you just don't do it consistently and your marketing suffers.

**The AI Solution:** You record one 10-minute video or voice memo about something you know. That's it. That's your only creative input for the week. Then AI transforms that single piece into a full blog post, 5-7 social media posts tailored for different platforms, an email newsletter, 2-3 short-form video scripts for Reels or TikTok, and a set of quote graphics pulled from your best lines.

One recording becomes 10+ pieces of content. Every single week. Content that sounds like you because it started with your voice and your ideas.

TIME SAVED

40-60 hrs/month

MONEY SAVED

\$1,500-3,000/mo

REPLACES

Content manager

### Tools You'll Need:

**ChatGPT or Claude**

Takes your transcript and transforms it into blog posts, social media captions, email copy, and video scripts in your voice.

Free tier available | Pro from \$20/mo

**Descript or Otter.ai**

Automatically transcribes your voice memos and videos so AI has text to work with. Descript also handles basic video editing.

Free plan available | Paid from \$24/mo

**Canva**

Creates branded social media graphics, quote cards, and carousel posts using templates you customize once and reuse forever.

Free plan available | Pro \$12.99/mo

## 03

## AI Customer Service & FAQ Bot

*Answer every customer question instantly. Even at 3 AM on a Sunday.*

**The Problem:** Your customers and prospects ask the same 20 questions over and over. What are your hours? How much do you charge? Do you serve my area? What's your process? You spend 30-60 minutes every day answering emails and DMs that all say the same thing. And when you don't respond fast enough, they go to your competitor.

**The AI Solution:** You set up an AI-powered chatbot on your website that's trained on your specific business information. It knows your pricing, your services, your policies, your process, and your personality. When someone visits your site at 11 PM on a Tuesday, the bot answers their questions immediately, captures their contact info, and even books them on your calendar. Your business literally operates 24/7.

The best part? Modern AI chatbots don't sound robotic. They have natural conversations, understand context, and can handle follow-up questions just like a real team member.

TIME SAVED

20-40 hrs/month

MONEY SAVED

\$300-600/mo

REPLACES

Customer service rep

### Tools You'll Need:

**Tidio or ManyChat**

Drag-and-drop chatbot builders that connect to your website. No coding needed. Train them with your FAQs and business info.

Free plan available | Paid from \$29/mo

**ChatGPT or Claude**

Write all your chatbot responses and conversation flows. Feed it your FAQ document and it creates the entire script.

Free tier available | Pro from \$20/mo

## 04

## AI-Powered Email Marketing on Autopilot

*The money machine that works while you sleep.*

**The Problem:** You know email marketing works. You've heard that email generates \$36 for every \$1 spent. But every time you sit down to write an email, you stare at a blank screen for 45 minutes and then give up. So your email list sits there collecting dust, and you're leaving thousands of dollars on the table every single month.

**The AI Solution:** You use AI to write an entire email ecosystem in one sitting. A 5-email welcome sequence for new subscribers. A 4-email nurture sequence that builds trust and delivers value. A 3-email sales sequence that converts subscribers into paying customers. Then you load all of these into your email platform and they run automatically, forever. Every new subscriber gets the right email at the right time without you touching anything.

Once the system is built, you can add a weekly broadcast email. AI helps you draft it in 15 minutes instead of 2 hours. Your email marketing goes from nonexistent to professional in a single weekend.

TIME SAVED

20-32 hrs/month

MONEY SAVED

\$500-2,000/mo

REPLACES

Email marketer

### Tools You'll Need:

#### MailerLite or ConvertKit

Email marketing platforms with visual drag-and-drop editors for automated sequences. Set it up once, runs forever.

Free up to 1,000 subscribers | Paid from \$9/mo

#### ChatGPT or Claude

Write every email in your sequences. Give it your brand voice, your offer, and your audience and it generates complete drafts in minutes.

Free tier available | Pro from \$20/mo

## 05

## AI Bookkeeping & Invoice Follow-Up

*Stop chasing payments. Stop dreading tax season. Let AI handle the money stuff.*

**The Problem:** Bookkeeping is the task every business owner hates most. Categorizing expenses, reconciling accounts, following up on late invoices, preparing for tax season. You either spend 5+ hours per month doing it yourself (badly), or you pay a bookkeeper \$300-800/month. And late invoices? The average small business is owed \$84,000 in unpaid invoices at any given time. Money that's yours, just sitting in someone else's account.

**The AI Solution:** AI-powered bookkeeping tools automatically categorize every transaction, flag unusual expenses, and generate reports with a single click. For invoicing, you set up automated payment reminders that go out at 7 days, 14 days, and 30 days past due, each one written by AI to be progressively more firm while staying professional. No awkward "just following up" emails. No money falling through the cracks.

TIME SAVED

**5-8 hrs/month**

MONEY SAVED

**\$300-800/mo**

REPLACES

**Part-time bookkeeper**

### Tools You'll Need:

**QuickBooks Online or FreshBooks**

AI-powered bookkeeping that auto-categorizes transactions, generates P&L; reports, and sends invoice reminders automatically.

**Plans from \$15/mo**

**ChatGPT or Claude**

Write your invoice follow-up email sequences. Give it the tone you want and it creates a professional escalation series.

**Free tier available | Pro from \$20/mo**

**Zapier**

Connects your invoicing software to your email so reminders trigger automatically based on due dates. Zero manual work.

**Free plan available | Paid from \$19.99/mo**

## The Total Impact

Here's what happens when you implement all five automations:

AUTOMATION	TIME SAVED	MONEY SAVED
1. Client Onboarding	15-20 hrs/mo	\$500-800/mo
2. Content Engine	40-60 hrs/mo	\$1,500-3,000/mo
3. Customer Service Bot	20-40 hrs/mo	\$300-600/mo
4. Email Marketing	20-32 hrs/mo	\$500-2,000/mo
5. Bookkeeping & Invoices	5-8 hrs/mo	\$300-800/mo
<b>TOTAL</b>	<b>100-160 hrs/mo</b>	<b>\$3,100-7,200/mo</b>

**That's \$37,000 to \$86,000 per year** in savings, plus 25-40 hours per week of your life back. This isn't theoretical. These are real tools, available right now, that real business owners are using today.

The small business owners who set these systems up now will have a massive head start. AI tools are getting better and cheaper every month. The gap between businesses that use AI and those that don't is about to become a canyon.

**The question isn't whether you'll adopt AI. It's whether you'll do it before or after your competitors do.**

This guide showed you WHAT to automate and WHY it matters.

Step-by-step screen recordings walking you through every single automation. Click by click. Tool by tool. Set up your entire AI business system in one weekend.

**GET THE FULL COURSE →**

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