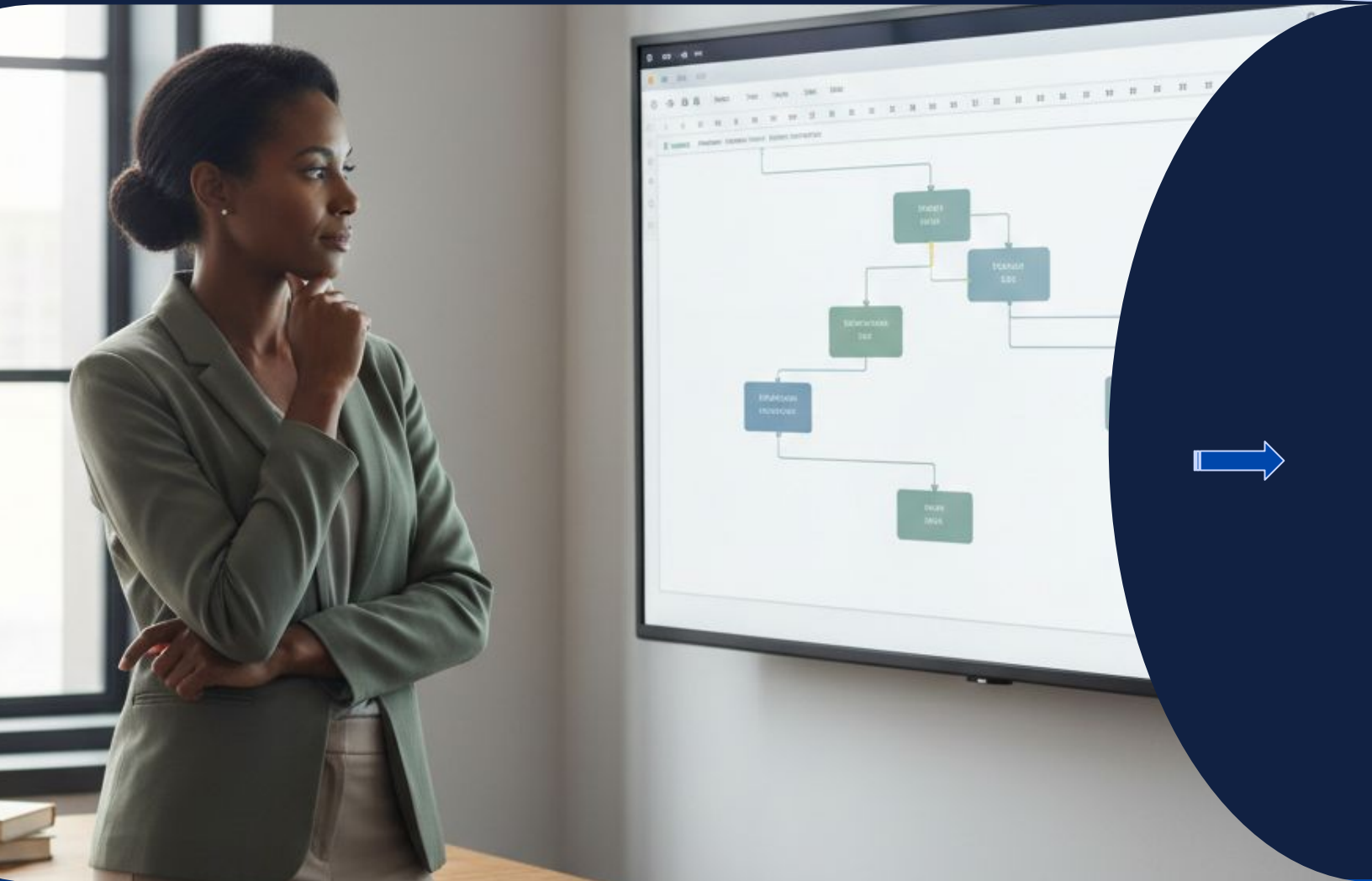


Stop Wasting Time: Your Simple Workflow Guide to Using AI



You don't need to be a coder or a tech guru to instantly **free up hours of your week.**

The secret to using AI for SMB is to eliminate manual work **is knowing *exactly* where your time is going.**



🔥 Old Way (Without Guide)

Guessing which tasks take the most time. ❌

Wasting money on complex AI tools that solve the wrong problem. ❌

Feeling frustrated by constant errors and bottlenecks. ❌

Your mission is simple: **document your top 3 to 5 most repetitive manual workflows**. The ones you (or your team) do every week that don't really require human creativity or complex decisions. For each of those 3-5 workflows, using ChatGPT, Gemini, etc. **This guide will walk you through 4 key questions to identify task automation AI potential by asking AI using "prompt" messages.**

😊 New Way (With This Guide)

Knowing which 3-5 tasks are the biggest time-sinks. 🙌

Saving money by targeting specific, high-value tasks ready for instant automation. 😍

Gaining clarity on where errors happen, making the processes *perfect* for AI accuracy. 💪



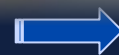


🧠 Prompt: “[Add my process]. Take the following process and break it down into simple, sequential steps”

(e.g., Check email for invoice → Download PDF → Open spreadsheet).

😎 By seeing the process step-by-step, you identify the individual actions that AI can take over

(like downloading or copying data).



🧠 Prompt: *“Estimate the total time spent on [this workflow step] per day or per week”*

😎 This shows you your ROI (Return on Investment). If a task takes 5 hours a week, automating it instantly gives you 5 free hours to spend on growth

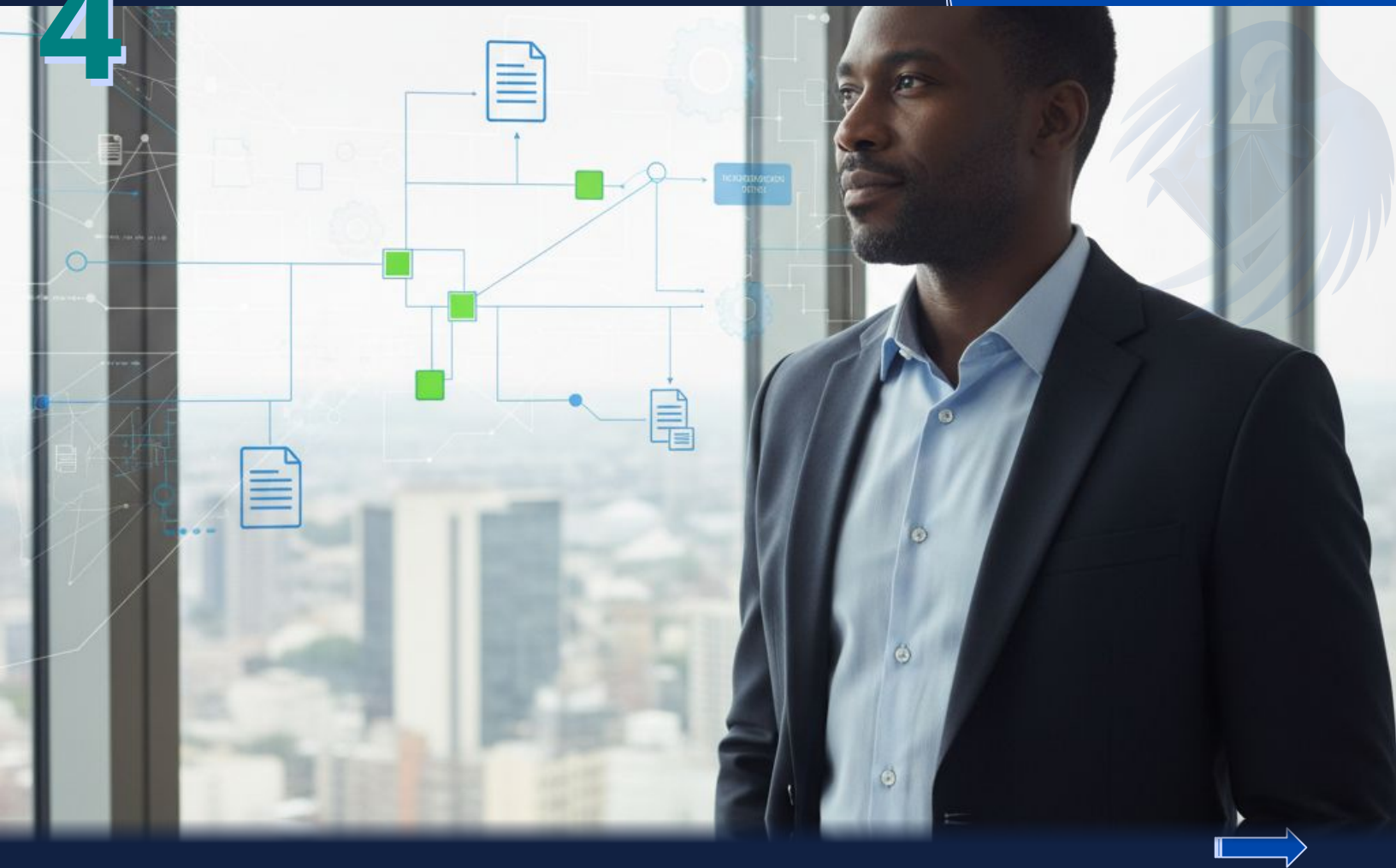


 **Prompt:** “What data starts the process of *[this step]* ? *(the Input)* What is the final deliverable of *[this step]*? *(the Output)*”

(e.g., Input: Customer support ticket; Output: Drafted email response)

 **This defines the AI's job. AI needs to know what it is processing and what the final result should look like.**

(e.g., AI reads the input and creates the output)



Prompt: *"Where are the most common places for mistakes in this workflow, forgotten steps, or bottlenecks?"*



This highlights where AI accuracy is most needed. AI **is perfect for these types of tasks, good prompting** provides you with flawless, consistent results **every time**

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