



10 AI Automations That Save Small Business Owners up to 5 Hours a Week

A practical resource from John Bednarczyk

Welcome

Running a business is hard — but AI makes it easier.

These 10 automations help you reclaim time, reduce stress, and stay organized without needing to be “techy.”

Let’s simplify your workday.

1. Customer Email Drafting

Prompt:

Write a friendly, helpful response to this customer message: [paste message].

2. Weekly Content Planner

Prompt:

Create a simple 7-day content plan for my business. Include topics, post ideas, and call-to-action suggestions.

3. Social Caption Generator

Prompt:

Write 5 engaging caption variations for this post idea: [insert idea].

4. Meeting Summary Maker

Prompt:

Turn these meeting notes into a clear summary with action steps: [notes].

5. Product Description Upgrade

Prompt:

Rewrite this product description to be more compelling and easier to scan: [description].

6. Quick SEO Research

Prompt:

Give me 10 SEO-friendly keywords for my business in the [industry] niche.

7. Customer Persona Builder

Prompt:

Create a customer persona for someone who would buy: [product].

8. Simple SOP Builder

Prompt:

Turn this business process into a short SOP someone else could follow: [process].

9. Sales Message Optimizer

Prompt:

Rewrite this sales message to make it clearer and more persuasive: [message].

10. Task Prioritizer

Prompt:

Organize these tasks by urgency and importance: [task list].

Want even more?

My ebook, *ChatGPT Shortcuts: 50 Prompts to Automate Your Workday* goes much deeper into practical automations for busy professionals.

[Get the full eBook: ChatGPT Shortcuts to Automate Your Workday](#)

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