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

A practical resource from John Bednarczyk

ClearPath AI Studio

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.

— John Bednarczyk, Founder

ClearPath AI Studio

🔥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

---

About the Author

John Bednarczyk — helping small business owners work smarter, not harder.