

# Automation Workflows & Templates — Walkthrough

**Date:** February 8, 2026

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## What Was Done

### 1. Turbo Workflows Created

Created 5 auto-run workflows in `.agent/workflows/` :

Workflow	Purpose
<code>/organize-files</code>	Create dirs, move, rename files
<code>/cleanup</code>	Remove empty folders, temp files
<code>/new-session</code>	Scaffold full session folder + pre-filled docs
<code>/generate-pdfs</code>	Convert markdown → PDF
<code>/search</code>	Search all business docs by keyword

All use `// turbo-all` for auto-running without approval prompts.

### 2. Reusable Templates Created

Created 3 templates in `Resources/Templates/` with `{{PLACEHOLDER}}` variables:

- `invoice_template.md`
- `service_agreement_template.md`
- `session_receipt_template.md`

### 3. Resources Folder Established

Created `Resources/` as a top-level reference folder containing:

- `automation_tips_and_tricks_2026-02-08.md` — 7 automation tips with priority recommendations
- `workflow_quick_reference_2026-02-08.md` — usage guide for all workflows
- `Templates/` — reusable document templates
- `Walkthroughs/` — session walkthrough copies