

7 AI Workflows Every Business Can Use This Week

No new software, no setup — each of these works with the chatbot you already have. The pattern is always the same: give it your real context, let it draft, and you approve before anything ships.

- 1 **Answer inquiries faster.** Paste the customer's message plus your services, hours, and service area. Ask for a warm reply and two qualifying questions. Edit, then send.
 - 2 **Send the follow-up, every time.** End each job by turning your notes into a thank-you text and a review or referral request — queued the same day, in your voice.
 - 3 **Outline estimates and proposals.** Turn rough scope notes into a clean, structured outline. Prices come from your rate sheet — never from the AI.
 - 4 **Turn job notes into checklists and SOPs.** Dictate how you do a recurring task once; get back a checklist your team can follow — and improve — without you in the room.
 - 5 **Stretch one project into a month of marketing.** One finished job, good review, or article becomes a social post, an email to past customers, and the draft of your next print ad.
 - 6 **Capture meetings and site visits.** Record with permission, transcribe, and pull out decisions and action items — before you forget them in the truck.
 - 7 **Give new hires a first place to ask.** Collect your policies and how-tos into one document; use it as context so onboarding questions get consistent first answers — validated by you.
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