



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

A practical resource from John Bednarczyk

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## 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.

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## 1. Customer Email Drafting

### **Prompt:**

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

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## 2. Weekly Content Planner

### **Prompt:**

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

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### 3. Social Caption Generator

**Prompt:**

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

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### 4. Meeting Summary Maker

**Prompt:**

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

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### 5. Product Description Upgrade

**Prompt:**

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

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### 6. Quick SEO Research

**Prompt:**

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

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### 7. Customer Persona Builder

**Prompt:**

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

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## 8. Simple SOP Builder

**Prompt:**

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

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## 9. Sales Message Optimizer

**Prompt:**

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

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## 10. Task Prioritizer

**Prompt:**

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

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### 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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