

10 AI Quick Wins for Small Businesses and Solo Pros

Every one of these works with the AI you already have access to (Claude, ChatGPT, Gemini or Copilot, free or paid). No new software, no coding. Pick ONE, use it this week. Then pick another.

- ☐ **1. Give the AI a job description.**
Open settings, find custom instructions (or your profile), and write three sentences: what your business does, who your customers are, how you like to write. Every answer improves from that moment on. *10 minutes once, better output forever.*
- ☐ **2. Draft replies to hard emails.**
Paste the email and type “draft a reply that says no to the discount but keeps the relationship warm.” Edit, send. The blank-screen dread is the time thief, not the typing. *15+ min per tricky email.*
- ☐ **3. Turn messy notes into finished follow-ups.**
After any meeting, dump your rough notes in: “turn this into a client summary email and my action list.” Nothing falls through the cracks again. *30 min per meeting week.*
- ☐ **4. Build one reusable quote or proposal skeleton.**
Paste your best-ever quote and: “turn this into a reusable template with placeholders.” Then every new job: “fill the template for this job: [details].” *30 to 45 min per quote.*
- ☐ **5. Make it your complaint-handling coach.**
Angry customer message? Paste it: “draft a calm reply that owns what's fair, corrects what's wrong politely, and offers a fix.” Send the improved version, keep your blood pressure. *20 min and one relationship, regularly.*
- ☐ **6. Kill the weekly report grind.**
Paste your numbers or bullet points: “write my Monday update in my usual format: what happened, what's next, what I need.” *45 min a week.*
- ☐ **7. Ask it to interview YOU.**
Stuck on a decision? “Ask me five questions about this decision, then give me the strongest case for each option.” It's a thinking partner, not just a typist. *Hours of circular worry.*
- ☐ **8. Translate jargon before it costs you.**
Contract, quote or policy you don't fully follow? “Explain this in plain English and list anything unusual I should question.” Not legal advice, but a great first filter. *Confusion, and sometimes real money.*
- ☐ **9. Batch your social content.**
One good client story in: “give me 3 LinkedIn posts and 5 short captions from this, in my voice, no clichés.” A month of presence from one sitting. *Half a Saturday, monthly.*
- ☐ **10. End every day with a two-minute handover.**
Last task: tell the AI “here's where I got to today and what's on tomorrow.” Next morning: “brief me.” You start warm, not cold. *The 20 foggy minutes every morning.*

The catch nobody mentions: every win here gets 10x better when the AI is set up around YOUR business: your voice, your services, your prices, your examples. That's a structural job, and it takes one session.

AI Jumpstart or AI Level Up: \$495 fixed, inc GST.

90 minutes live with Gareth, your setup built properly, measured results a week later. First call is always free.

Book: <https://calendar.app.google/gzo7aQvgeWeNtbVc6> · gareth@opsunlocked.com.au · 0451 477 407 · opsunlocked.com.au · Prices AUD inc GST