

# AI in 15 Minutes a Day (4-Week Plan)

A simple routine to build confidence and get real time savings.

## How to use

- Pick one small task per day and do it with AI (draft → review → send).
- Keep a 'Prompt Bank' and reuse your best prompts.
- Track time saved (even rough estimates).

## Week 1 — Communication quick wins

1. Rewrite a customer email to be clearer and more confident.
2. Create 3 versions of a late-payment message (soft/firm/final).
3. Write a job update template (what happened / what's next).
4. Create a 'thanks + review request' message.
5. Write a short FAQ answer for your most common question.

## Week 2 — Sales & quoting support

6. Improve a quote cover letter (benefits + next steps).
7. Create an objection-handling response (price / timing / competitor).
8. Draft a follow-up cadence (day 2, 7, 14).
9. Turn a client call note into a proposal structure.
10. Write a 'scope clarity' paragraph to reduce disputes.

## Week 3 — Operations & systems

11. Turn a recurring task into a checklist.
12. Draft an SOP for a common job step.
13. Create a training checklist for a new staff member.
14. Draft a pre-start checklist for jobs/projects.
15. Write a 'handover pack' outline for customers.

## Week 4 — Marketing & content

16. Turn a recent job into a short case study.
17. Draft a social post (and 3 variations).
18. Create an email newsletter outline.
19. Rewrite a website paragraph to be clearer.

20. Build a simple lead magnet outline (checklist/pdf).

### Your prompt bank (start here)

| Prompt name | Where used | Notes |
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