

FREE EXECUTIVE GUIDE

5 AI Quick Wins for Small Businesses

Five things you can do this week to save hours — with step-by-step examples.

A free guide by Generations Coaching · Corina & Eri
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Stop reading about AI. Start using it.

Small businesses don't lose to AI; they lose to competitors who started using it six months earlier. The gap is not money or technology—it is a decision to reclaim five hours every single week.

Free or Almost Free

A free ChatGPT, Claude or Gemini account is all you need to begin today.

Under One Hour

Practical setups designed for busy owners without any technical overhead.

Quick Win 1 Workflow: Customer Email to Reply in 30 Seconds

Customer Email

AI Draft Reply

Human Review

Send

MONDAY

Quick Win 1 — Answer Customer Emails in Half Time

The Problem: Writing the same repeat emails daily (prices, order updates, complaints) takes 2–3 hours starting from a blank page.

The Solution: Build a personal reply library with AI (10 templates in your voice) plus a prompt that drafts incoming emails in 30 seconds.

"You are my email assistant for [business type] in [city]. Here are 3 emails I wrote to learn my tone: [paste]. Write 10 short reply templates for: [list]. Max 120 words each."

Before

5–10 minutes per email, resulting in 2–3 hours wasted daily.

After (Weekly Saving)

1–2 minutes per email, saving **6–10 hours** every week.

Quick Wins 2 & 3: Notes to Actions & Supplier Quote Comparison

Meeting Voice Memo

AI Summary & Tasks

Unified Quote Comparison

TUESDAY & WEDNESDAY

Quick Wins 2 & 3 — Meetings & Quote Analysis

Meeting Notes in 5 Minutes: Record rough notes or a voice memo, then let AI generate a 5-line summary, decision list, task table, and follow-up email in one step.

Supplier Quote Comparison: Extract data from multiple supplier quotes into a unified comparison table, converting currencies and calculating landed costs instantly.

"Build a comparison table for [number] quotes: supplier, unit price, currency, MOQ, lead time, shipping terms, payment terms, and total landed cost to [city]. List missing info and 3 questions to ask."

Quick Wins 4 & 5: Content Creation & Automated Task Boards

Weekly Content Session

5 Social Posts Ready

Automated Task Board

THURSDAY & FRIDAY

Quick Wins 4 & 5 — Social Content & Task Boards

Social Media Content: Spend 60 minutes with AI to produce 5 tailored posts per week mapped to your core business pillars with hooks and photo ideas.

Automated Task Boards: Set up a shared board in Asana or ClickUp with 4 columns (To Do → In Progress → Waiting → Done) and 3 automations so the system reminds people instead of you.

5 Safety Rules Before Using AI at Work

1. Never paste sensitive data (passwords, bank details).
2. Switch off training usage in settings.
3. Verify all numbers.
4. Human approval is mandatory.
5. Respect GDPR and client privacy.

Your 7-Day Action Plan & Total Savings

Estimated hours saved per week across all quick wins (low to high range):

Quick Win Area	Before	After	Weekly Saving
1. Email Replies	2–3 hrs/day	30–40 min/day	6–10 hours
2. Meeting Notes	2.5–4 hrs	25–50 min	2–3 hours
3. Quote Analysis	2–3 hrs	20–30 min	2–4 hours
4. Social Media	0–2 posts	3–5 posts	1–2 hours
5. Task Boards	30–60 min/day	5–10 min/day	2–4 hours

Weekly Schedule Checklist

- ☑ **Day 1 (Mon):** Log baseline weekly hours & build your 10 email templates.
- ☑ **Day 2 (Tue):** Use AI for meeting notes and follow-up emails.
- ☑ **Day 3 (Wed):** Run one supplier quote comparison or contract review.
- ☑ **Day 4 (Thu):** Complete your 1-hour content session for next week.
- ☑ **Day 5 (Fri):** Set up your team task board with 3 automations.
- ☑ **Day 6–7:** Re-measure your weekly hours and calculate total time saved.

What Comes Next: The BRIDGE Method

Sustainable growth requires changing how your team operates through six progressive steps from fear to growth:

B — Bravery

Fear becomes curiosity as teams experiment.

R — Review

An honest look at today's bottlenecks.

I — Imagine

Envisioning the business you want.

D — Deploy

Implementing only the tools you need.

G — Ground

Establishing routines that stick.

E — Expand

Measure results and celebrate wins.

Book Your Free 20-Minute Discovery Call

Let's find the three changes that will save you the most time — whether or not you work with us afterwards.

Generations Coaching — AI coaching and SaaS implementation in Greece & Romania. In Athens and online everywhere. Certified in ClickUp, monday.com & Asana.