

AN INNER COMPASS BOOK

The AI Solopreneur Operating System

*Ready-to-use workflows, prompts, and automations
to run your one-person business like a team of five*

Karl-Deen Books

The AI Solopreneur Operating System

Ready-to-use workflows, prompts, and automations to run your one-person business like a team of five.

Published by Karl-Deen Books

Under the Inner Compass imprint

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This guide provides educational information on using AI tools for productivity. Results depend on your own implementation, the tools you choose, and how consistently you apply what you learn. The author and publisher are not liable for any outcomes that follow from the use of this material. Always review and edit anything an AI produces before you use it in professional work.

Start here

You are holding a complete system, and the worst thing you can do with it is try to install all of it at once. That is how good people end up installing none of it. So before you read another page, here is the shortest path to a real win this week.

First, read the introduction, so you understand why the system is built the way it is. Second, turn to chapter one, choose your tool level honestly, and set up one tool. Third, run the content engine in chapter two on a single real piece of your own work, start to finish, so the workflow stops being an idea and becomes something your hands have done once. Fourth, open chapter seven and begin the thirty-day roadmap at week one.

That is the whole beginning. Everything else in this book supports those four moves, and you can reach for each part as your week asks for it. You do not need to hold all of it in your head. You need to start. Consistency beats intensity here, every single time.

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The new reality for one-person businesses

If you run your own business, whether as a freelancer, a consultant, a creator, or a solo founder, you already know the strange truth of it. You are the chief executive and the marketer and the salesperson and the accountant and the support desk and the delivery team, and you are all of them at once, often before lunch. The freedom is real and it is the reason you chose this life. The overwhelm is just as real, and it is the reason so many good people quietly burn out.

Something has shifted in the last few years. The distance between the solopreneurs who use these new tools well and the ones who still work the old way has widened into a gap you can measure in hours and in income. The first group runs lean, and their small businesses somehow produce like a team. The second group works longer days and falls further behind, not for lack of effort but for lack of a system. Effort was never the problem for people like you. Structure was.

This is not another collection of a hundred clever prompts to paste and forget. It is an operating system, by which I mean a small set of workflows, tool choices, and repeatable routines built for the specific reality of working alone. Each part of it is meant to give you back real hours while raising the quality and the consistency of what you produce. You will not find theory dressed up as insight here. You will find things to do this week.

If you came to this book from the five-minute daily routine, you already have the smaller version of this in your hands. That routine was the daily loop, the morning sort, the midday drafting, the evening close. This book is the full business built around that loop. The same habit you already trust now sits inside a complete system for your content, your sales, and your operations, so what you started in five minutes a day grows into the way you run the whole thing.

By the time you reach the end you will have a clear tool stack matched to your budget, complete workflows for content, sales, and operations that you can put in place at once, a library of prompts shaped for professional results rather than generic filler, a handful of simple automations that

quietly remove repeated work, and a thirty-day plan that turns all of it into habit. The aim behind every page is the same. Run your one-person business as though you had a capable team of five, without hiring a single person.

Build your AI stack by budget

You do not need every new tool that arrives, and there is a new one almost every week now. What you need is a small, reliable set that covers the handful of jobs every one-person business actually runs on. Those jobs are writing, research, design, communication, and the quiet automation that moves information from one place to another without you touching it. Cover those five well and you have a stack. Everything beyond that is decoration until your revenue says otherwise.

The mistake most people make is not buying too little. It is buying too much, too early, and then using none of it well. A person with one tool they know deeply will always beat a person with eight tools they half understand. So before you spend a naira or a dollar, decide which level you are actually at, and be honest about it. The three levels below are not a ladder you must climb quickly. They are a way of matching what you pay to what your business can carry right now.

Level one, the free or near-free start

ROUGHLY \$0 TO \$20 A MONTH

This is where you begin if you are testing whether any of this works for you, and it is enough to run a real business for a while. The free tiers of the main AI assistants will handle your writing, your research, and your brainstorming without you paying anything at all. For your documents and a light place to store ideas, the free versions of the usual note tools do the job. For simple graphics and social images, a free design tool covers you. Your email already sorts itself if you set up a few filters, and the free tier of a single automation tool will move small tasks around for you at no cost.

The point of level one is not to stay poor. It is to learn the habits while the stakes are low, so that when you do start paying, you are paying for capacity you already know how to use.

LEVEL ONE AT A GLANCE

A free AI assistant for writing, research, and ideas. A free note or document tool for your second brain. A free design tool for simple visuals. Email with a few filters for triage. One automation tool on its free plan for small, repeated tasks.

Level two, the professional core

ROUGHLY \$40 TO \$90 A MONTH

This is the level most serious solopreneurs should aim for, and it is the one I would call the working stack for a real business in this era. Here you pay for the full version of one strong AI assistant, because the paid tier gives you the longer memory, the deeper reasoning, and the reliability that free tiers throttle. You add a proper second brain with its own built-in intelligence, so your client systems, your notes, and your projects all live in one searchable place. You upgrade your design tool so your presentations and visuals look finished rather than homemade. And you move up to a real automation plan, the kind that runs multi-step jobs rather than single simple ones.

Notice what this level is really buying you. It is not buying more tools. It is buying fewer excuses, because at this tier the tools stop breaking your flow with limits and lockouts, and you can build a routine you trust. If you can afford only one upgrade to start, make it the AI assistant. That single subscription changes the quality of everything else you do.

LEVEL TWO AT A GLANCE

The paid tier of one strong AI assistant for long-form work and reasoning. A second-brain tool with built-in AI for notes and client systems. A paid design tool for polished presentations and visuals. A starter automation plan that runs real multi-step tasks. A dedicated email tool with AI help if your volume is high.

Level three, the high-leverage layer

ROUGHLY \$150 TO \$300 A MONTH

You add this level only when your revenue asks for it, not before. If you build digital products or websites, an AI coding assistant earns its keep by turning hours of fiddly work into minutes. If your business lives or dies on visual quality, a premium image tool gives you work that looks

commissioned. As your systems grow, a proper customer database and a heavier automation layer start to pay for themselves by holding the details you can no longer keep in your head. And if you capture a lot of your thinking by voice, a good transcription tool turns spoken ideas into usable drafts while you walk.

The trap at this level is buying it too soon because it feels serious. Seriousness is not a subscription. Wait until a specific, repeated pain in your week points directly at one of these tools, then buy that one and nothing else.

LEVEL THREE AT A GLANCE

An AI coding assistant if you build products or sites. A premium image tool for high-end visual work. A customer database and a heavier automation layer as systems grow. A voice and transcription tool for fast capture.

A straight answer on which tools, right now

I have kept brand names out of the levels above on purpose, because the leader in each category changes from one year to the next and I do not want this book to age badly. But as a first-time buyer you deserve a plain answer, so here it is for right now. For your one core assistant, the mainstream choices are ChatGPT, Claude, and Gemini, and any of the three will run every prompt in this book. For your second brain, a tool like Notion or Obsidian. For design, Canva. For automation, Zapier or Make. Pick one in each row you actually need, learn it before you add another, and check the living tool list linked at the back of this book for the current picks as they change. The names will move over time. The habit of choosing one and learning it deeply will not.

The one rule that matters most

Master one tool deeply before you add the next. This is the single principle that separates the people who get real leverage from the people who collect logins. When you know one assistant so well that you can feel what it will do before it does it, you work at a speed that no amount of tool-hopping can match. The person who has learned one assistant to that depth will outproduce the person juggling eight, every time, without exception.

So resist the pull toward the next shiny thing for now. Pick your level honestly, choose your one core tool, and give it a month of daily use before you judge whether you need anything more. In most cases you will find you needed less than you thought and used it better than you expected. That is the whole aim of a stack. Not more power sitting idle, but enough power fully used.

The content engine

For most people who work alone, content is the single highest-leverage thing they do and also the deepest hole their time disappears into. It is how strangers find you, how they come to trust you, and how they decide to buy. It is also the task most likely to swallow a whole afternoon and leave you with one half-finished post you are not even sure you like. The aim of this chapter is not to help you make more content. It is to help you make good content, in your own voice, in a fraction of the time.

The trick is to stop treating each piece as a fresh act of creation and start treating it as a process with fixed steps. When the steps are fixed, the AI can carry the heavy middle of the work and leave you the two parts that actually need you, the raw idea at the start and the judgment at the end. What follows is that process, in five plain movements.

The core content workflow

It begins with capture. Everything you might one day turn into content, the stray ideas, the voice notes recorded while driving, the thing a client said that stuck with you, all of it goes into one place. It does not matter whether that place is a note app or a single document, only that there is just one of them and you always know where it is. A scattered mind produces scattered content. A single inbox is where consistency is born.

Then comes expansion. You take the raw material and hand it to your AI along with a system prompt that already knows your voice, your audience, and what you sell. This is the step people skip, and skipping it is why their output sounds like everyone else's. A machine told nothing about you will write like no one in particular. A machine told exactly who you are will write like you on a good day.

After that you structure. You ask first for an outline, so you can see the shape before you commit, and then for a full draft in whatever format you need, whether that is a post, an email, a newsletter, or a script. Then comes the human edit, which is yours alone and never optional. The AI drafts and you decide. You set the tone, you check the facts, and you put back the small human touches that no machine will ever supply on its own. Finally you repurpose, taking one strong long piece and breaking it into five or eight smaller ones, so that a single good idea earns its keep

many times over.

Below is the system prompt that powers the expansion step. Save it once, fill in the bracketed parts to match your business, and reuse it every time. The consistency of using the same well-built prompt is one of the highest-return habits you can form.

COPY & PASTE PROMPT

The master content system prompt

You are my content co-pilot. I am a [your role] who helps [target audience] achieve [main outcome].

My voice is [three or four words, for example clear, direct, practical, warm]. I never use hype language, excessive emojis, or generic motivational filler.

When I give you a rough idea or notes, expand it into [desired format] that sounds like me. Keep paragraphs short. Lead with value. End with a clear next step when one fits.

A weekly content rhythm

The workflow becomes a habit when it lives in your week rather than floating in your intentions. A rhythm that works for most people looks like this. Early in the week you spend an hour or so reviewing what you captured, choosing three or four pieces to develop, and generating their outlines and first drafts in one sitting. Midweek you spend a shorter block editing those drafts and scheduling them. At the end of the week you take twenty minutes to repurpose your strongest piece into a short-form version and an email snippet.

This one change, batching the work into fixed windows instead of scattering it across every day, routinely returns eight to twelve hours a week to people who create for a living. The hours come back not because the writing is faster in isolation, but because you stop paying the heavy cost of starting cold over and over.

Leads, inbox, and client communication

Your inbox and your flow of new enquiries are where hours vanish without trace. The reason is that most people try to answer everything personally, in real time, as it arrives, which turns the whole day into a series of interruptions. The way out is not to work harder at your inbox. It is to build a simple system of triage, templates, and a little automation, so that the routine parts handle themselves and only the genuinely important messages reach your full attention.

A triage system that takes minutes

Start by sorting, not answering. Every message that lands falls into one of three groups, and giving them three plain labels is enough. The first group is the messages that need a real reply from you this week. The second is the ones that need nothing from you or are waiting on someone else, the updates and the receipts and the notes you only need to have seen. The third is everything low in value, the newsletters and the noise, which can be archived or read later if ever.

Once the sorting is done, the first group is the only one that costs you real thought, and even there the AI can carry most of the load. When it understands your tone and the situations you meet again and again, it can draft a sound professional reply in seconds, and your job shrinks to reading it, adjusting a line, and sending. The inbox stops being a place you dread and becomes a short daily pass.

New enquiries deserve their own quick handling, because not every lead is worth the same effort and you should know which is which before you reply. The prompt below reads a message against your ideal client and tells you plainly whether it is worth pursuing, then drafts the appropriate response either way.

COPY & PASTE PROMPT

The lead qualification prompt

A potential client sent this message: [paste it].

Based on my ideal client, which is [describe briefly], classify this lead as Hot, Warm, Cold, or Not a fit.

Then draft a short, professional reply that either moves a Hot or Warm lead toward a call, or politely declines or redirects one that is not a fit. Keep the tone helpful and concise.

Small automations that pay off

You do not need a complex machine to save real time here. A few simple, single-purpose automations quietly remove work you would otherwise do by hand. When someone fills in your contact form, their details can drop straight into a spreadsheet or your client database, you can be notified, and an optional first reply can go out at once. When a call is booked, a short preparation questionnaire can be sent automatically so the call starts warm. When a project is delivered, a request for a testimonial can be set to arrive a week later, at exactly the moment goodwill is highest.

Set up one or two of these and no more to start. The temptation is always to automate everything at once, and that temptation is how automations end up half-built and abandoned. Complexity is the enemy of consistency. One automation that runs every day beats five that you are still trying to finish.

Proposals, sales, and delivery

Proposals and the onboarding of new clients are among the most valuable things you do and also among the most repetitive, which makes them the perfect place to build a system. The work is high-stakes because it wins or loses the job, yet most of it repeats from one client to the next. Standardize the repeating parts and let the AI carry the first draft, and you free your attention for the parts that genuinely need a human, the judgment on price and the reading of the person in front of you.

A proposal workflow you can trust

After a discovery call, the raw material is already in your hands as your notes or a transcript, and that is where the workflow begins. You hand those notes to your AI and ask it to build the draft on a fixed structure you use every time, one that moves from your understanding of their situation, to the outcome they want, to your recommended approach, to the timeline, to the investment, and finally to a clear next step. With the draft in front of you, you add the human elements that no machine can supply, the specific thing you noticed on the call, the pricing judgment only you can make, the note about the relationship. Then it goes out as a clean document.

The prompt below produces that first draft. It is built to come back confident and specific and free of hype, which is exactly the register a good proposal needs.

COPY & PASTE PROMPT

The proposal draft prompt

Using the discovery notes below, write a clear, professional proposal.

Structure it as: one, my understanding of their situation. Two, the recommended solution and why it fits. Three, the scope of work in plain language. Four, the timeline. Five, investment options if appropriate. Six, a clear next step.

Tone: confident, specific, no hype.

Notes: [paste your notes]

Onboarding as a living checklist

The way you begin a project sets the tone for all of it, and a client who feels organized from the first day trusts you more for the rest. Keep a standing checklist of what a good start looks like and reuse it for everyone. It should carry a welcome message that tells the client exactly what happens next, a shared space for the project's files, a short kickoff questionnaire or call agenda, a first deliverable date with a clear rhythm of communication, and a plain explanation of how they can request changes or give feedback. Hold these as a reusable list, and let the AI tailor the welcome message to each new client in under a minute.

THE ONBOARDING CHECKLIST

A welcome message that explains what happens next. A shared folder or page for the project's files. A kickoff questionnaire or a short call agenda. A first deliverable date and a clear communication rhythm. A plain note on how to request changes or give feedback.

Admin, finance, and operations

These are the tasks that never feel creative and yet quietly steal hours from every week, the invoices and the receipts and the small operational chores that pile up while your attention is elsewhere. The goal is not to enjoy them. It is to shrink them down to a single short weekly review, so they stop leaking into every day and living rent-free in the back of your mind.

The weekly finance pulse

Once a week, in fifteen or twenty minutes, you look at the money with clear eyes. You note what came in, you note the expenses and subscriptions worth watching, you check which invoices are outstanding and send a gentle chase where one is needed, and you glance at your cash position against the next thirty days of known obligations. That is the whole exercise, and it is enough to keep you from the two states that hurt solo businesses most, the nasty surprise and the vague dread. The AI helps here by turning a messy list of transactions into a clean summary and flagging anything that looks unusual before it becomes a problem.

When an invoice runs late, the chase is a small task you should never have to write from scratch. The prompt below produces a follow-up that stays friendly while making the ask plain.

COPY & PASTE PROMPT

The invoice follow-up prompt

Write a polite, professional follow-up email for an overdue invoice.

Client: [name]. Amount: [amount]. Original due date: [date].

Tone: friendly but clear. Offer an easy way to pay, and an opening to discuss if there is a problem. Keep it under 120 words.

Where else the AI earns its keep

Beyond the money, a great deal of your operational work is really the same act repeated, taking something long and messy and turning it into something short and useful. Meeting notes become a clean list of actions and the follow-up emails that go with them. Any process you have now done more than twice becomes a short written procedure you never have

to hold in your head again. A long email thread or document becomes a summary you can read before you decide. And the first draft of a contract or a set of terms becomes a starting point, though anything with legal weight should always pass under a human or a lawyer's eye before it is used. In each case the pattern is the same, and once you see it you will find it everywhere in your week.

The high-value prompt library

The prompts that follow are meant to be saved and reused rather than read once. Fill in the bracketed parts to fit your business the first time, keep them somewhere you can reach in a single click, and from then on treat them as your own tools. Each one does a specific job that comes up again and again in a one-person business, and each returns far more than the minute it takes to run.

COPY & PASTE PROMPT

1. Voice calibration

Analyze the writing samples I provide. Extract my typical sentence length, my preferred words, the things I avoid, my level of formality, and my overall tone.

Then write a short Voice Guide I can paste into future prompts so you consistently sound like me.

Samples: [paste two to four examples of your best writing]

COPY & PASTE PROMPT

2. Offer clarity

Help me sharpen my core offer. I help [audience] achieve [outcome] through [method].

Current description: [paste it].

Rewrite it in three versions: one clear sentence, a short paragraph for a website, and a conversational version for sales calls. Remove the jargon and make the transformation obvious.

COPY & PASTE PROMPT

3. Weekly review

Here is what I worked on and what happened this week: [notes].

Help me extract: one, the wins worth celebrating or recording. Two, the bottlenecks or energy drains. Three, the one process I should systematize or automate next. Four, my top three priorities for next week.

Be direct and practical.

COPY & PASTE PROMPT

4. Content repurposing

Take the long-form piece below and create: one, a short post for LinkedIn. Two, an email newsletter snippet. Three, three to five short posts for X. Four, one key insight that could become a carousel or a short video script.

Keep my voice throughout.

Original piece: [paste it]

COPY & PASTE PROMPT

5. Decision support

I am deciding between [Option A] and [Option B]. Context: [brief background].

The criteria that matter most to me are [list three to five].

Analyze both options against those criteria, surface any hidden risks or second-order effects, and give me a clear recommendation with your reasoning. Do not sit on the fence.

The 30-day implementation roadmap

Do not try to install all of this at once. That is the surest way to install none of it. What follows is a sequence, four weeks that build on one another, and the only rule is to work through them in order and let consistency do the work that intensity cannot. By the end you will not have a perfect system. You will have a working one, which is the only kind that matters, and you will improve it from there through real use rather than more planning.

Week one, foundation

The first week is about setting the ground. You choose your primary AI tool and set it up properly. You write and save your voice calibration and master content prompts, the two that everything else leans on. You create the single inbox where your raw ideas and material will live. And you run one full piece of content through the content engine from start to finish, so the workflow stops being an idea and becomes something your hands have done once.

WEEK ONE CHECKLIST

Choose and set up your primary AI tool. Write and save your voice calibration and master content prompts. Create a single inbox for ideas and raw material. Run one complete piece through the content engine.

Week two, communication and sales

The second week turns to the work that brings in money. You set up your simple inbox triage. You create and save the lead qualification and proposal draft prompts. You write or refine the standard proposal structure you will reuse for every job. And you draft or improve your client onboarding checklist, so the next person who says yes meets an organized start.

WEEK TWO CHECKLIST

Set up inbox triage labels. Save the lead qualification and proposal draft prompts. Write or refine your standard proposal structure. Draft your client onboarding checklist.

Week three, automation and admin

The third week removes friction and tidies the back office. You connect one simple automation, something small like a form that feeds a spreadsheet or sends you a notification. You create your weekly finance pulse and run it once. You save the invoice follow-up and weekly review prompts. And you write down one recurring process as a short procedure, the first of many you will never have to remember again.

WEEK THREE CHECKLIST

Connect one simple automation. Create and run your weekly finance pulse once. Save the invoice follow-up and weekly review prompts. Document one recurring process as a short procedure.

Week four, integration and refinement

The final week is where you look back and decide what stays. You review the month honestly and ask which workflows actually saved time and which only felt like extra effort. You double down on the two or three that gave the biggest return and you drop or simplify the rest. You schedule a recurring weekly block for your AI operations, thirty to forty-five minutes that you protect. And if your content calls for it, you add one visual or design tool, but only one. What you keep should have earned its place through real use, not through how impressive it sounded.

WEEK FOUR CHECKLIST

Review the month: what actually saved time? Double down on the two or three highest-return workflows. Drop or simplify anything that felt like extra work. Schedule a recurring weekly AI operations block.

Your next move

The difference between the solopreneurs who stay overwhelmed and the ones who grow their reach is rarely talent, and it is rarely even the quality of the offer. It is systems. These new tools have made systems cheaper to build than they have ever been, which means the thing that once separated a solo operator from a real company is now within your reach for the price of a subscription and a little discipline.

You are now holding a complete starting system, the tool choices, the core workflows, the prompts, and a plan to install them. The only variable left is the one that was always yours, which is whether you begin. So begin this week, with week one, and do not wait for the perfect moment or a grand overhaul that never comes. Install one workflow, feel the hours come back, and let that be the reason you install the next.

Run your one-person business as though you had a capable team behind you. The tools exist, the playbook is in your hands, and the only step that matters now is the first one.

Where to go next

This book gives you the operating system itself. The fuller kit, the expanded prompt vault, the deeper automation recipes, and the templates that reach beyond a single month, is the next step up, and it is on its way. Join the reader list and I will send it to you the moment it is ready, along with the living tool list that keeps the picks in this book current as the tools change.

JOIN THE READER LIST

The advanced toolkit is coming: the expanded prompt vault, the deeper automation recipes, and templates that go beyond a single month. Join the list at [your signup link] and you will be first to receive it, plus the living tool list of current picks.

BONUS

The 30-day implementation checklist

Print this or keep it open on your screen. Check off each item as you complete it, and remember that consistency beats intensity every time. This is the companion to the roadmap in chapter seven, laid out so you can work straight down it.

WEEK ONE, FOUNDATION

- ☐ Choose and set up your primary AI tool
- ☐ Create a dedicated folder or page called AI Operating System
- ☐ Write and save your voice calibration prompt
- ☐ Write and save your master content system prompt
- ☐ Create a single inbox for raw ideas and notes
- ☐ Run one complete content piece through the content engine
- ☐ Review what worked and what felt awkward

WEEK TWO, COMMUNICATION AND SALES

- ☐ Set up inbox triage labels: action required, waiting, archive
- ☐ Save the lead qualification prompt
- ☐ Save the proposal draft prompt
- ☐ Create or refine your standard proposal structure
- ☐ Draft your client onboarding checklist
- ☐ Practice drafting one real or sample proposal
- ☐ Send or schedule at least one AI-assisted client message

WEEK THREE, AUTOMATION AND ADMIN

- ☐ Connect one simple automation: form to notification or spreadsheet
- ☐ Create your weekly finance pulse checklist
- ☐ Run the weekly finance pulse once
- ☐ Save the invoice follow-up prompt
- ☐ Save the weekly review prompt
- ☐ Document one recurring process as a short procedure
- ☐ Identify the single biggest remaining time drain

WEEK FOUR, INTEGRATION AND REFINEMENT

- ☐ Review the full 30 days: what actually saved time?
- ☐ Double down on the two or three highest-return workflows
- ☐ Remove or simplify anything that felt like extra work
- ☐ Schedule a recurring 30 to 45 minute weekly AI operations block
- ☐ Add one visual or design tool only if you need it
- ☐ Update your prompts based on real use
- ☐ Note the hours you reclaimed

BONUS

The weekly AI operations checklist

Run this every week in thirty to forty-five minutes. It is your recurring maintenance routine, the block that keeps the whole system alive. Protect the time, because this is the habit that compounds. The solopreneurs who win over the long run are simply the ones who guard their systems time.

CAPTURE AND CLEAR, 5 TO 8 MINUTES

- ☐ Empty your idea inbox into your system
- ☐ Process any voice notes or quick captures from the week
- ☐ Clear the low-value tabs and digital clutter around your work

CONTENT ENGINE, 12 TO 18 MINUTES

- ☐ Choose one or two pieces to develop this week
- ☐ Generate outlines and first drafts with your master content prompt
- ☐ Do a human edit pass on the strongest draft
- ☐ Schedule or queue the content
- ☐ Optionally repurpose one strong piece into short-form

CLIENTS AND COMMUNICATION, 8 TO 12 MINUTES

- ☐ Triage your inbox using your labels
- ☐ Draft and send any outstanding replies with AI assist
- ☐ Check your pipeline: any proposals that need a follow-up?
- ☐ Update onboarding status for active clients if needed

NUMBERS AND REVIEW, 5 TO 8 MINUTES

- ☐ Run the weekly finance pulse: income, expenses, outstanding
- ☐ Note one win and one bottleneck from the week
- ☐ Use the weekly review prompt for clarity
- ☐ Set your top three priorities for the coming week