

Automate one thing today

Take a task off your plate for good, before you go home.

You do the same handful of little tasks every single day. Each one only takes a few minutes, so you never stop to fix it, and that's exactly why they quietly eat your whole week. Here's the good news: you don't need to automate your whole business. You just need to automate **one thing today**. Here's how to pick it and knock it out before you leave.

1 List everything you do when you walk in.

Tomorrow, for just the first hour of your day, notice every little task you do on autopilot and jot it down. Checking messages, answering the same questions, sending confirmations, updating a list, chasing a payment. Most owners are shocked how many tiny repeat tasks are packed into that first hour. That list is your goldmine.

2 Pick the one that's the same every time.

Look at your list and circle the task that is (a) the one you do most, and (b) basically identical every time. Those are the easiest to hand off and give you the fastest win. Don't pick the hardest one. Pick the most repetitive one. Momentum first.

Great first ones to pick

- The **same reply** to a question customers always ask
- **Appointment confirmations** and reminders
- **"Thanks for your business"** or follow-up messages
- Posting the **same kind of update** to social
- **Sending or chasing** an invoice

3 Set it up to run itself, today.

Do this, in order of effort:

The ladder

- **Easiest:** write the task once as a fill-in-the-blank template you can reuse in seconds. That alone cuts the time by 90%.
- **Hands-off:** if it's triggered by something (a booking, a payment, a missed call), a free tool can fire the message automatically. Set it once, it runs forever.

Short on time to write it? Ask a free tool like ChatGPT: "Write me a friendly [confirmation / reminder / reply] I can reuse for [your situation]." You'll have your template in 30 seconds, then just save it where you can grab it fast.

Try this today

Before you leave work, pick the **one task you did most today**. Write it as a reusable template right now, and set it to send on its own if you can. That's one task off your plate, for good. Do it again next week with the next one, and watch how fast your days open up.