

AI Automation Starter Checklist

7 quick wins you can implement this week — no code required for most.

1. Draft email replies with AI templates

- Save 2+ hours/week: create 5 reusable AI prompts for support, sales follow-ups and onboarding.
- Keep a human in the loop — AI drafts, you approve.

2. Automate lead capture into your CRM

- Use n8n (or Zapier) to push form/Telegram leads to a sheet or CRM automatically.
- Start with one trigger: new form submission → add row.

3. Publish content from AI briefs

- Let AI build an SEO brief (topic, outline, questions) — you or a writer produce the final article.
- Target buyer-intent questions, not just keywords.

4. Schedule content automatically

- Batch a week of posts and let a scheduler publish at peak times.
- Consistency beats intensity for organic reach.

5. Add an AI chat widget for instant answers

- A simple Telegram bot or website widget answers FAQs 24/7.
- Route complex questions to a human.

6. Run a monthly AI-visibility check

- Search 'best for ' in ChatGPT, Perplexity and Gemini.
- Note whether your brand is mentioned — that is your baseline.

7. Build a small prompt library

- Collect winning prompts for copy, support and analytics in one doc.
- Share with your team — prompts are assets, not throwaways.

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