

Solopreneur Productivity Ai Tools

Solopreneur productivity and business automation

- 1 Map your full week and automate all repeatable tasks starting today.
- 2 Set up automation workflows in Make.com, Zapier, or n8n for leads.
- 3 Automate invoicing and follow-ups to save 6.5 hours monthly.
- 4 Use AI writing tools for first drafts but manually review all content.
- 5 Fact-check AI-generated blog posts before publishing to protect SEO.
- 6 Build a knowledge management system using Mem.ai or Notion AI.
- 7 Create templates for meeting notes, onboarding, and recurring projects.
- 8 Set up AI scheduling tool like Calendly to automate meeting bookings.
- 9 Batch meetings to one or two days weekly to protect deep work.
- 10 Review first 10 AI-written cold emails personally before scaling outreach.
- 11 Configure email priority rules and auto-responses in Slack or Gmail.
- 12 Combine AI tools with human review to maintain authentic brand voice.