

FREE SAMPLE

Your First 7-Day Sprint

A real build recipe, worksheets, sprint planner and automation register from Book 1: Reclaim Your Week.

Use it to plan and test one small, supervised automation. Replace every example with your own tools, wording and measurements.

**From The AI Automation Profit Bundle
by Vish**

Chapter 7: Your First 5 Quick-Win Automations — The 7-Day Sprint

Everything so far has been warming up: seeing clearly, choosing tools, ranking tasks, learning the moves separately. This week you assemble them into five small machines that run while you do something else. Keep expectations delightfully modest: version 1, supervised, measured. You are building mousetraps, not magic — build one, test it with cheese, watch it snap, then set the next.

First, the ledger you'll be trying to earn. These are *Priya-shaped estimates*, printed so you can shame them with your own measurements by Friday:

Sprint build	Old way (weekly)	Sprint target
Enquiry → confirm + sheet + notify (18/week × 6 min)	108 min	~20 min of reviews
Booking confirmations/reminders (25 × 4 min)	100 min	~10 min oversight
Review/thank-you requests (20 × 3 min)	60 min	~10 min oversight
Meeting notes → tasks (3 × 35 min)	105 min	~15 min assigning
Weekly report draft (1 × 50 min)	50 min	~15 min editing
Total	≈ 423 min (7 hrs)	≈ 70 min of supervision

Even at half-success you're holding 3+ hours a week. Build on your connector of choice (Zapier/Make) or your apps' built-ins. Menu labels differ between tools and change over time; the shapes below are what you are building. After each build, run the **Test-Before-You-Trust ritual**: trigger it with test data, trigger it with *awkward* data (blank field, long name, emoji, a question you hope nobody asks), read exactly what the customer/system received, confirm the log entry exists, and confirm the failure alert reaches a human.

Days 1-2 Build #1: The 40-second enquiry

Recipe: When an enquiry form is submitted → *send* confirmation ("we've got it + what happens next") → *create* row/record in home base → *draft* reply (optional; from your Chapter 5 template) → *notify* owner with 3-line summary → *flag* if red-flag words appear.

Step 1. Finalise your form fields (name, contact, need, preferred date/time). The more completely need is captured, the better the draft. Mark one field "**anything urgent or an allergy/safety issue?**" if relevant to your trade — its job is routing, not small talk.

Step 2. In your connector, create the automation: **Trigger = New form submission**. Run a test submission so the tool can "learn" your fields (connectors call this testing or pulling a sample).

Step 3. Add **Action 1: send confirmation** email/message to the customer. Approved text only: thanks, reference details echoed back, when a human replies by, one useful link (booking, price guide, directions). No promises beyond your normal service.

Appendix A: Worksheets You Can Copy Today

Copy these into your notebook, spreadsheet, or docs. Ugly-and-used beats beautiful-and-idle every time.

A1. Time Audit Sheet (Chapter 1)

Time	Task	Minutes	\$10 / \$100 / \$1,000	Repeated? (Y/N)	Notes
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Cost of Busywork: Weekly \$10-hours _____ × hourly value _____ × 52 = _____ per year.

Repetition Multiplier for any task: minutes _____ × times/week _____ × 52 ÷ 60 = _____ hours/year.

A2. Automation Scorecard (Chapter 4) — Score 1–5

Task	Frequency	Minutes	Error cost	Ease	Total	Queue rank
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My queue of 3: 1) _____ 2) _____ 3) _____ **Parked deliberately:**

A3. Twelve Ready Recipe Cards (Chapter 2 & 7)

Use them as written, then adapt names/tools. Every card assumes a log entry and a human alert somewhere sensible.

- 1. New Enquiry Capture.** When form submits → send confirmation → add record (status NEW) → notify owner (name + need + link) → save AI reply as *draft only* → red-flag words route to immediate human alert.
- 2. Booking Complete.** When booking created → calendar block + prep checklist → confirmation (prep + reschedule link) → 24-hour reminder → staff notified → cancellation updates every copy.
- 3. Thank-You & Review.** When job/order complete → wait [your interval] → thank-you + next steps + one review link → log send → complaint replies alert a human and pause the path.
- 4. Meeting → Actions.** When transcript lands in Meetings folder → summarise (decisions / actions w/ named owners / open questions) → create tasks only where owner named → unassigned go to chair's list → send summary link.
- 5. Friday Review.** Friday 16:00 → pull 6–8 figures from home base → draft 5-bullet review from figures only → deliver to owner → file by week.
- 6. Invoice Inbox Filer.** When email with attachment from known suppliers arrives (or subject contains "invoice/receipt") → save attachment to Invoices-In with filing-law name → add row (supplier, date, amount if clearly present, link) → weekly unmatched list to owner. (*Full money automation lives in Book 5; this is capture only, with human verification of amounts.*)

- 7. **Weekly Roster Draft.** Availability form closes [day/time] → merge responses → draft roster respecting [your stated rules: max shifts, required roles] → show owner to approve → post approved version to staff channel → alert on uncovered shifts.
- 8. **Quote Follow-Up Drafter.** When quote status = Sent and age = [3 days] with no reply → create *draft* follow-up from template → owner reviews/sends → repeat once at [9–14 days] → then human decision, never endless automation.
- 9. **Supplier Watch Summary.** Supplier emails matching watch list → summarise (price/date changes quoted exactly) → file to Supplier folder → notify owner only if a price, minimum, or delivery day changed.
- 10. **New Customer Welcome Pack.** When first order/booking completes → send approved welcome (what to expect, key links, human contact) → create record with source + next-step date → alert owner if first purchase above your threshold for a personal thank-you.
- 11. **Stale Task Nudge.** Daily 8:00 → list tasks overdue or with no next step → notify each owner once, digest-style → escalate to you only items 3+ days stale. One calm digest beats eleven panicked pings.
- 12. **Monthly Unsubscribe & Data Tidy Reminder.** On the 1st → checklist to owner: export/backup key lists, review tool access for leavers, clear test records, check plan usage vs limits. Unglamorous; saves a future week you'll never know about. That's the point.

A4. The 7-Day Sprint Planner

- **Day 1:** Form hardened; Build #1 trigger + confirmation tested.
- **Day 2:** Build #1 logging, notify, red-flag branch, draft step; 2 tests passed (normal + awkward).
- **Day 3:** Build #2 bookings; book/reschedule/cancel as a stranger on your phone.
- **Day 4:** Build #3 completion signal + delay + review request; log dedupe in place.
- **Day 5:** Build #4 transcript folder rule + summary prompt + owner-only task creation.
- **Day 6:** Build #5 Weekly Numbers area (spreadsheet counts; AI only narrates figures given).
- **Day 7:** Friday Review delivered; register completed for all builds; old-vs-new minutes recorded; one photo of your Hours Reclaimed page, because future-you deserves evidence.

Test-Before-You-Trust (run per build): happy test ☐ blank/odd-data test ☐ customer received exactly the right thing ☐ log entry exists ☐ failure alerts a human ☐ I can say where the off-switch is ☐.

A5. Automation Register (start with Chapter 7's five rows)

#	Name	Job in one line	G/A/R	Owner	Off-switch location	Last tested	Failure alert to
A01							
A02							
A03							
A04							

What this sample is

These pages are reproduced from Book 1 of The AI Automation Profit Bundle so you can judge the style and start planning before you buy.

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