

30-Day Business Automation Kickstart

Quick wins for coaches, freelancers, and consultants to save time & sign more clients

Week 1 — Save Time Immediately

- Automate booking calls (e.g., Calendly).
- Create automatic client reply emails.
- Sync contacts into a CRM (HubSpot free).

Week 2 — Automate Client Contact

- Add a chatbot to capture leads 24/7 (e.g., Tidio).
- Set follow-up emails for unresponsive leads.
- Connect your forms directly to your calendar.

Week 3 — Automate Marketing

- Request testimonials automatically.
- Reuse content automatically across platforms.
- Schedule recurring invoice reminders.

Week 4 — Automate Admin

- Use AI to write proposals & emails faster.
- Automate file storage & organisation.
- Use a weekly automation checklist in CRM.

Want one new automation each week?

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