Social AIM Solutions

FREE CHEAT SHEET

The small business AI cheat sheet.

10 jobs AI can take off your plate this month. No tech degree, no $300 a month chatbot, no four hours of tutorials.

10
everyday jobs AI can handle for a small business

9
copy-paste prompts and messages you can use today

4
AI things that aren't worth paying for yet

By **Mike Dallas-Petersen**
Social AIM Solutions, Quesnel, BC

socialaimsolutions.com

BEFORE YOU START

Three rules that save you a headache

Start with one job, not ten.
Pick the one that annoyed you most this week. Get it working, then pick the next.

You stay the editor.
AI writes the first draft. You read it and hit send. Nothing goes to a customer you haven't seen.

Keep private stuff private.
Don't paste card numbers, passwords or health details into a free AI chat tool.

THE 10 JOBS

1 Text back every missed call

Most CRMs can send an automatic text the moment you miss a call. Set it up once and stop losing jobs to voicemail.

MESSAGE TO USE

Hi, it's [your name] from [business]. Sorry I missed your call, I'm with a customer. What can I help with? I'll get back to you today.

2 Ask every happy customer for a Google review

When a job is done, send a short text with your review link. Automate it so you never have to remember.

MESSAGE TO USE

Thanks for choosing [business], [first name]! If we did a good job, would you leave a quick Google review? It really helps a small business like ours: [review link]

3 Turn a voice memo into a quote email

Record a one-minute voice memo on site. Most newer phones can turn it into text. Paste that into an AI chat tool like ChatGPT or Claude.

PROMPT

Turn these job notes into a friendly, clear quote email for a customer. Short paragraphs, list the work as bullet points, and end with how to book. Notes: [paste]

4 Write a week of social posts in 10 minutes

Give the AI your business, your town and the mix you want. Then swap in your own photos and details.

PROMPT

I run a [type of business] in [town]. Write 5 short Facebook posts for this week: 1 tip, 1 behind the scenes, 1 customer story I'll fill in, 1 seasonal reminder and 1 offer. Plain language, under 80 words each, no pile of hashtags.

5 Answer the same 10 questions without retyping them

Write your top questions and answers once. Save them as quick replies in your inbox, or load them into a website chat widget you can read and edit.

PROMPT

Here are notes about my business: [paste your services, area, hours and prices]. Write the 10 questions customers most likely ask me, with short, friendly answers I can save as quick replies.

6 Follow up quotes that went quiet

Set a reminder, or an automation, for three days after a quote goes out. Most quotes die from silence, not price.

MESSAGE TO USE

Hi [first name], just checking you got the quote for [job]. Happy to answer questions or adjust it. Want me to hold a spot for you?

7 Cut no-shows with reminders

Turn on appointment reminders in your booking tool: one the day before and one two hours before, with an easy way to reschedule.

MESSAGE TO USE

Hi [first name], a reminder that we're booked for [day] at [time]. Reply C to confirm or R if you need to reschedule.

8 Fix the wording on your website

Paste in your home page or services page. Read the result out loud before you use it.

PROMPT

Rewrite this page so a customer understands in five seconds what I do, who it's for and how to book. Under 150 words, simple everyday language. Text: [paste]

9 Make simple graphics and fix your photos

Use an image editor with AI features to remove messy backgrounds, brighten job photos and make a simple promo graphic. Real photos of your work beat stock photos every time.

10 Summarize the long stuff

Long email threads, supplier contracts, meeting notes. Let the AI pull out what matters, then check the original for anything important.

PROMPT

Summarize this in 5 bullet points, then list what I need to do and by when: [paste]

Not worth paying for (yet)

- **Chatbots you can't read or edit.** If you can't see what it says to your customers, don't let it talk to them.
- **Tools that post or send without you checking.** A draft you approve beats an auto-post you regret.
- **Anything that locks in your customer list.** Make sure you can export your contacts whenever you want.
- **Five apps that each do one thing.** Before you add a subscription, check whether something you already pay for does it.

Social AIM Solutions

WANT A HAND?

Pick a job off this list. We'll set it up with you.

AIM Office Hours is a live group video call with Mike every Tuesday at 12 PM Pacific. Bring this sheet, pick a job, and we get it working together on the call. Can't make it live? Email your question ahead and get the answer by email.

AIM Office Hours

The weekly call, plus your own CRM with texting, email, booking, review requests and AI tools built in. $97 CAD a month plus tax, month to month. AI, texts and calls are pay as you go.

socialaimsolutions.com/office-hours

Free website for new members

Join and we build your small business website at no extra cost. Up to 4 pages, built for phones, with booking and forms connected to your CRM. We take on 30 builds a month.

socialaimsolutions.com/free-website

Social AIM Solutions Ltd., Quesnel, British Columbia. AI tools change fast. Prompts and messages here are starting points, so always read and edit before you send anything to a customer. Product names belong to their owners.