

**PROMPT WO-092**

Automate Repetitive Tasks

Purpose

Use this prompt to identify repetitive tasks that can be automated, saving time and reducing manual effort. It helps individuals and businesses find opportunities to use AI, software tools, and simple systems to improve efficiency.

DIFFICULTY	TIME SAVED	BEST FOR
 Intermediate	 Hours/week	Automation

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Automation Consultant and AI Productivity Specialist.

Identify opportunities to automate repetitive tasks using the information below.

Role or Business:

[Describe your role or business]

Current Tasks:

[List regular tasks you complete]

Tasks That Feel Repetitive:

[List repetitive activities]

Current Tools Used:

[List software, apps, systems]

Time Spent on These Tasks:



[Estimate time spent]

Problems Caused:

[Delays, mistakes, frustration, lost time]

Desired Outcome:

[What would you like to improve?]

Please:

- Analyse my current tasks.
- Identify which tasks can be automated.
- Prioritise automation opportunities by impact.
- Recommend suitable AI tools or software.
- Create step-by-step automation workflows.
- Explain what should remain manual.
- Estimate potential time savings.
- Highlight risks and considerations.
- Create an implementation plan.

Return only the completed automation strategy.



Example

INPUT

Business: Small online business

Repetitive Tasks:

- Replying to common emails.
- Creating social media posts.
- Organising customer enquiries.
- Writing weekly updates.

Goal: Save time and focus on growth.

EXPECTED OUTPUT

Automation Strategy

Overview

The biggest opportunities are tasks that are repetitive, predictable, and follow a clear process.

The goal is not to remove the human element, but to reduce low-value work and create more time for important activities.



PRIORITY 1 — CUSTOMER EMAIL RESPONSES

Current Challenge: Repeated questions require similar answers.

Automation Opportunity: Create email templates, AI-assisted responses, frequently asked questions.

Tools: AI assistant, email templates, customer support platform.

Benefit: Save time while maintaining consistent responses.

PRIORITY 2 — SOCIAL MEDIA CONTENT CREATION

Current Challenge: Creating content from scratch takes significant time.

Automation Opportunity — Create a content workflow:

1. Generate ideas.
2. Draft captions.
3. Create variations.
4. Schedule posts.
5. Review performance.

Tools: ChatGPT, content scheduling platform, design tools.

Benefit: More consistent content creation.

PRIORITY 3 — INFORMATION ORGANISATION

Current Challenge: Time lost searching for information.

Automation Opportunity: Create systems for file organisation, note management, task tracking.

Benefit: Faster access to important information.

HUMAN VS AUTOMATION

Automate:

- ✓ Repetitive formatting
- ✓ First drafts
- ✓ Data organisation
- ✓ Scheduling
- ✓ Routine responses

Keep Human-Led:

- ✓ Decisions
- ✓ Relationships
- ✓ Creativity
- ✓ Strategy



✓ Quality checks

IMPLEMENTATION PLAN

Week 1 — Identify highest-value repetitive tasks.

Week 2 — Set up first automation.

Week 3 — Test and improve.

Week 4 — Create additional workflows.

 **Builder's Tip:** *The best automation opportunities are usually hidden in everyday tasks. Ask: “What do I do repeatedly that follows the same pattern?” Those tasks are often the easiest places to save time.*

Related Prompts

- WO-091 – Create an AI Workflow
- WO-093 – Write Better AI Prompts
- WO-099 – Create an AI Productivity System
- WO-100 – Build a Personal AI Operating System

Tags

AI
AUTOMATION

PRODUCTIVITY

EFFICIENCY

WORKFLOWS

TIME SAVING