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AUTOMATION

Automate Your Week

7 trigger-and-action workflows that buy back hours for solo founders and small teams.

Un degré au-delà / One degree beyond

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Seven automations a solo founder or small team can set up this week – each one buys back hours you're currently spending on copy-paste. Think **trigger** → **action**, and let the boring stuff run itself.

1 Lead capture → your inbox + a list

Form submission auto-creates a contact and pings you, so nothing falls through the cracks.

Trigger: new form entry. **Action:** add to email tool + notify you. **Tools:** your form, an email platform (e.g. Brevo), a connector like Make or Zapier.

2 Content repurposing on autopilot

One long post becomes a thread, a caption, and a newsletter blurb – drafted automatically for you to approve.

Trigger: you publish an article. **Action:** an AI step drafts 3 short-form versions into a doc.

3 Support triage

Incoming messages get auto-tagged by topic and urgency before you even open them.

Trigger: new email/DM. **Action:** AI labels + routes; urgent ones jump the queue.

4 Invoice & payment reminders

Polite nudges send themselves on a schedule so you never chase a late payment manually.

Trigger: invoice unpaid after X days. **Action:** templated reminder sent automatically.

5 Meeting notes → action items

Transcript in, a clean summary and a task list out, dropped where your team already looks.

Trigger: call recording ready. **Action:** AI summary + tasks pushed to your tracker.

6 Weekly metrics digest

The numbers that matter land in your inbox every Monday – no dashboard-hunting.

Trigger: schedule. **Action:** pull key stats, format, send to you/the team.

7 Onboarding sequence

Every new signup gets the right welcome, docs, and check-in – same quality, zero manual effort.

Trigger: new user. **Action:** timed email sequence + a nudge to you if they go quiet.

THE RULE OF THUMB

Automate the task you do the **same way every time**. Anything that needs real judgment, keep human – and let automation tee it up so the human part takes 30 seconds, not 30 minutes.

Tip • Start with the one task you dread most this week. Automate that single thing well before chaining ten together. **One reliable automation beats five flaky ones.**

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Made by **361TECH** – software, AI & automation

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