5 AI Automations You Can Set Up Today (Free Cheat Sheet)

By AutomateOS Labs

If you run a business and keep repeating the same tasks, start here. These 5 automations are fast to implement and deliver immediate ROI.

1) Instant Lead Response (Under 30 Minutes)

Problem: Leads go cold because replies are delayed.

Automation: - Trigger: New form submission (website, Typeform, Google Form) - Action 1: Send instant personalized email reply - Action 2: Notify owner on Telegram/ Slack - Action 3: Create/update lead in CRM

Tools: Make/Zapier + Gmail + Airtable/HubSpot

Business Impact: Faster response = higher close rates.

2) Missed Call Text-Back

Problem: Missed inbound calls = lost revenue.

Automation: - Trigger: Missed call - Action: Send auto-SMS: "Sorry we missed you —want to book now?" - Action: Push lead into CRM + task reminder

Tools: Twilio + Make/Zapier + CRM

Business Impact: Recover leads that would otherwise disappear.

3) Invoice + Payment Reminder Flow

Problem: Late payments hurt cash flow.

Automation: - Trigger: Invoice created / due date approaching - Action 1: Reminder email at T-3 days - Action 2: Reminder on due date - Action 3: Escalation message at +3 days overdue

Tools: Stripe/QuickBooks + Make/Zapier + Gmail

Business Impact: Faster collections, healthier cash flow.

4) Content Repurposing Pipeline

Problem: Creating content for every channel is too slow.

Automation: - Trigger: New long-form post/voice note - Action 1: AI generates X post + LinkedIn post + email draft - Action 2: Save drafts in Notion/Google Docs - Action 3: Queue for review

Tools: ChatGPT API + Make + Notion

Business Impact: 1 piece of content becomes 3-5 assets.

5) Daily KPI Snapshot to Telegram

Problem: Metrics are scattered and reviewed too late.

Automation: - Trigger: Every morning 8:00 AM - Action: Pull yesterday's leads, sales, response times, traffic - Action: Send one clean KPI digest to Telegram

Tools: Google Sheets/Airtable + Make + Telegram Bot

Business Impact: Better decisions with less manual reporting.

How To Prioritize (Simple Rule)

Pick automations using this formula:

Impact Score = Frequency × Time Saved × Revenue Risk

Start with the highest score first.

Want The Full System?

This cheat sheet is the starter.

The complete implementation system (templates, SOPs, prompts, rollout framework) is inside:

AutomateOS Complete Bundle (PDF)

Includes: lead automation, follow-up systems, pipeline ops, delivery ops, reporting, quality controls, scale blueprint.

Free Community + Updates

- Join our free Telegram community (daily practical tips)
- Newsletter coming soon (free weekly automation playbook)

If you want the exact templates behind these 5 automations, DM **AUTOMATE** on X.