NOAKES/CTO · FREE GUIDE · IN PLAIN ENGLISH

AI QUICK WINS FOR SMALL BUSINESSES

Twelve everyday jobs to hand to AI this week, and five things to keep out of it. No jargon, no new systems: start with one job, check the results, then add the next.

HAND OVER
12 everyday jobs

KEEP OUT
5 things, always

01 CUSTOMERS

- [ ] **Draft replies to enquiries** in the customer's own language. You check, then send.
- [ ] **Answer every review**, good or bad, in minutes rather than days.
- [ ] **Turn your FAQs and policies** into one answer sheet your team can work from.

02 ADMIN & MONEY

- [ ] **Read receipts and supplier invoices** into one tidy spreadsheet for your gestor.
- [ ] **Summarise long letters and contracts**, including Spanish ones, in plain English. Check anything important with a professional.
- [ ] **Turn voice memos and meeting notes** into a list of actions, owners and dates.

03 SALES & MARKETING

- [ ] **Write a week of social posts** from one photo and three bullet points.
- [ ] **Draft quotes and proposals** from your price list and past examples.
- [ ] **Translate your website and menus**, then have a native speaker give it a final read.

04 OPERATIONS & DATA

- [ ] **Ask questions of your exports:** "Which month had the most cancellations, and why?"
- [ ] **Write checklists and how-tos** for opening, cleaning, onboarding and handovers.
- [ ] **Get a weekly summary** of bookings, sales and unpaid invoices in one short message.

NEVER PASTE INTO A FREE AI TOOL

1. Customers' personal data: names with passports, addresses, health details
2. Passwords, API keys and login links
3. Bank and card details
4. Contracts or plans under NDA
5. Staff and HR records

Use a business plan with data-protection terms, and switch off training on your data where the tool lets you.

START THIS WEEK

Pick one job above that eats an hour a week. Try it on five real examples, keep a human check before anything goes out, then write down what worked so your team can repeat it.

General guidance, November 2026. Not legal advice. Always check AI output before it goes to a customer: you're responsible for what you send.

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Want it set up for you? AI Quick Start, fixed price from €900.

BOOK A FREE 30-MIN CALL

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