

3 AI

AUTOMATION WORKFLOWS



That Save Solopreneurs 10+
Hours Weekly
(Without Tech Overwhelm)

A Book By
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3 AI Automation Workflow That Save **Solopreneurs** **10+ Hours Weekly** (Without Tech Overwhelm)

Reclaim your time and let automation handle your busywork.

Brought to you by **Smart Solo Ai**

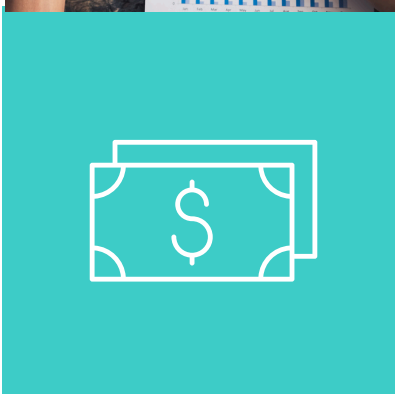
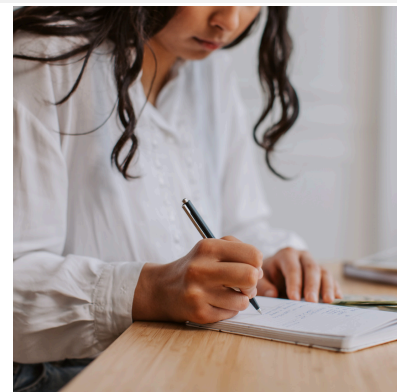




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03 Workflow 1

- Overview: Auto-publish content across platforms
- Tools used: Google Docs → Make.com → WordPress, LinkedIn, X
- Step-by-step (high-level) setup
- Time saved: 3–4 hours/week

04 Workflow 2

- Overview: Capture leads from forms and auto-send to CRM
- Tools used: Typeform → Zapier → Airtable/HubSpot
- Step-by-step (high-level) setup
- Time saved: 2–3 hours/week

05 Workflow 3

- Overview: Auto-summarize important emails and create tasks
- Tools used: Gmail → N8n → OpenAI → Notion/Trello
- Step-by-step (high-level) setup
- Time saved: 3–4 hours/week



A person with long dark hair is writing in a notebook on a wooden desk. The image is overlaid with a semi-transparent blue filter. Two vertical teal lines are positioned above and below the word 'INTRODUCTION'.

INTRODUCTION

Why Automation Changes Everything

Introduction

WHY AUTOMATION CHANGES EVERYTHING

As a solopreneur, **your time is your most valuable asset**. Yet, you often find yourself stuck in repetitive tasks—posting content everywhere manually, copying leads into your CRM, or managing endless email clutter.

What if you could reclaim **10+ hours every week**—without hiring a VA—by letting automation handle your repetitive tasks, while you focus on sales, content, and growth?



In this guide, you'll discover **three proven automation workflows** using **Zapier**, **Make.com**, and **N8n.io** that will give you back your time, without requiring you to become a tech expert.

By the end of this guide, you will have a clear, actionable plan to automate core business tasks and free yourself from the busywork that holds you back.



CHAPTER 01

Automation Platform Snapshots

Here's a Snapshots of 3 automation platforms

ZAPIER

Best For: Beginners who want to automate tasks quickly without coding.
Strengths: Simple interface, vast app integrations, easy to set up.
Use Cases: Lead capture automation, simple content reposting, email parsing.

MAKE

Best For: Visual thinkers and solopreneurs who want advanced, multi-step automations.
Strengths: Drag-and-drop workflow builder, branching logic, cost-effective for complex flows.
Use Cases: Content distribution across multiple platforms, advanced data routing.

N8N

Best For: Tech-comfortable solopreneurs seeking maximum control and flexibility.
Strengths: Open-source, can self-host, complex automations with advanced logic, affordable.
Use Cases: Advanced email summarization, AI-enhanced workflows, task management automation.

A woman with braided hair is looking down at a laptop in a meeting. The image is overlaid with a dark blue diamond shape. The text is centered within this diamond.

CHAPTER 02

Workflow 1 Content Distribution Automation

Automation with Make.com

✓ WORKFLOW OVERVIEW

Tired of manually copying your latest blog post or video and pasting it across LinkedIn, Twitter, and Facebook? This workflow lets you automatically distribute your content to all your platforms when you publish.

✓ TOOLS USED

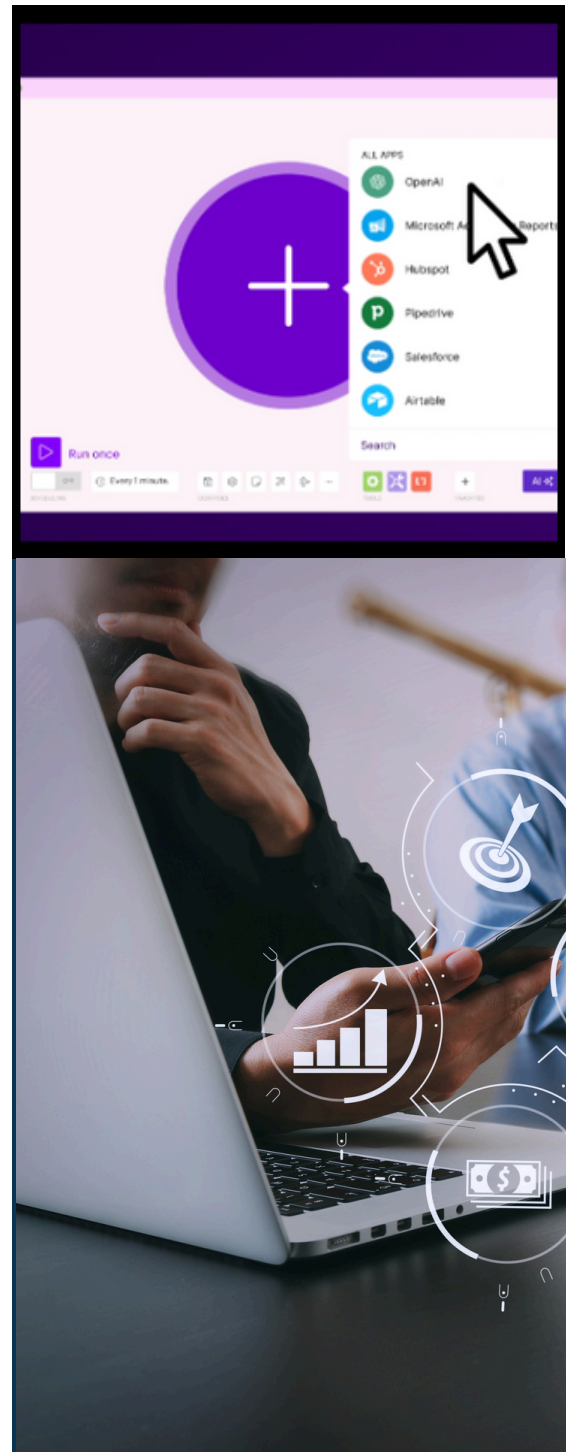
Google Docs / WordPress (source content)
Make.com (automation platform)
LinkedIn, X, Facebook, etc.

✓ HIGH LEVEL STEP BY STEP

1. Trigger: New blog post published or a new Google Doc added to a folder.
2. Action: Make.com extracts the title, description, and link.
3. Action: Automatically posts to LinkedIn, X, and Facebook with formatted captions.
4. Optional: Sends a Slack/Telegram notification that the post went live.

✓ TIME SAVED

3–4 hours weekly by eliminating manual cross-posting.



Automation with Make.com

✔ FULL MAKE.COM AUTOMATION WORKFLOW STEP BY STEP – INCLUDING:

- Trigger module (what starts the scenario)
- Action modules (the sequence of steps with settings)
- Logic/filters/routers (to handle conditions and branching)
- Error handling + scheduling (best practices so it runs smoothly)
- Output/destination (where the data lands or final action)

1. Trigger – WordPress

- Module: WordPress > Watch Posts
- Fields:
 - Connection: Connect your WordPress site (use application password or OAuth).
 - Trigger Type: Published
 - Limit: 1 (to process one new post per execution).
 - Order: Descending (newest first).

2. Get Post Details

- Module: WordPress > Get a Post
- Fields:
 - Post ID: ID (from Watch Posts output).
 - Retrieve: Title, Excerpt, Featured Image, Permalink.

Automation with Make.com

3. Format Post Content

- Module: Tools > Set Variable
- Name: Post_Message
- Value:
 - New Blog Post!
 - {{2.Title}}
 - {{2.Excerpt}}
 - Read more: {{2.Link}}

(Here, {{2.Title}} means the Title from Module 2 output, etc.)


4. Router (Split to Social Platforms)

- Add Router → 3 branches (Facebook, X, LinkedIn).

Path A – Facebook

- Module: Facebook Pages > Create a Post
- Fields:
 - Page: Select your FB Page.
 - Message: {{Post_Message}}
 - Link URL: {{2.Link}}
 - Photo URL: {{2.Featured Image URL}} (optional, but better engagement).

Path B – X (Twitter)

- Pre-Step (Optional):
 - Text Parser > Truncate → keep under 250 chars.
 - Input: {{Post_Message}}
 - Limit: 250
- Module: X (Twitter) > Create a Tweet
- Fields:
 - Text:
 - {{Output from Truncate step}}
 -  {{2.Link}}
 - Media: {{2.Featured Image URL}} (optional).

Automation with Make.com

Path C – LinkedIn

- Module: LinkedIn > Create a Share Update
- Fields:
 - Organization/Personal: Choose your account or company page.
 - Visibility: Public
 - Text:
{{2.Title}}

{{2.Excerpt}}


 Read more: {{2.Link}}
Content URL: {{2.Link}}

Image URL: {{2.Featured Image URL}}

5. Error Handling

- Right-click each social media module → Add Error Handler.
- Choose Ignore or Resume → ensures if one fails (e.g., LinkedIn API down), others still post.

6. Scheduling

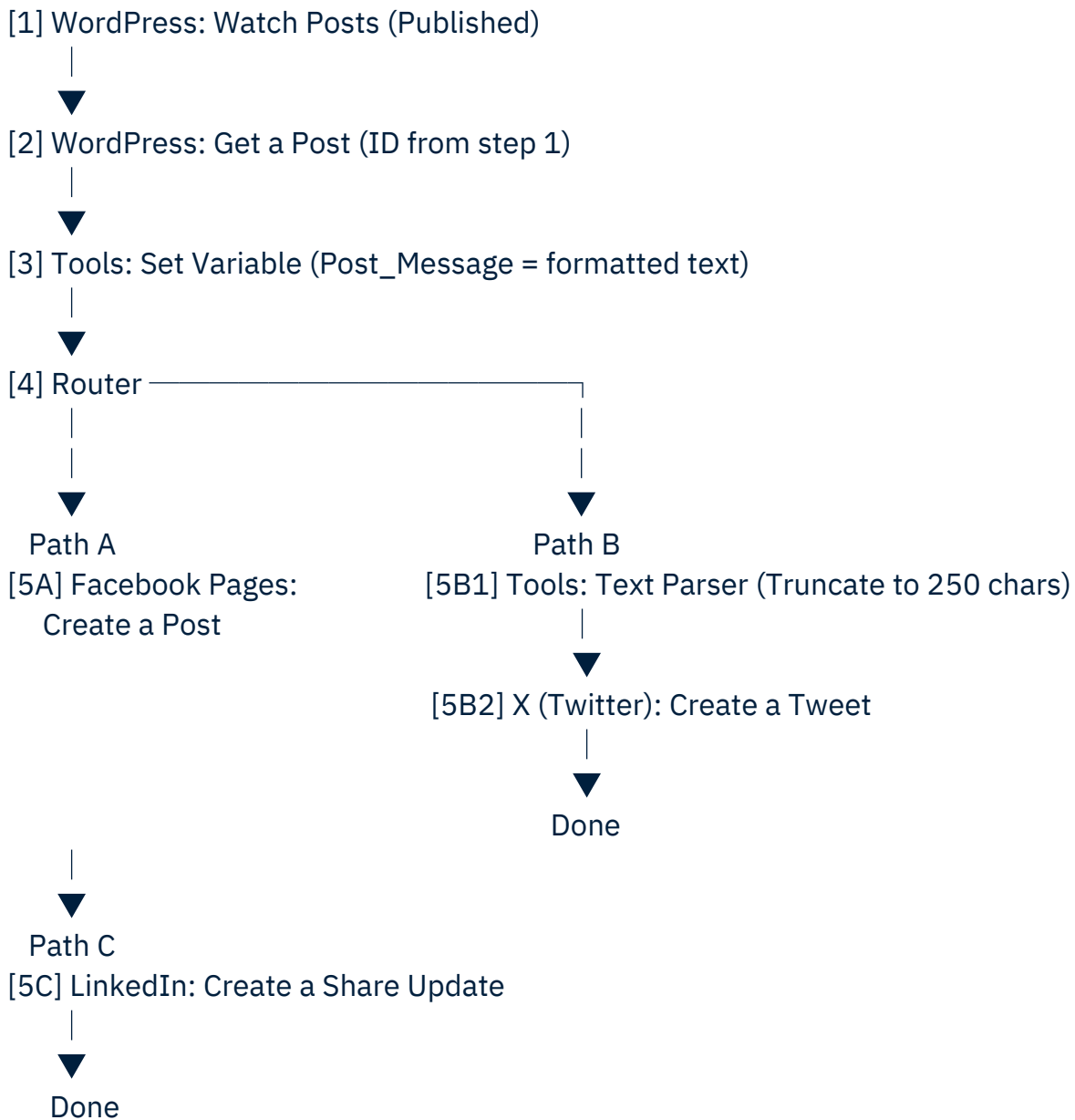
- In the Scenario Settings:
 - Run scenario every 15 minutes (or 5 minutes if you want near real-time).
 - Deduplication is handled by Make (each post ID is unique).

Final Flow (Modules in Order)

1. WordPress > Watch Posts (Trigger)
2. WordPress > Get a Post
3. Tools > Set Variable (Post_Message)
4. Router
 - Path A: Facebook Pages > Create a Post
 - Path B: X (Twitter) > Create a Tweet
 - Path C: LinkedIn > Create a Share Update

Automation with Make.com

Make.com Scenario Diagram – WordPress → Facebook, X, LinkedIn



Automation with Make.com

Ready to import JSON make.com blueprint

WordPress Auto Share to Socials with Error Handling + Notification

How to use:

- Download the JSON file from [here](#)
- In Make → Scenarios → Import Blueprint → Upload File.
- Reconnect your WordPress, Facebook Page, X (Twitter), and LinkedIn accounts.
- Replace YOUR_PAGE_ID (inside the JSON) with your actual Facebook Page ID.

Note:

- Added Slack: Send Message (id: 9) at the end of the router.
- Sends a message to #general (you can change this to any channel or user DM).
- Message includes:
 - Blog Post Title
 - Post Link
 - Confirmation that it was posted to all platforms.

👉 If you prefer Email instead of Slack, you can swap this with:
Gmail > Send Email or Email > Send an Email (depending on your setup).

A woman with long brown hair, wearing a red button-down shirt, is sitting at a desk. She has her right arm raised in a celebratory gesture, with her hand clenched in a fist. She is smiling broadly, looking down at a laptop on the desk. On the desk, there is also a white notebook with a blue pen resting on it. The background is a blurred office setting with shelves and a window with white curtains. A large, semi-transparent blue diamond shape is overlaid on the image, containing the text.

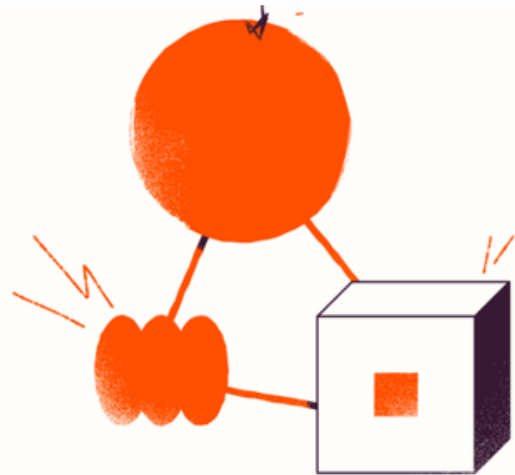
CHAPTER 03

Workflow 2 Lead Capture + CRM Sync

Automation with Zapier.com

✓ WORKFLOW OVERVIEW

No more copying leads from forms into your CRM manually. This workflow ensures every lead you capture is instantly organized and ready for follow-up.



✓ TOOLS USED

Typeform / Google Forms (lead capture)
Zapier (automation platform)
Airtable / HubSpot (CRM)

✓ HIGH LEVEL STEP BY STEP

1. Trigger: New form submission on Typeform/Google Forms.
2. Action: Zapier captures lead data (name, email, answers).
3. Action: Automatically adds the lead to your CRM or Airtable with proper tagging.
4. Optional: Sends a personalized confirmation email to the lead.



✓ TIME SAVED

2–3 hours weekly while reducing the risk of losing leads.

Automation with Zapier.com

✓ ZAPIER WORKFLOW: GOOGLE FORMS → HUBSPOT + EMAIL FOLLOW-UP

1. Trigger: New Google Form Submission

- App: Google Forms
- Event: New Form Response
- Setup:
 - Connect your Google account.
 - Select the specific Google Form.
 - Fields captured: Name, Email, Other Answers.

This ensures that every time someone submits the form, Zapier grabs the data instantly.

2. Action: Find or Create Contact in HubSpot

- App: HubSpot
- Event: Find or Create Contact
- Setup:
 - Match Contact by Email Address.
 - If contact exists → update record.
 - If contact doesn't exist → create a new one.
- Map Fields:
 - Name → HubSpot First Name / Last Name
 - Email → HubSpot Email
 - Other Form Answers → Custom Properties in HubSpot
- Tagging:
 - Add a static tag like GoogleFormLead
 - OR use a dynamic tag like Source: Google Forms

This keeps your CRM clean — no duplicates, and every lead is properly tagged.

Automation with Zapier.com

3. Action: Add Lead to a Specific HubSpot List (Optional)

- App: HubSpot
- Event: Add Contact to List
- Setup:
 - Choose your pre-created list in HubSpot (e.g., “Form Leads – Campaign XYZ”).
 - Input: Contact ID from previous step.

Helps with segmentation for campaigns.

4. Action: Send Personalized Email Confirmation

You have 2 main options here depending on your email setup:

- App: Gmail
- Event: Send Email
- Setup:
 - To: {{Email from Google Form}}
 - Subject: Thanks for reaching out, {{First Name}}!
 - Body:
 - Hi {{First Name}},

Thank you for filling out our form!

We've received your details and will follow up shortly.

In the meantime, you can learn more here: [Your Website Link].

Best regards,
[Your Company Name]
From: Your connected Gmail account.

Automation with Zapier.com

Best Practices in Zapier

- Filters → Add a filter after Step 1 if you only want leads with valid email addresses (@gmail.com, @company.com).
- Formatter (Zapier) → Use this to split full names into First/Last Name if Google Form only collects "Full Name".
- Error Handling → Use Zapier's built-in "Autoreplay Tasks" to retry if HubSpot API is temporarily down.

Final Zap Flow

1. Trigger: Google Forms – New Response
2. Action: HubSpot – Find or Create Contact
3. Action: HubSpot – Add to List (optional)
4. Action: Gmail/HubSpot – Send Personalized Confirmation Email
5. (Optional) Slack – Notify Sales Team

Outcome: Every new Google Form lead is automatically in HubSpot (tagged and ready for segmentation), receives a personalized confirmation email instantly, and your team can be notified in real time.

Automation with Zapier.com

Here's a field mapping template you can follow when setting up your Zap in Zapier. This ensures all the data from your Google Form flows into the right HubSpot properties.

Zapier Field Mapping: Google Forms → HubSpot

Google Forms Example Fields

1. Full Name
2. Email Address
3. Phone Number
4. Company Name
5. Job Title
6. How did you hear about us?
7. Message / Custom Question

HubSpot Property Mapping

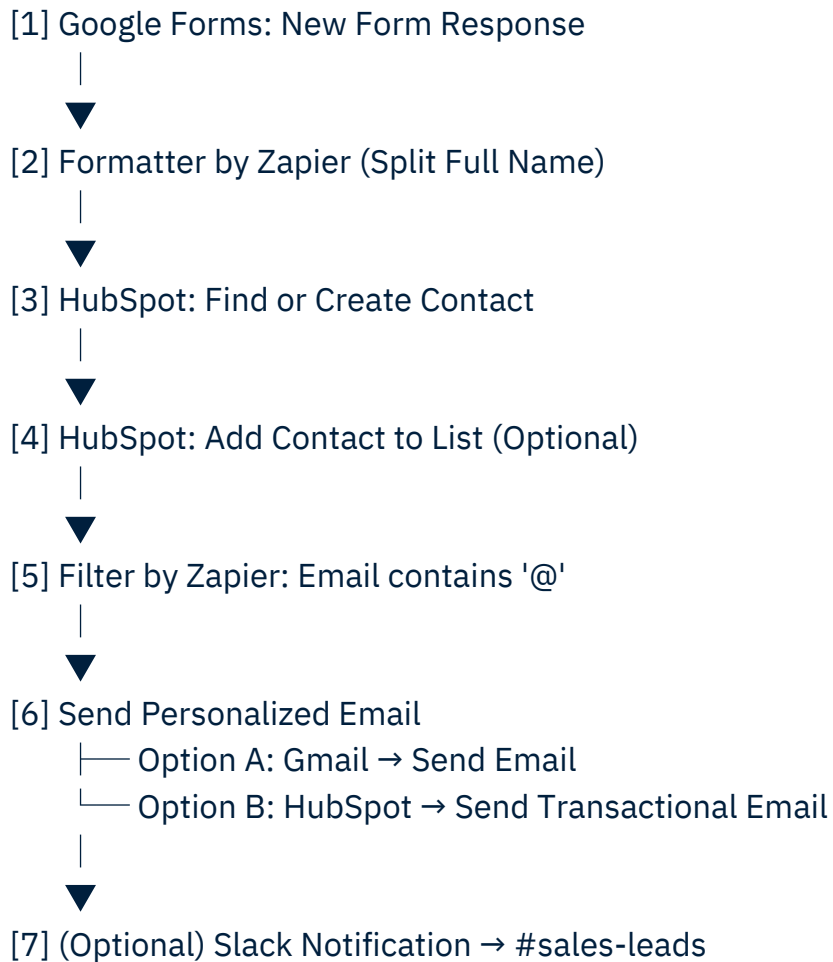
Google Forms Field	HubSpot Property	Notes
Full Name	<code>firstname</code> + <code>lastname</code>	Use Zapier Formatter → Split Text to separate first & last names.
Email Address	<code>email</code>	Primary identifier for HubSpot contacts.
Phone Number	<code>phone</code>	Map directly if available.
Company Name	<code>company</code>	Adds lead to a company if matched.
Job Title	<code>jobtitle</code>	Helps with segmentation.
How did you hear about us?	<code>lead_source</code> (or custom property)	If not available in HubSpot, create a custom property first.
Message / Custom Question	<code>message</code> (or custom property)	For free text answers.
Form Source (static)	<code>lifecycle stage</code> / <code>source</code> tag	e.g., "Google Form Lead" → use Zapier "Custom Value" in HubSpot.

With this mapping, your Zap will:

1. Take Google Form submission → format → push to HubSpot (clean).
2. Tag the lead with source info.
3. Send personalized confirmation email.

Automation with Zapier.com

Zapier Workflow Diagram – Lead Capture Automation



A laptop screen showing a Slack chat interface. The chat is for a team named 'ABC Dev Team'. The interface shows a search bar at the top, a date separator for 'Friday, February 26th', and a list of messages from various team members. A large blue diamond is overlaid on the screen, containing the chapter and workflow information.

CHAPTER 04

Workflow 3 Daily Email Summary + Task Automation

Automation with N8n.io

✓ WORKFLOW OVERVIEW

Drowning in emails? This workflow auto-summarizes your priority emails and converts them into actionable tasks in your task manager.

✓ TOOLS USED

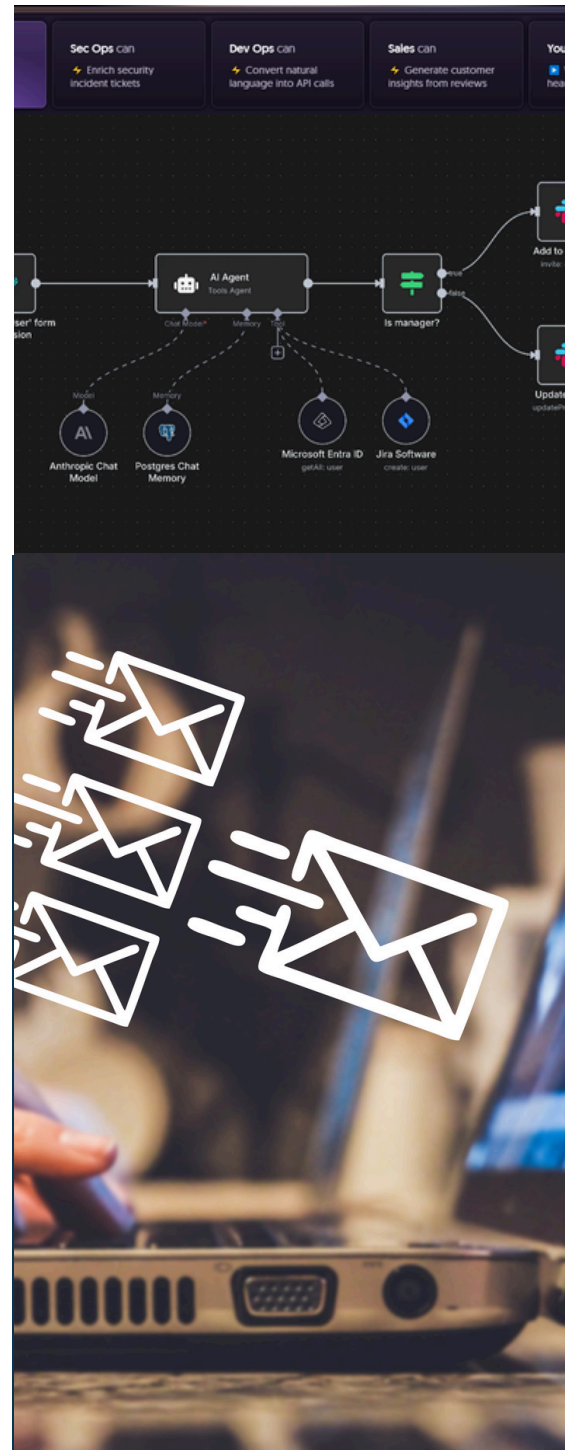
Gmail
N8n.io
OpenAI (for summarization)
Notion / Trello (task manager)

✓ HIGH LEVEL STEP BY STEP

1. Trigger: Every day at 8 AM, N8n fetches emails from a labeled folder (e.g., "To Process").
2. Action: Uses OpenAI to generate concise summaries of the emails.
3. Action: Creates tasks in Notion/Trello with the summary, sender, and due date.
4. Optional: Sends you a Slack or Telegram digest.

✓ TIME SAVED

3–4 hours weekly and keeps your inbox under control.



Automation with N8n.io

✓ **N8N WORKFLOW: GMAIL → OPENAI → TRELLO → SLACK DIGEST**

Workflow Overview

- Trigger: Cron (every day at 8am)
- Fetch Emails: Gmail → Label: To process
- Summarize Emails: OpenAI → Summarization
- Create Tasks: Trello → Card creation
- Send Digest: Slack → Daily summary

Step 1: Trigger – Cron

- Node Type: Cron
- Schedule: Daily → 8:00 AM
- Output: Trigger workflow every day at 8am

Step 2: Gmail – Fetch Labeled Emails

- Node Type: Gmail → Get Emails
- Configuration:
 - Label: To process
 - Limit: e.g., 10–20 emails per day
 - Mark as Read: Optional
 - Sort by: Newest first

Output: Each email's:

- Subject
- From (sender)
- Body (plain text or HTML)
- Date

Automation with N8n.io

Step 3: OpenAI – Summarize Email

- Node Type: OpenAI → Chat Completion or Text Completion
- Input: Email body from Gmail node
- Prompt Example:

Summarize the following email into a concise, actionable task for Trello. Include key points and suggested next steps. Output in 1–2 sentences:

```
{{ $json["body"] }}
```

- Parameters:
 - Model: gpt-4 or gpt-3.5-turbo
 - Max tokens: 150
 - Temperature: 0.5

Output: Concise summary for Trello card

Step 4: Trello – Create Card

- Node Type: Trello → Create Card
- Configuration:
 - Board: Select your priority task board
 - List: E.g., To Do
 - Name: Use email subject or summary first few words
 - Description: Include:
 -
 - Summary:

```
{{ $json["summary"] }}
```
 - From:

```
{{ $json["from"] }}
```
 - Received:

```
{{ $json["date"] }}
```
 - Due Date: Optional → e.g., 1 day from email date
 - Labels: Optional → “Email Task”

Output: Trello card created for each email

Automation with N8n.io

Step 5: Slack – Send Digest

- Node Type: Slack → Send Message
- Channel: E.g., #daily-digest
- Message Example:

Daily Email Tasks Summary:

{{ \$json["summary"] }}

From: {{ \$json["from"] }}

Subject: {{ \$json["subject"] }}

Trello Card: {{ \$json["trelloCardUrl"] }}

- Combine all emails into a single message: Use Merge Node or Function Node to concatenate summaries for the digest

Workflow Nodes Sequence

[Cron Trigger: 8am]

|



[Gmail: Get Emails labeled "To process"]

|



[OpenAI: Summarize Email]

|



[Trello: Create Card for each summary]

|



[Slack: Send Digest of all summaries]

Result:

- Every day at 8am, n8n fetches priority emails.
- Summaries are generated using OpenAI.
- Trello cards are created automatically with summary, sender, and due date.
- A Slack digest is sent with all the tasks.

Automation with N8n.io

How to Use

1. Download the JSON file [here](#)
2. In n8n → Import Workflow → Upload File.
3. Reconnect your credentials for Gmail, OpenAI, Trello, and Slack.
4. Replace placeholders:
 - YOUR_GMAIL_ACCOUNT
 - YOUR_OPENAI_ACCOUNT
 - YOUR_TRELLO_ACCOUNT, YOUR_TRELLO_BOARD_ID, YOUR_TRELLO_LIST_ID
 - YOUR_SLACK_ACCOUNT
5. Activate the workflow.

This workflow will:

- Fetch emails from the “To process” Gmail label daily at 8 AM
- Generate concise summaries using OpenAI
- Create Trello tasks with summary, sender, and received date
- Send a Slack digest of all tasks

Next Steps: Build Your First Automation Today

Choose one of the workflows that aligns most with your current bottleneck:

- Need more content consistency? Start with **Workflow 1**.
- Want seamless lead capture? Begin with **Workflow 2**.
- Overwhelmed by email? Tackle **Workflow 3**.

Start small, get comfortable, and watch your reclaimed time compound week after week.

Automating your repetitive tasks is the easiest way to buy back your time as a solopreneur. Start today, reclaim your freedom, and focus on what actually grows your business.

Want to accelerate your AI automation Workflows?

Get 2000+ Ready To Use Workflows specifically for busy solopreneurs who want to:

- ✓ Save time on content creation
- ✓ Automate client onboarding
- ✓ Streamline admin and follow-ups
- ✓ Simplify planning and marketing tasks

No fluff. No complexity. Just actionable, copy-and-use systems to run your business smarter with AI. [Click Here To Learn More](#)

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