

FREE DOWNLOAD · WHERE TO START

# 50 jobs to hand to AI first

The high-value, low-risk jobs that pay off fastest, grouped by area.

Tick the ones that quietly eat your week.

## Admin & operations

- ✓ Turn messy meeting notes into decisions and actions
- ✓ Draft the weekly report from the same sources each week
- ✓ Triage and summarise a full inbox in minutes
- ✓ Clean and de-duplicate a messy spreadsheet
- ✓ Write standard operating procedures from a rough description
- ✓ Summarise a long contract into plain English, with the risks flagged
- ✓ Turn a call recording into notes and follow-ups
- ✓ Build a checklist for any repeatable process
- ✓ Draft internal policies (leave, expenses, AI use) from a prompt
- ✓ Pull the key dates and actions out of a long email thread

## Customers & sales

- ✓ Answer your most common customer questions, day and night
- ✓ Write warm follow-ups that actually get a reply
- ✓ Draft quotes and proposals in minutes, still tailored
- ✓ Reply to reviews in your own tone
- ✓ Turn a rough brief into a clear, agreed scope
- ✓ Write a friendly chase for an overdue invoice
- ✓ Draft onboarding emails for new clients
- ✓ Summarise a sales call and suggest the next step
- ✓ Qualify enquiries with a few smart questions
- ✓ Write calm responses to your most common objections

## Marketing & content

- ✓ Turn one idea into a week of posts
- ✓ Repurpose a blog into LinkedIn, an email and a script
- ✓ Draft newsletter editions from your notes
- ✓ Write service and product descriptions that read well
- ✓ Generate social captions in your voice, not a robot's
- ✓ Research a competitor in ten minutes
- ✓ Summarise all your reviews into clear themes
- ✓ Brainstorm campaign angles for a launch
- ✓ Draft a press release or announcement
- ✓ Build an FAQ page from the questions you really get

## Finance & numbers

- ✓ Explain what a set of numbers actually means
- ✓ Build a simple forecast from past data
- ✓ Categorise and tidy a pile of expenses
- ✓ Write a plain-English budget summary
- ✓ Spot the odd one out in a transactions list
- ✓ Turn a spreadsheet into a brief for a dashboard
- ✓ Model a pricing change quickly, before you commit

## People & hiring

- ✓ Write a job ad that attracts the right people
- ✓ Screen CVs against your real criteria
- ✓ Draft interview questions for a specific role
- ✓ Turn interview notes into a fair scorecard
- ✓ Write a 30-day onboarding plan for a new hire
- ✓ Draft clear, kind feedback you have been putting off

## You, personally

- ✓ Plan your week around what actually matters
- ✓ Draft the awkward email you keep avoiding
- ✓ Prep you for a meeting in five minutes
- ✓ Turn a voice memo into a tidy to-do list
- ✓ Rewrite anything to be clearer and shorter
- ✓ Translate messages for overseas customers
- ✓ Proofread and polish before it goes out

### Where to actually start

The best first job for AI usually has four things in common:

- ✓ It eats time, every single week
- ✓ It runs on rules, not judgement
- ✓ A mistake there is cheap to fix
- ✓ You do it often enough to feel it

### What AI can do, right now

- > Give you back hours every week
- > Answer customers the moment they ask
- > Make you look bigger than you are
- > Turn your own numbers into decisions

*All from tools you already have.*