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Your AI Cheat Sheet

AI carries the repetition. You carry the relationship.

Here are the ten time-drains I hear about most from small-business owners, with one simple tool for each and one small first step. You don't need all ten. Pick the one that's costing you the most this week, give it ten minutes, and let it hand you a little time back.

1 Following up on calls, bids and quotes

HighLevel ★ Laura's pick · 14-day free trial

First step: Set up one automatic text that checks in two days after you send a quote.

2 Keeping a list of all my clients

Bigin by Zoho CRM · free for 1 user

First step: Add your ten most recent customers and leads, each with a follow-up date.

3 Asking for reviews and referrals, and checking in

MailerLite · free up to 250 subscribers

First step: Send past clients a short, warm check-in with your Google review link.

4 Answering calls while I'm on a job

Rosie · 7-day free trial

First step: Point it to your website and hours, then call your own number to hear it answer.

5 Email takes my whole morning

ChatGPT ★ Laura's pick · free plan

First step: Paste in one email you've been dreading and ask for a kind, short reply in your voice.

6 Booking and rescheduling appointments

Calendly · free plan

First step: Connect your calendar, set your real hours, and add the link to your email signature.

7 Posting on social media

Canva ★ Laura's pick · free plan

First step: Pick one template, swap in your photo and words, and make three posts at once.

8 Sending invoices and keeping the books

Wave · free Starter plan

First step: Add your logo and send your next invoice from Wave instead of a document.

9 Being found online

Google Business Profile · free

First step: Claim your profile, check your hours and phone number, and add five real photos.

10 Remembering what was said in meetings

Fathom · free plan

First step: Let it take notes on your next video call, then copy the action items into your to-do list.

Want help setting this up?

If you'd rather not do it alone, I'd love to help. In an AI Clarity Session we look at your week together and find the one change that gives you the most time back.

Book at iamworthyvip.com

— *Laura De La Rosa*
I Am Worthy VIP · iamworthyvip.com · lauraann@iamworthyvip.com

Prices checked October 16, 2026, and they can change.
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