

Operations Made Simple

How to Use AI to Organize and Run Your Business

Use AI to save time, reduce overwhelm, and create systems for your mission or business.

THE STRATEGY COUNSEL

FUNDABLE • VISIBLE • COMPLIANT



FOUNDER



Why Founders Feel Overwhelmed

You started your business, nonprofit, or ministry to make an impact — not to drown in administrative tasks, missed deadlines, and fragmented systems. Yet here we are.

Too Many Hats

You're the CEO, marketer, bookkeeper, and customer service rep — all at once.

No Clear System

Tasks live in your head, in texts, in sticky notes — never in one reliable place.

No Bandwidth Left

By the time operations are handled, there's no energy left for actual strategy or growth.

Today's session is about changing that — using AI as your operational backbone so you can lead with clarity.

AI Is Not the Business – AI Supports the Business

What AI IS

- A powerful assistant that works 24/7
- A tool to speed up drafts, plans, and research
- A system-builder that never gets tired
- A thought partner for structure and clarity

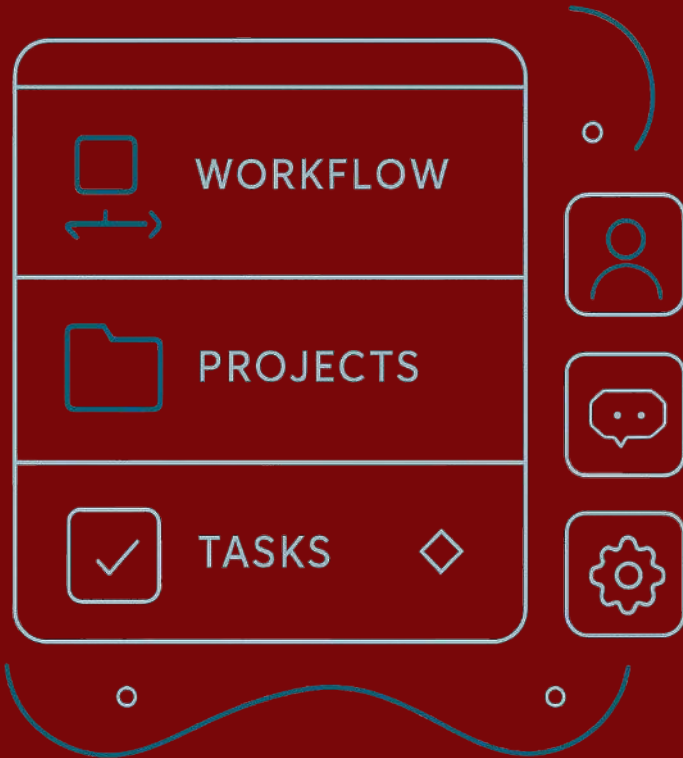
What AI IS NOT

- A replacement for your vision or leadership
- A substitute for human relationships and trust
- A legal or financial advisor
- A "set it and forget it" solution



Core Principle: AI should not replace your strategy. It should help you execute it.

AI ASSISTANT



What AI Can Help With

Modern AI tools are remarkably capable across a wide range of operational tasks. Here's where you'll see the biggest return on your time investment:



Planning & Scheduling

Weekly priorities, meeting agendas, and time-blocking frameworks built in minutes.



Communication & Admin

Email drafts, follow-up sequences, and response templates that sound like you.



Content & Copy

Blog posts, newsletters, social captions, and grant narratives — drafted fast.



SOPs & Workflows

Step-by-step procedures that document how your business actually runs.

What AI Should Not Replace

There are areas where human judgment, relationship, and wisdom are irreplaceable. Knowing the boundary between AI assistance and human leadership is a mark of strategic maturity.

Relationship Building

Donors, clients, and community members trust *you* – not your chatbot. Personal connection must remain human.

Legal & Financial Decisions

AI can research and summarize, but compliance decisions require a licensed professional's final review.

Vision & Values

Your mission, culture, and core direction must come from your leadership – AI cannot know your "why."

Final Judgment Calls

Hiring, partnerships, pricing strategy – these require discernment that no tool can replicate.

Weekly Planning with AI

One of the highest-leverage habits you can build is a weekly planning session powered by AI. In 15–20 minutes, you can map your entire week with clarity and intention.

01

Brain Dump First

List everything on your mind — tasks, concerns, ideas, and deadlines — without filtering.

02

Feed It to AI

Paste your brain dump into ChatGPT and ask it to organize by urgency, category, and impact.

03

Build Your Weekly Plan

Ask AI to create a prioritized schedule that protects your top 3 goals for the week.

04

Review and Commit

Edit the AI draft with your own context and lock it in — this is now your operational compass.



Email and Admin Support

The Problem

Founders spend an average of **2–3 hours daily** on email. That's 10–15 hours a week lost to an inbox — instead of serving your mission or growing your revenue.

The AI Solution

Use AI to draft, sort, and systematize your communications so your inbox becomes a tool, not a trap.

Draft Responses

Give AI the context; get a professional reply in seconds.

Template Library

Build 10–15 reusable email templates for your most common scenarios.

Follow-Up Reminders

Use AI to script your follow-up sequence so no lead or donor goes cold.

Content Creation with AI

Content drives visibility — and visibility drives revenue, donations, and trust. AI dramatically lowers the barrier to consistent, high-quality content creation.



Blog & Articles

Use AI to outline, draft, and refine long-form content that positions you as a thought leader in your space.



Social Media

Repurpose a single idea into 5-7 platform-specific posts across LinkedIn, Instagram, and Facebook with one prompt.



Scripts & Talking Points

Generate webinar scripts, video intros, and presentation outlines that match your voice and message.

Newsletter and Social Media Support

Consistency is the currency of trust. AI makes it possible to show up regularly — even when your schedule is full.

Newsletter Strategy

- Use AI to draft a monthly content calendar in minutes
- Turn one long-form post into 4 newsletter sections
- Generate subject line variations and preview text
- Write reader-friendly summaries of complex topics

Social Media Strategy

- Batch-create 2–4 weeks of posts in one session
- Adapt your message for LinkedIn, Instagram, and Facebook
- Use AI to brainstorm hooks, CTAs, and hashtag sets
- Repurpose testimonials and stories into captions



Pro Tip: Give AI your brand voice, audience, and a few sample posts — it will start to sound like you within 2–3 iterations.

Client, Donor, or Lead Follow-Up

Most opportunities are lost not because of lack of interest — but because of lack of follow-up. AI can build and maintain a follow-up system so nothing slips through the cracks.

1

Initial Outreach

AI drafts a warm, personalized first-touch message tailored to the recipient's context.

2

Day 3 Check-In

A gentle nudge that adds value — a resource, an insight, or a relevant question.

3

Day 7 Follow-Up

A brief, low-pressure message that opens a door without applying pressure.

4

Ongoing Nurture

Monthly touchpoints — newsletters, check-ins, and updates — keep your network warm.



SOPs and Repeatable Workflows

Why SOPs Matter

Standard Operating Procedures (SOPs) are the difference between a business that depends on you and a business that can run without you. They protect your time, ensure quality, and make delegation possible.

AI can build a full SOP from a simple conversation — no more blank-page paralysis.

1

Describe the Process

Tell AI how you currently do a task — in plain language, no formatting required.

2

Ask AI to Structure It

Prompt: "Turn this into a step-by-step SOP with roles, tools, and timelines."

3

Review, Edit, and Save

Refine the draft with your real-world nuance, then store it in a shared folder or tool.

Task Tracking and Weekly Priorities

Clarity about what matters most is a competitive advantage. AI helps you cut through the noise and focus on high-impact work every single week.



Top 3 Priorities

Ask AI to identify your three highest-leverage tasks each week based on your goals and deadlines.



Quick Wins

Have AI surface tasks that can be completed in under 15 minutes to build momentum early in the week.



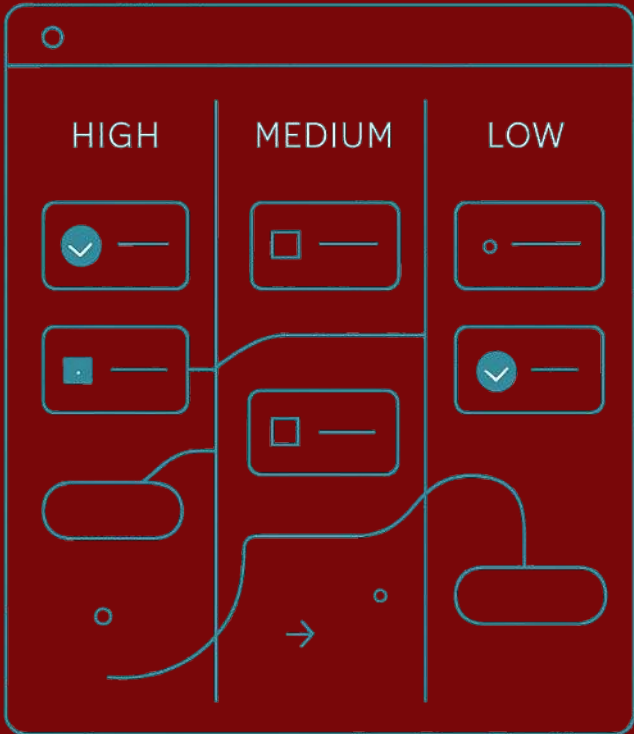
Delegation List

Ask AI to flag which tasks in your list could be done by a team member, volunteer, or virtual assistant.



Progress Review

Use AI at week's end to assess what was completed, what carried over, and what needs a new approach.



Grant and Funding Research Support

Finding the right funding opportunities is time-intensive work. AI can dramatically accelerate your research and help you craft more compelling narratives — while you focus on relationship-building with funders.



Opportunity Discovery

Use AI to search for grants aligned to your mission, geography, population served, and budget size. Ask for a summary of eligibility requirements for each.



Narrative Drafting

Provide AI with your mission statement, program data, and impact goals — then ask it to draft your statement of need or program description.



Compliance Check

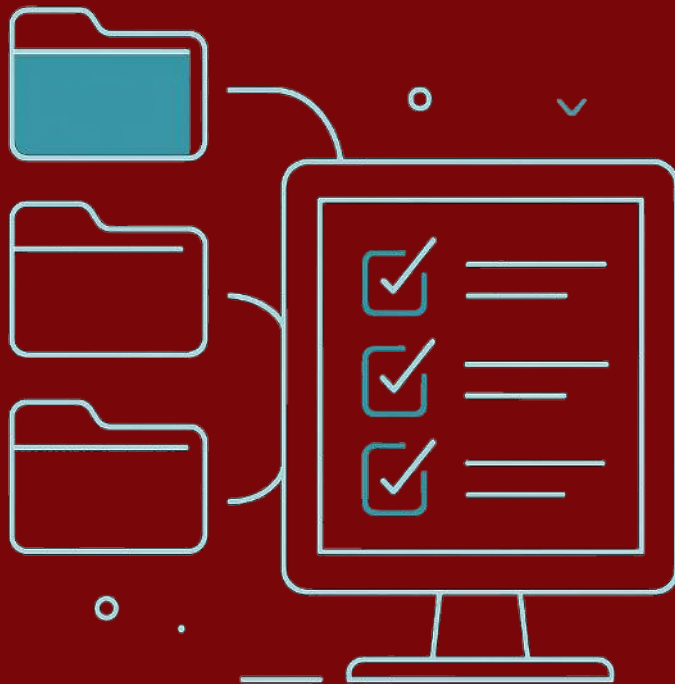
Ask AI to review your draft against the funder's stated priorities and flag gaps in alignment or missing required sections.



Always verify grant details directly with funders. AI can research and draft, but a licensed grant professional should review final submissions.

Compliance Reminders and Document Organization

Staying compliant is not optional — but it doesn't have to consume your calendar. AI can serve as a smart administrative assistant that keeps your compliance calendar organized and your documents structured.



1

Annual Filing Dates

Ask AI to build a compliance calendar for your state and entity type — 990s, annual reports, licenses, and registrations.

2

Document Templates

Use AI to create board meeting minutes templates, conflict of interest policies, and contractor agreements.

3

Folder Architecture

Ask AI to design a Google Drive or SharePoint structure tailored to your organization type and size.

4

Deadline Alerts

Use AI to draft monthly check-in prompts you can set as recurring calendar reminders for your team.

AI Prompts Every Founder Should Use

The quality of your output is determined by the quality of your prompt. Use these proven prompts to immediately improve your results with any AI tool.

Weekly Planning

"Here are my tasks for the week: [list]. Organize these by urgency and impact, and suggest a daily schedule that protects my top 3 priorities."

Email Response

"Draft a professional response to this email: [paste]. Keep it warm, concise, and end with a clear next step."

SOP Builder

"I want to document this process: [describe]. Turn it into a numbered SOP with roles, tools used, and expected completion time."

Content Repurposing

"Take this blog post: [paste]. Create 5 social media captions — one for LinkedIn, two for Instagram, and two for Facebook — in my voice."

The A.I.D.E. Workflow

Stop using AI randomly and start using it systematically. The **A.I.D.E. Workflow** is a four-step framework that transforms AI from a novelty into a reliable operational tool.



A — Ask

Define exactly what you need. Be specific about the task, the audience, the format, and the desired outcome before you type a single word.



I — Input

Provide context. Feed AI the relevant background: your mission, your brand voice, your constraints, your data. Garbage in, garbage out.



D — Draft

Let AI generate a first draft rapidly. Don't judge it yet — simply let the tool produce the raw material you'll work with.



E — Edit

Apply your expertise, voice, and judgment. You are the final authority. Edit until the output genuinely represents you and your brand.

Weekly Founder Workflow Walkthrough

Here's what a full AI-powered week looks like in practice. This is repeatable, scalable, and takes less time than your current approach.



This rhythm — when consistently applied — reclaims 8-10 hours per week and replaces reactive chaos with proactive leadership. Start with just Monday and Friday, then build from there.

Download Included: AI Operations Starter Kit

As a webinar participant, you receive complimentary access to **The AI Operations Starter Kit** — a curated resource pack designed to help you implement everything covered today, starting this week.

Prompt Library

30 ready-to-use AI prompts organized by category: planning, communication, content, compliance, and funding.

SOP Template Pack

Five blank SOP templates pre-formatted for common founder workflows — just fill in your process details.

Compliance Calendar

A 12-month compliance tracking template with common filing dates for nonprofits and small businesses.

AI Tool Guide

A curated comparison of the top AI tools for founders — with recommendations by use case and budget.



Access your download link in the webinar chat or check the confirmation email sent to your registration address.

Download Included: Weekly Founder Workflow Template

The **Weekly Founder Workflow Template** is your plug-and-play operational system — designed to be used every Monday morning with your AI tool of choice. It's the fastest path from overwhelmed to organized.

What's Inside

- Monday brain dump and prioritization worksheet
- Weekly Top 3 Goals tracker
- Daily task block template with time estimates
- Friday reflection and next-week prep prompts
- AI prompt starters for each day of the week

How to Use It

- Available as a Google Doc and a Notion template
- Takes 15–20 minutes per week to complete
- Pairs directly with the A.I.D.E. Workflow
- Customize it for your specific business model
- Share it with your team, VA, or board for full alignment

Ready to Build a Business That Runs With You – Not Against You?

The Strategy Counsel exists to help founders, nonprofit leaders, and mission-driven entrepreneurs build organizations that are **Fundable, Visible, and Compliant** – with the systems and support to prove it.

\$97 Launch Plan

Join The Strategy Counsel Launch Plan and get a 90-day operational roadmap, AI tool stack recommendations, and a live strategy session – all for \$97.

AI Operations Session

Book a private 60-minute AI Operations Session and walk away with a custom workflow, prompt library, and action plan built for your organization.

"AI should not replace your strategy. It should help you execute it."

– The Strategy Counsel

[Join the \\$97 Launch Plan](#)

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