

TURN ANYTHING INTO AN SOP WITH AI

Stop figuring out the same thing over and over.

Use this quick brain dump to turn something you regularly do into a simple, repeatable system.

1. What do you want to create a system for?

2. What are you trying to accomplish?

3. Brain Dump: How do you do it now?

Don't worry about putting things in order. Just write down everything you can think of.

4. What information, tools or supplies do you need?

5. Is there anything you always forget or that tends to go wrong?

NOW LET AI DO THE ORGANIZING

Copy and paste this prompt into your favorite AI tool:

“Help me create a simple Standard Operating Procedure (SOP) for [INSERT TASK]. Here is my brain dump of how I currently do it: [PASTE BRAIN DUMP]. Organize this into a clear, easy-to-follow step-by-step checklist. Ask me questions if important information is missing. Keep it simple and practical.”

Read through the SOP AI creates. Change anything that doesn't sound right. Add anything it missed. Delete anything you don't need. Then save it somewhere you'll actually find it again!

You don't need to figure it out every time. Figure it out once. Create a system. Get some time back.

Time Solutions | Simple systems for a less complicated life.