ENVORN DIGITAL · FREE CHECKLIST

30 AI Automation Recipes

Free workflows for small businesses and IT teams (works with Zapier, Make or n8n) · 30 items

Sales & customers

- ☐ New website lead → AI scores and summarizes it → post to Slack and add to CRM
- ☐ New support email → AI drafts a reply in your tone → saved as draft for review
- ☐ Customer review posted → AI classifies sentiment → alert on negative reviews
- ☐ Meeting recording → AI transcript summary + action items → emailed to attendees
- ☐ Abandoned cart → AI-personalized reminder email with product details

Marketing & content

- ☐ New blog post published → AI writes LinkedIn, X and Pinterest posts → schedule them
- ☐ Weekly → AI turns your best article into a newsletter draft
- ☐ New YouTube video → AI generates description, chapters and tags
- ☐ Keyword list → AI drafts article outlines into a Notion database
- ☐ New podcast episode → AI show notes + quote graphics brief

Operations & finance

- ☐ Invoice PDF arrives by email → AI extracts vendor, amount, due date → add to spreadsheet / accounting
- ☐ Receipt photo → AI categorizes expense → log to bookkeeping sheet
- ☐ New hire form → create accounts, send welcome email, assign onboarding checklist
- ☐ Contract uploaded → AI summarizes key terms and renewal date → calendar reminder
- ☐ Daily → AI summarizes sales, orders and support volume into one email

IT & cloud

- ☐ Monitoring alert → AI summarizes the incident and likely cause → post to on-call channel
- ☐ New IT ticket → AI categorizes and routes to the right person
- ☐ Daily cloud bill export → flag spend spikes over threshold
- ☐ Backup job failure → create ticket + page on-call
- ☐ New employee offboarded → checklist to revoke all SaaS access

Security

- ☐ New login from unusual country → alert + require MFA re-verification

- [ ] Phishing report button → AI triages the email → alert security if malicious
- [ ] Weekly → list users without MFA → email managers
- [ ] New public storage bucket detected → alert immediately
- [ ] Password manager breach report → notify affected users

Personal productivity

- [ ] Starred email → AI creates a task with a due date
- [ ] Long article saved → AI 5-bullet summary to your notes
- [ ] Calendar invite → AI prep brief on attendees and agenda
- [ ] Voice memo → AI transcribes and files it into Notion
- [ ] Friday → AI weekly review of completed tasks and next week's priorities

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