NIKOL.AI ACADEMY

5 tasks you can hand to AI this week

Copy the instructions. Paste them into any AI tool. Get your time back.

Read this first. Most people fail with AI because they try to use it for everything at once. That never works. The trick is to pick one small task you repeat every week, describe it clearly, and let AI do the first draft every single time.

Below are five tasks that almost every founder and small business owner has. Pick one. Just one. Do it today. Then come back for the next.

How to use this

- Open any AI tool you already have. ChatGPT, Claude, Gemini, whatever you use.
- Copy the grey block, paste it in, and replace the parts in brackets with your own details.
- Read the result. Correct it once. Tell the AI what you changed and why.
- Save the instruction somewhere. Next week you reuse it instead of starting over.

1 The email you write over and over

You answer the same question every week. Onboarding, pricing, availability, a polite no.

```
You are writing on behalf of [your name], who runs [what your business does].
Write a short, warm, professional reply to this kind of message: [paste a real
message you get often].
Rules: keep it under 120 words, plain language, no corporate filler, end with one
clear next step.
Give me three versions: friendly, neutral, and firm.
```

2 Turning a messy call into clear notes

You finish a call, the notes never happen, and a week later the detail is gone.

```
Here are my raw notes from a call: [paste your messy notes or the transcript].
Turn this into: a three sentence summary, a list of decisions we made, a list of open questions,
and a list of action items with who does what. Keep every name and number exactly as written.
If something is unclear, list it under Open questions instead of guessing.
```

3 The weekly report nobody wants to write

Status updates, client reports, the Monday summary. Same shape every time.

```
You write my weekly update. My business is [what you do]. My audience for this update is [client, team, or yourself].
Here is what happened this week: [dump everything, unsorted, bullet points are fine].
Turn it into a clean update with these sections: what moved forward, what is blocked, what happens next week.
Keep it factual. No hype. Under 250 words.
```

4 Writing content without starting from zero

The blank page is the reason most people post nothing.

```
I run [what your business does] and I help [who you help] with [the problem you solve].
Give me ten post ideas that answer real questions my customers ask.
For each idea give me: the hook line, three bullet points, and one closing line.
Write in short simple sentences. No jargon. No exclamation marks.
```

5 Making a decision faster

You are stuck between options and keep circling the same thoughts.

```
I need to decide between these options: [option A] and [option B].
Context: [what your business does, what you are trying to achieve, what constraints you have].
Do this: list the strongest case for each option, name the biggest risk in each,
tell me what information I am missing, and end with the one question I should answer
```

```
first.
Do not tell me what to choose. Help me think.
```

What happens after you try one

Once you have done one of these, you have a prompt. Useful, but it stops there.

The real leverage starts when that prompt becomes a **system**. Something that runs on a schedule, pulls from where your work already lives, and produces the result without you starting it every time. That is the difference between a party trick and getting hours back every week.

That is exactly what we build together in the Academy. One real task from your business, turned into one working system, live on a call, with you driving.

Want help building your first one?

I am taking on a small number of founding students right now.

You bring one real task. We build the system together, live. You keep everything we make.

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