

Client-Comms Workflow

Your highest-frequency outbound message, systematized once.

Every operator has one outbound message he writes over and over — the proposal, the status update, the invoice cover note. This week you build a reusable AI workflow for the highest-frequency one, ship a real one through the system, and never write it cold again. Build it once; run it weekly.

THE ACTION

- Identify your highest-frequency outbound message — proposal, status report, or invoice note.
- Build the prompt and a template: your voice, your structure, your standard terms.
- Run a real one through it this week. Edit the output so it sounds like you, then send it.
- Save the workflow where you'll find it. That's two prompts in your library now.

SYSTEMATIZE THE REPEATABLE

The goal isn't to sound like a robot — it's to never start from a blank page on the things you send every week. Build the rail; keep your hands on the wheel.

SCRIPTURE

Proverbs 22:29 — "Do you see a man who excels in his work? He will stand before kings." Excellence is partly speed at the routine so you have room for the exceptional.