



A FREE GUIDE FROM TRADIEWIVES

The Starting Line

90 jobs a trade business can hand to AI and how to pick the one to start with.

TradieWives[™]

*The complete prompt library, tone-of-voice workshop, AI basics walkthrough, templates and the members' thread is all inside [CEO Circle](#).

WHO THIS IS FOR

Anyone running a trade business who's starting to look at using AI. If the most you've done with AI so far is ask it to reword an email, this guide is built for you. Here's how to take your AI skills to the next level and don't worry, you're not behind!

WHO THIS ISN'T FOR

Anyone already running agents, connectors or automated workflows. You might find this too beginner-friendly for where you're currently at.

Before you start

You already know AI can do things, that's not the problem. The problem is nobody's told you exactly what to do with it.

So here are ninety jobs a trade business can hand over: on the business side: quoting, chasing, writing, filing, sorting, transcribing and on the life side because the admin doesn't stop just because you've shut the laptop.

A note before you dive in: the goal of this guide is not to do all ninety things. **You're meant to do one.** Ninety options is how people end up doing nothing at all we'd rather you finish this week with one job permanently off your plate than a list you feel guilty about.

So turn to "[Find Your Starting Point](#)" on the next page. Answer whichever question hits hardest, land on a cluster of three jobs, and try one. Ignore the other eighty-nine until that one's working. Then come back and pick the next.

One more thing: read the "[Use It Well](#)" section near the end of this guide before you start trying any prompts. It's short, and it'll save you from the two or three mistakes almost everyone makes in the beginning.

What's inside

THE 90, BY CATEGORY

Quoting, Estimating & Pricing	#1–11
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ALSO INSIDE

- Find your starting point
- Five prompts to try first
- How to use it well

★ START HERE

The eight no-setup first wins.
If you only do one thing, try
one of these.

- #8 Writing scopes of work from technicians' rough notes
- #11 Chasing quotes that have gone quiet
- #14 Rewriting an angry reply into something professional
- #26 Writing Excel formulas (VLOOKUP and friends)
- #34 Writing the captions
- #62 Turning voice notes into formatted job logs
- #66 Building a week of meals around what's already in the fridge and freezer
- #84 Turning a rambling voice note or brain-dump into a prioritised to-do list

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A few basics first

If you've never really used AI beyond a quick email reword, three questions usually come up before anything else. Here's the short version of each, so you're not stuck on setup before you've even tried.

Which AI tool should I use?

ChatGPT (OpenAI) and Claude (Anthropic) are the two most common starting points, and both will handle everything in this guide. Both have free plans that are more than enough to get started. Don't spend time agonising over which one, pick whichever you've already got an account for and start. At TW we use Claude but you can always switch later.

Do I need to pay for it?

Not to start. The free versions of most mainstream AI tools cover everything in this list. You might eventually want a paid plan if you're using it heavily every day, want it to remember more about your business, or want to build the "custom assistant" style jobs later in this guide (#63–65) but that's a decision that can be made for month three, not week one.

What actually is a "prompt"?

It's just the instruction you type in for AI (Claude & ChatGPT) to take action and the rule of thumb is: the more real detail you give it, the better what comes back. "Write me a quote" gets you something generic. "Write me a quote for a bathroom reno, three days' labour, tiler and plumber, client's a bit price-sensitive" gets you something usable. Every prompt in this guide is written to show you what "enough detail" looks like. You can copy them, then swap in your own specifics.

Find your starting point

Pick whichever question below hits hardest your most repetitive task, the thing you avoid, what you'd hand to an admin person, or where you suspect you're quietly losing money. Follow the numbers next to your answer and find the task "The 90" list, read the one-liner for each, and pick one to try this week.

What eats the most hours in your week?

Chasing quotes and writing scopes #11 #8 #10

Emails and awkward client conversations #12 #14 #24

Social media and marketing #33 #34 #42

Spreadsheets, invoices and numbers #25 #26 #29

Which task do you put off until Sunday night?

The invoicing or the spreadsheet #26 #25 #32

The next social media post #34 #38 #40

The meal plan or the house admin #66 #68 #84

The to-do list you can't get out of your head #84 #22 #85

What would you hand to an admin person if you could afford one?

Chasing up quotes and clients #11 #42 #16

Filing, data entry and sorting #18 #21 #17

Writing up reports and notes #19 #20 #52

Managing the socials #33 #40 #47

Where are you losing money you can't see?

Underquoting jobs #2 #3 #4

Costs creeping on materials and suppliers #6 #7 #25

Not knowing true job margins #29 #30 #57

Time lost on admin instead of billable work #16 #22 #52

Got your numbers? Find them in the list on the following pages. Everything flagged ★ **START HERE** is comes with the next step set up a prompt already done for you. Winning!

The 90

NINETY JOBS, YOUR JOB
IS TO PICK ONE TO START

Quoting, Estimating & Pricing

#1–11

Everything from the first back-of-ute calculation through to the quote hitting the client's inbox.

- #1 Producing markups and quantities off plans (measurements must be visible)**
When plans have clear dimensions on them, AI can turn those into a rough quantity list and save you time on takeoffs. Just double-check anything it's guessed at.
- #2 Pricing extensions and new builds by feeding past job history**
Use what you've charged for similar jobs before to sanity-check a new price, instead of pricing every job from scratch.
- #3 Suggesting realistic hours by referencing similar past jobs and timesheets**
A gut-check on how many hours a job should really take, based on what similar jobs actually took last time.
- #4 Flagging items likely missed from a quote**
Before a quote goes out, get AI to play devil's advocate and spot the gaps you might've missed.
- #5 Building material lists faster**
Turn a job description or rough notes into an organised material list, so you're not starting from a blank page.
- #6 Sourcing and shortlisting suppliers**
Instead of googling around for an hour, get a starting shortlist you can check out yourself.
- #7 Comparing supplier quotes and contracts side by side**
Turn two or three supplier quotes into a clear side-by-side so you can see what's actually different.
- #8 Writing scopes of work from technicians' rough notes**
Turn a tech's scribbled notes or voice-to-text ramble into something clean enough to send to a client.
- #9 Generating scopes for specific job types (reno, exit, pre-sale clean)**
For job types you do often but still take time to write up from scratch each time.
- #10 Tidying quote wording so every quote reads consistently**
Make sure every quote sounds like it came from the same business, no matter who wrote it or how rushed you were.
- #11 Chasing quotes that have gone quiet**
For the quotes that went quiet weeks ago, a polite nudge drafted in seconds instead of putting it off.

[★ START HERE](#)

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Inbox & Day-to-Day Admin

The stuff that eats an hour before you've even started billable work.

#12 Drafting client emails

Fire off a professional-sounding email without wordsmithing it from scratch. Check it, hit send.

#13 Polishing long or complicated correspondence

Tighten up a messy, rambling email or letter so the client can actually follow it.

#14 Rewriting an angry reply into something professional

Turn a rant you'd regret sending into a calm, professional reply that keeps your key points.

★ [START HERE](#)

#15 Translating a complex issue into plain English for a customer

Turn trade-speak into something anyone can understand, without them glazing over.

#16 Sorting and prioritising the inbox

For the mornings your inbox is out of control and you need help figuring out what's actually urgent.

#17 Drafting CRM update notes you copy over yourself

Turn a messy phone call or site chat into a clean note you paste against the job or client.

#18 General data entry

Turn a pile of scribbled numbers, receipts or details into something organised and typed up.

#19 Writing service reports

Turn on-site notes and photos into a proper written report a client or insurer can actually read.

#20 Turning meeting notes into tasks, emails and reminders

Turn scrawled notes from a client meeting or toolbox talk into an actual action list.

#21 Sorting and filing document folders

Get a sensible naming and folder system out of a mess of randomly named files.

#22 Building daily task lists when your head's full

Get everything swirling around your head out and into an order you can actually work through.

#23 Drafting variation notices for your review before you send them

Rough out a variation notice fast when the scope's changed. You check it before it goes anywhere.

#24 Scripting difficult client conversations before you have them

Practise an awkward chat — a complaint, a delay, a price rise — before you're standing in front of them.

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Turning receipts and spreadsheets into an actual picture of whether jobs are making you money.

#25 Reading supplier invoices into a costing spreadsheet

Pull the numbers off a supplier invoice straight into a table ready for your costing sheet.

#26 Writing Excel formulas (VLOOKUP and friends)

Know what you want a spreadsheet to do but not the formula? AI writes it for you in plain English.

★ [START HERE](#)

#27 Debugging spreadsheets that won't behave

When a formula's throwing an error, AI talks you through the fix instead of you guessing.

#28 Getting help categorising expenses and answering everyday bookkeeping questions

A sensible starting answer before you go asking your bookkeeper.

#29 Tracking true cost per job

Pull labour, materials and overheads into one clear picture of whether a job actually made you money.

#30 Modelling overhead and pricing scenarios

Run the numbers on a few "what if" changes before you commit to them.

#31 Researching business products like credit cards against your specific criteria

Shortlist business products against exactly what matters to you, instead of trawling comparison sites.

#32 Turning a stack of receipts into a categorised expense list

Turn shoebox receipts into a clean, categorised list ready for your books.

Marketing & Social Media

#33–50

From a month of post ideas to a finished newsletter, without you starting from a blank page each time.

#33 Generating post ideas

A month's worth of ideas in minutes. Swap in your own jobs and photos so it still sounds like you.

#34 Writing the captions

Once you've got a job photo, AI knocks out a caption in seconds.

[★ START HERE](#)

#35 Producing hashtag sets

A solid, ready-to-paste hashtag set instead of guessing each time.

#36 Planning twelve months of content in one sitting

Sit down once and get a whole year's content calendar sorted.

#37 Deciding which images suit which post

Work out which shots actually tell a good story, instead of scrolling through hundreds of photos.

#38 Writing posts from job photos you've sent it

Describe today's job photos and get a ready-to-post update back.

#39 Turning phone voice memos into Canva-ready content briefs each week

A rough voice memo becomes a clear content brief you drop straight into Canva.

#40 Prepping a scheduling queue

Turn a batch of written posts into a sensible running order.

#41 Writing quarterly newsletters

Rough notes about what's been happening become a proper, ready-to-send update.

#42 Re-engaging past customers

A friendly check-in message that doesn't sound like a pushy sales pitch.

#43 Stitching clips and photos into a short video with music and text overlays

AI plans the shot order, text overlays and music vibe; you press go.

#44 SEO copywriting for your website

Draft the words that help you show up when locals search for your trade.

#45 Analysing competitors' copy

See what other local trades are doing well or badly on their own pages.

#46 Getting AI's help planning and improving your website's SEO

A practical SEO action plan and 5–10 quick wins you can action yourself.

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#47 Keeping Google Business listings fresh

Quick, natural-sounding updates so your profile doesn't go stale.

#48 Writing blog content

A first draft answering a common customer question, ready for you to personalise.

#49 Turning a customer testimonial or Google review into ready-to-post content

Turn a great review into a share-worthy post, in the customer's own words.

#50 Drafting a bio or "About Us" page for your website

A strong first draft, then add your real story back in.

Systems, SOPs & Training

#51–56

Getting what's in your head onto paper, so the business doesn't rely on you remembering everything.

#51 Reformatting a pile of procedure docs into a new template

Get a stack of old procedure docs looking consistent and professional in one hit.

#52 Turning a screen recording or transcript of your workflow into written step-by-step instructions

Talk through the job while you work and get a proper written guide back.

#53 Creating handover documentation before leave

Get everything a stand-in needs to know out of your head and onto paper quickly.

#54 Building a knowledge base so the team can find answers without digging through old files

Turn scattered files and know-how into one place with real answers.

#55 Building a reusable template library

Build a set of templates once so the team just fills in the blanks from now on.

#56 Building a site setup and pack-down checklist

Turn your know-how into a checklist so nothing gets left behind on site.

Reporting & Data

#57–59

The plain-English version of what your numbers are actually telling you.

#57 Analysing job or financial data you paste or upload

The plain-English story behind your numbers, without needing to be a numbers person.

#58 Turning last week's numbers into a Monday-morning snapshot

A quick, easy-to-read summary of how the week went, ready before the coffee's kicked in.

#59 Comparing this month's numbers against the same month last year

See whether you're actually growing, or just busy.

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Voice & Transcription

For when talking is faster than typing.

- #60 Adding transcripts to build out next steps and actionable items**
Turn a wall of transcript text into a clear list of what needs to happen next.

- #61 Voice-to-text daily job reports from the crew**
Turn crew voice notes into a clean, consistent daily report instead of chasing scribbled updates.

- #62 Turning voice notes into formatted job logs**
Talk it out on your phone and get a tidy, properly formatted log entry back.

Custom GPTs & Claude Skills

#63-65

A step up from one-off prompts worth knowing about once the basics are working, not before.

A quick translation: a "custom GPT" is OpenAI's term for a saved assistant you've trained on your own information; a "Skill" is Claude's version of the same idea. Different names, same concept 'a helper that already knows your business instead of starting from scratch every time.'

- #63 A custom assistant trained on your business (emails, variations, quotes)**
A helper that already knows how your business talks and works.

- #64 Separate personas for different functions so each "hat" has its own helper**
A few specialised assistants instead of one trying to do everything.

- #65 Building a reference assistant trained on your price list, specs or service manuals**
A quick-answer helper for the price list, specs or manuals you're always flicking through.

Life Admin & Mental Load

#66-90

Because the admin doesn't clock off when the job site does.

- #66 Building a week of meals around what's already in the fridge and freezer**
Use up what you've already got before it goes off.

- #67 Planning meals around a specific diet, allergy or fitness goal**
Meals that actually fit when someone's training, cutting back, or managing an allergy.

- #68 Generating a week's meal plan to a set grocery budget with the shopping list attached**
A week of meals that won't blow the budget, plus the shopping list.

- #69 Building a day-by-day itinerary for a family trip or holiday**
Turn "we should go somewhere" into an actual plan.

- #70 Finding kid-friendly or dog-friendly stops along a road trip route**
Break up a long drive with stops that work for little legs or the dog.

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- #71** **Packing lists tailored to the destination, season and weather**
Stop forgetting chargers, stop overpacking "just in case."
-
- #72** **Building a fair chore roster for the household**
Take the "who does what" arguments out of the house.
-
- #73** **Untangling school forms, permission slips and diary dates into one calendar**
Make sure nothing important slips through the cracks.
-
- #74** **Coordinating overlapping kids' activities and schedules**
Spot clashes and divide up pickups and drop-offs fairly.
-
- #75** **Comparing two products or services before a purchase**
Cut through marketing spin before you spend the money.
-
- #76** **Talking through a big decision and weighing up the pros and cons**
Think it through with something that won't get bored or take sides.
-
- #77** **Turning a specialist letter or test results into plain English**
Make sense of medical jargon so you understand what's actually being said.
-
- #78** **Preparing a list of questions before a doctor or specialist appointment**
Walk out with your questions answered instead of remembering them in the car.
-
- #79** **Asking what vegetables or plants suit the season and local climate**
Know what actually grows right now where you live.
-
- #80** **Generating a visual mock-up of a garden bed, layout or room design**
"See" a space before you commit any money or muscle to it.
-
- #81** **Planning a planting calendar for the year ahead**
A month-by-month plan so the garden produces more than weeds.
-
- #82** **Age-appropriate school holiday activity ideas based on interests and weather**
Turn "I've got nothing planned" into an actual list.
-
- #83** **Local weekend outing ideas within a set budget**
Solve the Friday-night "what are we doing this weekend" scramble.
-
- #84** **Turning a rambling voice note or brain-dump into a prioritised to-do list**
Get everything out of your head and sorted when it feels like forty browser tabs are open.
-
- #85** **Breaking a big, overwhelming task into one small first step**
One small, doable first step for the job that's felt too big to start.
-
- #86** **Turning a rough idea into a structured one-page plan**
See an idea laid out properly for the first time.
-

[★ START HERE](#)

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- #87** **Setting quarterly goals and breaking them into weekly actions**
Get past the "big vision" stage into realistic weekly actions.

- #88** **Reviewing weekly wins and progress before planning the week ahead**
A Sunday-night ritual to feel on top of things instead of behind them.

- #89** **Comparing insurance, utilities or subscription providers before renewal**
Shop around at renewal time without doing it all manually.

- #90** **Drafting thank-you notes, invitations or gift messages**
For when you know exactly what you want to say but the words won't come.

Use it well

A few things worth keeping in mind before you dive in.

Accuracy still needs a human check.

AI gets things wrong confidently, always review before it goes to a client.

Watch the "sameness" trap.

AI-written posts and quotes can start sounding identical across every trade business. Keep your own tone of voice in there.

Keep AI out of legal, safety and compliance sign-off.

Contracts, T&Cs, SWMS, payroll calculations and IR issues need a qualified professional. Use AI to draft a starting point at most, never the final word.

Give it real detail, not vague requests.

The more specific your prompt with dates, names, numbers, actual job information the more usable what comes back.

Be careful with confidential information.

Avoid pasting anything sensitive client details, financials, contracts into free-tier tools.

This list stops short of full automation.

Once you're ready for CRM integrations or standing agents, that's a bigger step with its own risks and costs worth weighing separately.

Five prompts to try first

These five are written out in full so you can see exactly what a good prompt looks like: specific, with your real details dropped in, and telling the AI what to do if it isn't sure. The other eighty-five in the list above work the same way swap in your own details the same way you would here.

#11 Chasing quotes that have gone quiet

For quotes you sent weeks ago that never got a reply.

I sent this quote to a client on [date] and haven't heard back [paste or summarise the quote/job]. Can you draft a short, friendly follow-up message I can send by [text/email] to check in, without sounding pushy? Keep it casual and to the point, and give me one version for text and one for email.

#14 Rewriting an angry reply into something professional

When a customer's fired you up and you've typed something you'd regret sending.

I'm frustrated and wrote this reply to a customer: [paste your angry draft]. Please rewrite it so it's calm, professional and firm, but keep the key points I'm making: [list the main points, e.g. the job was done to spec, extra costs were agreed to]. Don't be apologetic if I haven't asked to apologise.

#26 Writing Excel formulas

When you know what you want a spreadsheet to do but can't remember the formula.

I've got a spreadsheet and I need a formula that does the following: [describe what you want it to do]. My data is set up like this: [describe your columns/tabs]. Please give me the exact formula to type in, and explain in plain English what each part does.

#84 Turning a rambling voice note or brain-dump into a prioritised to-do list

For when your brain is a browser with forty tabs open and you just need to get it all out and sorted.

Below is a messy brain-dump/transcript of a voice note I recorded. Please turn it into a clear, prioritised to-do list, grouping related items together and flagging anything that sounds urgent or time-sensitive. Keep my wording where you can so it still sounds like me. [paste your brain-dump or voice note transcript here]

#34 Writing the captions

Once you've got a photo from the job, get a caption knocked out in seconds.

Write me a short, friendly Facebook/Instagram caption for a photo of [describe the job/attach photos]. Mention [any detail you want highlighted]. Keep it under [X] words, sound like a real tradie wrote it (not corporate), and finish with a simple call to action like "message us for a quote."

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ONE JOB OFF YOUR
PLATE

Tell us how you go

Try one and tell us how it went email info@tradiewives.com.au with the number you started with and how you're using it. It helps other members find their starting point too.

READY FOR THE NEXT STEP?

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