RAZORGLINT LABS

Solopreneur Workflow Accelerator

Create three repeatable administrative workflows with human approval.

LESS THEORY. MORE WORK DONE.

FOUR LESSONS · EDITABLE TEMPLATES · FICTIONAL EXAMPLES · REVIEW CHECKS

YOUR WORKING PROTOCOL

Start with the outcome.

Time: 60–90 minutes. Deliverable: An enquiry tracker, meeting-action register and reviewed draft process.

Use this guide alongside the four editable templates supplied in the matching ZIP.

01 · Prepare

Choose a real task and understand which data you are allowed to use. Use synthetic examples while learning. Do not upload client secrets or personal records to public AI tools.

02 · Follow each lesson

Complete the exercise in the stated template. If you use an AI model, treat its suggestions as drafts rather than verified facts.

03 · Verify

Use the stated completion check. Reject unsupported claims, wrong source references, unapproved sharing and invented prices or commitments.

04 · Retain

Save the actual completed document in your own storage, identify a reviewer, and set a date to revisit decisions. No account or tracking is required to use this kit.

IMPORTANT

This is a self-paced field-test edition, not a certificate, financial assurance, regulatory compliance opinion or personalized professional engagement.

LESSON 01

Map three recurring tasks

PURPOSE AND METHOD

Choose three lightweight admin tasks, such as enquiry intake, meeting follow-ups and preparing first-draft replies. Write down the trigger, source data, owner, required approval, and where the final record belongs. Do not automate a task you cannot explain manually.

EXERCISE

Fill workflow-map.md for each of the three workflows. Name the manual fall-back if the AI assistant is unavailable.

COMPLETION CHECK

Completion check: Each workflow has one trigger, approved input, human checker, output destination and stop condition.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 02

Build the enquiry tracker

PURPOSE AND METHOD

For a synthetic incoming enquiry, create a new row with received date, request summary, category, next action, owner and response deadline. Add no real names or email addresses during this exercise. Never promise response times you cannot meet.

EXERCISE

Populate enquiry-tracker.csv with three fictional enquiries. Simulate one duplicate and decide how to handle it.

COMPLETION CHECK

Completion check: You can locate every enquiry, next action and owner without relying on chat memory.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 03

Record meeting actions safely

PURPOSE AND METHOD

Take fictional meeting notes and extract candidate actions. Put a person and a deadline on each. Confirm details with human notes before assigning. Do not automatically send tasks to another person or external service.

EXERCISE

Fill action-register.csv. Mark unknown dates as UNCONFIRMED, and manually approve anything due to leave your private workspace.

COMPLETION CHECK

Completion check: Every action has a source, human reviewer, state and next checkpoint.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

LESSON 04

Review draft replies and test the handoff

PURPOSE AND METHOD

Use the supplied prompt to draft a response from an approved fictional enquiry. Inspect for missing facts, tone, promises and personal data. Edit the draft yourself, then log approval. Never treat a drafted email as sent.

EXERCISE

Use reviewed-draft.md, complete the checkboxes and document one correction. Run a failure test: missing enquiry details should yield a request for clarification, not invented information.

COMPLETION CHECK

Completion check: You have three repeatable workflows, a checked draft and an explicit human-send boundary.

WORKING NOTES

Write your observations in the matching editable template. The field guide is intentionally read-only; your templates are the working documents.

PROMPT, EXAMPLE & HANDOFF

Reusable prompt

Draft a brief reply to the following *fictional enquiry* using only the supplied facts. Do not invent availability, prices, discounts, guarantees or dates. Mark any missing information [NEEDS HUMAN ANSWER]. Return a draft and a separate human-review checklist. Never send the message.

Fictional worked example

Example only: “Cedar Studio” asks for a workshop date. The supplied record has no confirmed availability. Draft: thank them, describe the proposed scope, and ask which dates suit them. Human reviewer must confirm availability and price before sending.

Final sign-off checklist

- Evidence checked against supplied source material.
- Human approval recorded.
- Uncertain facts or permissions clearly marked.
- Template or report stored locally.
- Next review date recorded.

The field-test kit ends here. There is no automatic submission, AI account, approved certification or promise of financial return.