

• SEASON 01 - FREE PDF

# The Sprint Playbook.

Twelve AI workflows for solo founders who refuse to hire people they can't afford.

Written by Derek — with Hal, Cypher, and Pixel yelling in the margins.



**Hal**

SCRUM MASTER



**Cypher**

DEVELOPER HEN



**Pixel**

MARKETING HEN



**Derek**

HUMAN HOST

# One workflow a week. Twelve weeks to a leaner business.

Every workflow in this playbook is a single-purpose tool you can steal, paste into Claude (or your AI of choice), and run this morning. None of it requires a subscription, a VA, a developer, or a Notion template shop purchase.

The format is identical on every page: the trigger (when to run it), the copy-paste prompt (exactly what to say to the AI), the steps (what to do with the output), and the outcome (what you'll actually feel when it works).

Don't try to adopt twelve at once. Pick the one that hurts worst. Use it for a week. Feel the time come back. Then pick the next.

## THE THREE TRACKS

### Pick your lane.

- **OpenClaw · AI Automation**

Workflows 1–4 — automation your inbox doesn't know it needs yet.

- **Agile for Founders**

Workflows 5–8 — treat your solo business like a real engineering team.

- **Business AI Adoption**

Workflows 9–12 — tools, tactics, and ROI for the AI-curious.

# Inbox Triage in 3 Minutes

**H**

Taught by Hal · Scrum Master

**TIME SAVED** ~2 hrs / day**TOOLS** Claude · Gmail

## TRIGGER

Every morning before your first coffee.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

You are my inbox triage partner. I'll paste the subject + first line of every unread email below. Rank them into three buckets: (1) Reply today – money, customer, or legal on the line. (2) Reply this week – useful but not urgent. (3) Archive – noise. Give me a one-sentence reply draft for every bucket-1 email.

## STEPS

1. Open Gmail. Select all unread. Copy sender + subject + first line into a doc.
2. Paste the dump into Claude with the prompt above.
3. Work bucket 1 only. Ignore the rest until bucket 1 is zero.
4. Archive bucket 3 without reading. Trust the sort.

## EXPECTED OUTCOME

You close the laptop by 10am with inbox zero on what matters. Bucket 2 waits.

# Meeting Notes in 60 Seconds

**H**

Taught by Hal · Scrum Master

TIME SAVED ~30 min / meeting

TOOLS Claude · Zoom transcript

## TRIGGER

After every Zoom call with a transcript.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

Below is a Zoom meeting transcript. Produce: (1) a 3-bullet 'what we decided' summary, (2) an action list as 'Owner – Action – Due' rows, (3) a single follow-up email I can send to everyone that confirms the decisions and owners. Use plain language. Do not invent action items.

## STEPS

1. Download the transcript from Zoom (Recordings tab).
2. Paste the full transcript into Claude with the prompt above.
3. Copy the follow-up email straight into Gmail and send.
4. Copy the action list into your tracker (Notion, a spreadsheet, a napkin — anywhere).

## EXPECTED OUTCOME

Zero post-meeting admin. Everyone knows what they owe.

# Invoice Follow-Up Drafts



Taught by Cypher · Developer Hen

**TIME SAVED** ~1 hr / week

**TOOLS** Claude · your AR spreadsheet

## TRIGGER

Every Monday at 10am.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
I'll paste rows of: Client · Invoice # · Amount · Days Overdue · Last Contact Date. For each row, draft a short polite but firm follow-up email. Tone should escalate with Days Overdue: <15 warm, 15-30 direct, >30 firm. Sign off as Derek. Output as a numbered list I can copy one-by-one.
```

## STEPS

1. Export your overdue invoices from QuickBooks / Stripe / your spreadsheet.
2. Paste the rows into Claude with the prompt above.
3. Copy each email. Send. Log 'contacted today' back in your tracker.
4. Set a recurring Monday 10am calendar block. This becomes a 12-minute task.

## EXPECTED OUTCOME

Receivables shrink. You never dread the 'where's my money' conversation again.

# The Weekly Report Generator

**P**

Taught by Pixel · Marketing Hen

**TIME SAVED** ~90 min / week**TOOLS** Claude · your metrics doc

## TRIGGER

Every Friday at 4pm.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
Here are this week's numbers and last week's numbers. Write my weekly update as 5 bullets under 'What moved', 3 bullets under 'What I'm worried about', and 1 sentence under 'Ask of the week'. Keep it under 200 words. No corporate fluff. Call out the metric that surprised me most.
```

## STEPS

1. Drop your KPIs into a shared doc (revenue, signups, churn, etc.). 2 weeks side by side.
2. Paste into Claude with the prompt above.
3. Post to your investor email / Slack / your own journal.
4. The 'Ask of the week' line drives your next 7 days.

## EXPECTED OUTCOME

Investors, a co-founder, or future-you get the same clear signal every Friday.

# The 5-Card Sprint

**H**

Taught by Hal · Scrum Master

**TIME SAVED** ~6 hrs / week of context-switching**TOOLS** Claude · sticky notes or Notion

## TRIGGER

Sunday evening, before the week starts.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
Here is my project backlog (47 items). Here is my single North Star metric. Pick exactly 5 cards that, if shipped this week, would move the North Star the most. Rank them. For each: (a) why this card, (b) definition of done, (c) a hidden dependency I might miss. Everything else goes in a 'not this sprint' list. I will not argue with the cut.
```

## STEPS

1. Dump every to-do, idea, and 'someday' into one doc.
2. State your North Star metric clearly (e.g., 'signups', 'MRR', 'videos posted').
3. Paste both into Claude with the prompt above.
4. Move the 5 cards to 'This Sprint'. Everything else goes to 'Someday'. Close the backlog doc.

## EXPECTED OUTCOME

Monday morning you know exactly what to do. No analysis paralysis. Ship 5 things by Friday.

# The Solo Standup Prompt



Taught by Cypher · Developer Hen

**TIME SAVED** ~15 min / day of morning drift

**TOOLS** Claude · a daily journal doc

## TRIGGER

Every morning, 9am sharp.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
You are my scrum master. Yesterday I did: [paste yesterday's list]. Today the sprint cards still open are: [paste the 5 sprint cards, current status]. Ask me three questions: what did I actually ship yesterday, what will I ship today, what is blocking me. After my answers, tell me the ONE card to touch first this morning.
```

## STEPS

1. Keep a rolling daily doc with a section per day.
2. Copy yesterday's list and today's sprint status into Claude.
3. Answer its three questions honestly. Be specific.
4. Start the day with the card it picks first. Don't second-guess.

## EXPECTED OUTCOME

You stop starting your day in email. You start it on the thing that moves the needle.

# The 10-Minute Retrospective

**H**

Taught by Hal · Scrum Master

**TIME SAVED** ~2 hrs / week of repeating mistakes**TOOLS** Claude · your week's sprint log

## TRIGGER

Every Friday at 3pm.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
Here is what I planned to ship this week (5 cards), what I actually shipped, and what slipped. Run a retro: (1) one thing that worked (keep doing), (2) one thing that hurt (stop doing), (3) one experiment for next sprint. No 'be more productive' platitudes. Name the specific system change.
```

## STEPS

1. Copy your sprint cards and outcomes into Claude with the prompt above.
2. Sit with the 'stop doing' line until it stings. That one's real.
3. Write the experiment on a sticky note and tape it above your monitor.
4. Ship sprint #N+1 with the experiment built in.

## EXPECTED OUTCOME

You compound weekly improvements. Month over month, your sprint output visibly grows.

# Cost-of-Delay Prioritization

**H**

Taught by Hal · Scrum Master

**TIME SAVED** Hours of bad bets per quarter**TOOLS** Claude

## TRIGGER

Any time you're stuck between two features.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
I'm choosing between these two features: A = [describe A, what it unlocks, who asks for it]. B = [describe B]. Estimate for each: Cost of Delay (what we lose per week it doesn't ship), Size (person-days to build), CoD/Size ratio. Whichever has the higher ratio wins. Challenge my descriptions if either is vague.
```

## STEPS

1. Write one honest paragraph per feature — what it does, who wants it, what breaks if you don't ship.
2. Paste into Claude with the prompt above.
3. Accept the higher CoD/Size winner. Commit.
4. If Claude challenges a description, rewrite it until the challenge goes away.

## EXPECTED OUTCOME

You stop building features for yourself. You build features that pay.

# The Monthly AI Cost Audit



Taught by Derek · Human Host

**TIME SAVED** \$50–200 / mo of AI waste

**TOOLS** Spreadsheet · Claude

## TRIGGER

First day of every month.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
Here are my AI tool subscriptions, cost, and what I actually used each for this month:
[paste rows]. Tell me: (1) which tool duplicates another I'm paying for, (2) which tool
I used less than 3 times – cancel candidates, (3) which tool is underused but high
leverage – use more on purpose, (4) the one new tool worth testing next month.
```

## STEPS

1. List every AI-flavored subscription: ChatGPT, Claude Pro, Midjourney, Copilot, etc.
2. Next to each, write your actual uses for the month (be honest, not aspirational).
3. Paste into Claude. Cancel the duplicates and under-users TODAY.
4. Track next month. Review again.

## EXPECTED OUTCOME

Your AI stack earns its keep. \$100/mo stops leaking.

# Persona-Driven Copy

**P**

Taught by Pixel · Marketing Hen

TIME SAVED 3x copy output

TOOLS Claude

## TRIGGER

Every new landing page, ad, or cold email.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
I'm writing copy for [product/offer]. Rewrite the hero + subhead for three personas: (1) The Skeptic – been burned by AI hype before. (2) The Operator – cares about time saved and receipts. (3) The Builder – wants to go fast and ship. Same offer, three very different angles. Headline ≤ 8 words, subhead ≤ 20 words. No buzzwords.
```

## STEPS

1. Write one honest paragraph describing your offer.
2. Paste into Claude with the prompt above.
3. Pick your bet for the landing. Save the other two as A/B variants.
4. Run the variants if you have traffic. Let conversion decide.

## EXPECTED OUTCOME

You stop writing for yourself and start writing for the person clicking.

# The Competitor Intel Sweep

**P**

Taught by Pixel · Marketing Hen

**TIME SAVED** ~2 hrs / month + one fewer blind spot**TOOLS** Claude · Web Search

## TRIGGER

First Monday of every month.

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
Do a monthly competitor sweep for: [3 competitors]. Look for: pricing changes, new landing pages, hiring signals, product launches in the last 30 days. Summarize as 3-bullet briefs per competitor. End with: 'What Derek should do in the next 30 days based on this' – no more than 3 concrete moves.
```

## STEPS

1. Pick your 3 most-relevant competitors. Not 10. Three.
2. Run the prompt with web search enabled.
3. Act on one of the three moves THIS WEEK. The other two go in your Someday list.
4. Month over month, the blind spots get smaller.

## EXPECTED OUTCOME

You stop being surprised by competitor moves. You see them a month out.

# Hire AI, Not a VA (Decision Tree)

**D** Taught by Derek · Human Host

**TIME SAVED** \$400–800 / mo vs hiring

**TOOLS** Claude

## TRIGGER

Any time you think 'I should hire someone for this.'

## THE PROMPT

### ■ COPY-PASTE INTO CLAUDE

```
I'm thinking about hiring a part-time VA / assistant for: [describe the work]. Walk me through this decision tree: (1) Is this work that benefits from a human relationship? (2) Is there judgment that requires context AI lacks? (3) Is this 80%+ repeatable? For each answer, recommend: hire human, use AI workflow, or stop doing the work entirely. Be skeptical of my need to feel 'supported' – that is often the real reason founders hire.
```

## STEPS

1. Write one honest paragraph about the work you want to off-load.
2. Run through the tree with Claude. Answer honestly.
3. If the answer is AI, build the workflow once. Reuse forever.
4. If the answer is 'stop doing', celebrate: you just reclaimed your week.

## EXPECTED OUTCOME

Your first hire is the right one — and it happens later than you think.

LEVEL 2 · THE COOP · \$27 FOUNDING / \$47 REGULAR

# You read the playbook. Now join the flock.

The Coop is the community on Skool where we run these workflows together every week. Full video library. Live standup with Derek. A prompt library that grows every Sprint. Quiet Q&A when you're stuck at 11pm on a Tuesday.

- Full Skool classroom — every short, every workflow, forever
- Weekly live standup (recorded for async)
- Prompt library + template vault
- Quiet community — no hustle-bro energy

**Enter The Coop** →

[aiguidetobusiness.com/join](https://aiguidetobusiness.com/join)

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