FREE TRADE PLAYBOOK

# Any Business: the top time-savers

**10** hours a week top claim

6 AI tools that can take busywork off almost any small business. What each one does, what it costs, how to start, and where we got the facts.

Built from 17 small businesses listings in the BusyWorkBots directory, as of November 1, 2026. 2 of them show a sourced hours number.

| # | Tool | What it does | Hours saved | Price | Setup |
|---|---|---|---|---|---|
| 1 | **Lead Sorter and Router**<br>Email follow-up | Sorts email and form leads by budget, logs them, and flags only the big ones. | 10 hours a week | n8n free to self-host (cloud from $20/mo)<br>More on card | Needs setup |
| 2 | **SaneBox Email Sorter**<br>Email follow-up | Sorts your email for you. Important mail stays in the inbox; newsletters and pitches go to a later folder. It also tracks emails that got no reply. | ~5 hours a week | From $9.49/mo monthly (Snack)<br>More on card | Easy |
| 3 | **Dialpad**<br>Answering calls | Cloud phone with AI call notes. | Not stated | Check site | Easy |
| 4 | **Genspark AI Workspace**<br>Research docs | One AI workspace that researches and makes docs, slides, and sheets from a prompt. | Not stated | Free plan; paid plans. Check site | Easy |
| 5 | **Grammarly**<br>Email | AI help to write and fix emails and docs. | Not stated | Pro $12/mo; a limited free plan is also listed | Easy |
| 6 | **Notion**<br>Reports | Docs, tasks, and AI in one workspace. | Not stated | Plus $10/member/mo<br>More on card | Easy |

**How we picked these 6.** We take up to 3 listings that have a sourced hours number, biggest first. Then one listing per chore, easiest setup first. We make sure you see both free DIY templates and software when the trade has both. We do not test every tool.

**How to read hours.** Hours are the numbers the maker, an owner, or a case study gave. The source is on each card. “Not stated” means we have no sourced number, so we do not guess one.

**How to read price.** Price comes from each listing. “Check site” means we could not find a public price. Always confirm on the maker’s site.

TOOLS 1–3 OF 6

## 1 Lead Sorter and Router

Email follow-up | Setup: Needs setup | Free DIY template

**What it does** Sorts email and form leads by budget, logs them, and flags only the big ones.

**Good if** Leads piling up in email and forms?

**Hours saved** 10 hours a week 10 hours per week

**Price** **n8n free to self-host (cloud from $20/mo); other apps extra**

**Setup**

1. Collect form and email leads in n8n.
2. Check the budget field.
3. Low budget = auto email series.
4. High budget = Slack or WhatsApp alert to call.

Source: reddit.com Our page: busyworkbots.com/bots/lead-sorter-and-router/

## 2 SaneBox Email Sorter

Email follow-up | Setup: Easy | Software or service

**What it does** Sorts your email for you. Important mail stays in the inbox; newsletters and pitches go to a later folder. It also tracks emails that got no reply.

**Good if** Drowning in email?

**Hours saved** ~5 hours a week ATILUS team member, in a SaneBox case study.

**Price** **From $9.49/mo monthly (Snack); Lunch $15.99/mo; Dinner $42.99/mo; cheaper yearly. Free trial. Check site**

**Setup**

1. Start the free trial at sanebox.com (no card).
2. Connect your email; it works with Gmail, Outlook, and most others.
3. Let it sort for a day.
4. Drag any email to the right folder once to teach it.
5. Turn on SaneNoReplies and Reminders.
6. Read the daily digest once a day.

Source: blog.sanebox.com/2018/05/02/atilus-overwhelming-inbox
Our page: busyworkbots.com/bots/sanebox-email-sorter-saves-5-hours/

## 3 Dialpad

Answering calls | Setup: Easy | Software or service

**What it does** Cloud phone with AI call notes.

**Good if** Business calls on personal phones?

**Hours saved** Not stated

**Price** **Check site** (Essentials shown $39-$89/user/mo by plan)

**Setup**

1. Start the trial.
2. Pick a number.
3. Add your team.

Source: dialpad.com/pricing Our page: busyworkbots.com/bots/dialpad/

TOOLS 4–6 OF 6

## 4 Genspark AI Workspace

Research docs | Setup: Easy | Software or service

| | |
|---|---|
| **What it does** | One AI workspace that researches and makes docs, slides, and sheets from a prompt. |
| **Good if** | Juggling too many AI tools? |
| **Hours saved** | Not stated |
| **Price** | **Free plan; paid plans. Check site** |
| **Setup** | 1. Sign up free at genspark.ai.<br>2. Pick one job: research, slides, doc, or sheet.<br>3. Type what you need in plain words and add your business details.<br>4. Check the facts and links it found.<br>5. Save the result or share it as a link. |

Source: genspark.ai Our page: busyworkbots.com/bots/genspark-ai-workspace-does-research-and-docs/

## 5 Grammarly

Email | Setup: Easy | Software or service

| | |
|---|---|
| **What it does** | AI help to write and fix emails and docs. |
| **Good if** | Emails take too long to write? |
| **Hours saved** | Not stated |
| **Price** | **Pro $12/mo; a limited free plan is also listed** |
| **Setup** | 1. Install it.<br>2. Sign in.<br>3. Write an email. |

Source: grammarly.com/plans Our page: busyworkbots.com/bots/grammarly/

## 6 Notion

Reports | Setup: Easy | Software or service

| | |
|---|---|
| **What it does** | Docs, tasks, and AI in one workspace. |
| **Good if** | Notes and to-dos all over the place? |
| **Hours saved** | Not stated |
| **Price** | **Plus $10/member/mo; Business $20/member/mo; a limited free plan is also listed** |
| **Setup** | 1. Sign up free.<br>2. Pick a template.<br>3. Invite your team. |

Source: notion.com/pricing Our page: busyworkbots.com/bots/notion/

START HERE

# Your first 7 days

You do not need all 6 tools. Pick one chore, try one tool, and count the hours before and after.

| | |
|---|---|
| **Day 1** | **Count your chores.** Write down the 3 chores that eat the most time. Next to each, write the hours it takes in a normal week. This is your starting line. |
| **Day 2** | **Pick one tool.** Start with just one. On this list, SaneBox Email Sorter is the easiest to set up (setup: Easy). Pick the one that fits your biggest chore, not the one with the biggest hours number. |
| **Day 3** | **Check price and claims.** Open the source link on the tool's card. Ask the maker for the price in writing. Remember: hours saved are the maker's or owner's numbers, not ours. |
| **Day 4** | **Try it small.** Use it on a few real jobs only. If it writes messages, read every one before it goes out. |
| **Day 5** | **Fix the words.** Change anything that does not sound like you. Write down every mistake it made. |
| **Day 6** | **Run it for a normal day.** Keep a person ready to step in. Note how long the chore took this time. |
| **Day 7** | **Count again.** Compare to Day 1. Keep it, change it, or drop it. Then pick your next chore. |

**Test it before you buy it.** Free one-page kits with questions to ask the maker, a test script, and a 7-day trial plan:

- AI receptionist kit busyworkbots.com/test-kits/ai-receptionist/
- AI meeting notes kit busyworkbots.com/test-kits/meeting-notes/

How to count your hours: for one normal week, write down each time you do the chore and how many minutes it took. Add them up.

NEXT STEP

# Not sure where to start? We can help.

## Free Busywork Audit

Pick your industry and the chores that eat your week. Get a one-page report of tools from our directory, with the hours each listing reports. Free. No email needed.

**Take the free audit →**

https://busyworkbots.com/free-audit/

## Want it set up for you?

TimeGentic runs BusyWorkBots. Book a Free Profit Leak Check and we will look at where your business loses time and money.

**Book Free Profit Leak Check →**

https://timegentic.ai

**Heads up:** TimeGentic LLC runs BusyWorkBots, so the Profit Leak Check is our own service. Some links on busyworkbots.com are affiliate links; the links in this PDF go to each maker's own pages. We do not test every tool, and hours saved are the numbers given by each source. Prices change, so check the maker's site.

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