

The Tech-*Not*-Savvy Coach's Tool & Task Map

Work smarter, not harder.

Even if you don't speak "tech."



What's Inside

If you've ever thought, "I can't do this because I'm not techy," this one is for you.

Inside, you'll find practical ways to get important things done in your business without having to learn complicated software or spend hours watching tutorials.



10 Everyday Business Tasks You Can Simplify

Choose the approach that works best for your tech comfort level



Scheduling social media

DIY: Use Facebook's built-in scheduler or a simple spreadsheet.

AI: Try ChatGPT to generate post ideas.

Outsource: Hire a VA to batch and schedule posts weekly.



Sending emails

DIY: Use ConvertKit or MailerLite's drag-and-drop editors.

AI: Draft emails in ChatGPT to save time.

Outsource: Let a tech VA handle your email automations.



Creating content

DIY: Use Canva templates or write inside Google Docs.

AI: Use ChatGPT for first drafts or outlines.

Outsource: Hire a freelance writer or designer for polished work.



Hosting webinars

DIY: Use Zoom or StreamYard for simple live sessions.

AI: Ask ChatGPT to help script your slides.

Outsource: Let someone set up the tech and run support during your event.



Managing client calls

DIY: Use a calendar tool like Calendly.

AI: Use ChatGPT to prep call outlines or summaries.

Outsource: Have an assistant manage scheduling and reminders.



Making graphics

DIY: Use Canva's free templates.

AI: Try Ideogram.ai for visual concepts.

Outsource: Hire a graphic designer for custom branding.

10 Everyday Business Tasks You Can Simplify (cont.)



Writing blog posts

DIY: Brain dump your ideas and edit later.

AI: Let ChatGPT expand or rewrite your rough drafts.

Outsource: Work with a content writer who understands your voice.



Managing projects

DIY: Use Trello or Google Sheets.

AI: Use ChatGPT to create task lists or SOPs.

Outsource: Hire an OBM to oversee progress.



Creating lead magnets

DIY: Use Canva or Word to lay it out.

AI: Ask ChatGPT to draft or outline the content.

Outsource: Hire someone to design and format it professionally.

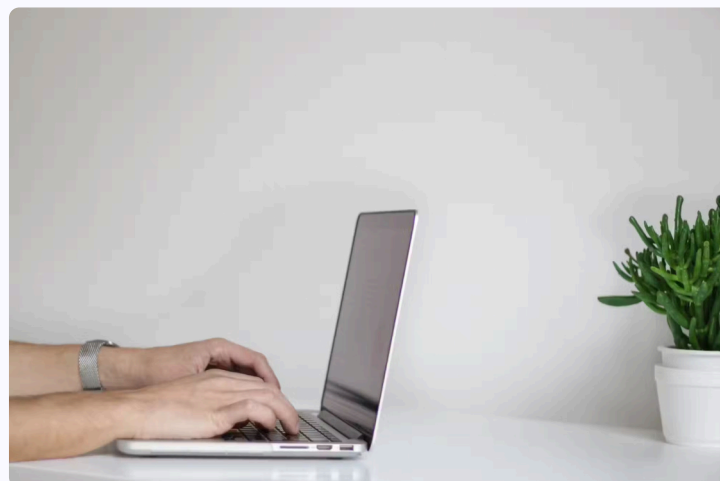


Building a website

DIY: Use drag-and-drop builders like Wix or GoHighLevel.

AI: Use ChatGPT to write your copy.

Outsource: Hire a designer or developer to build it for you.

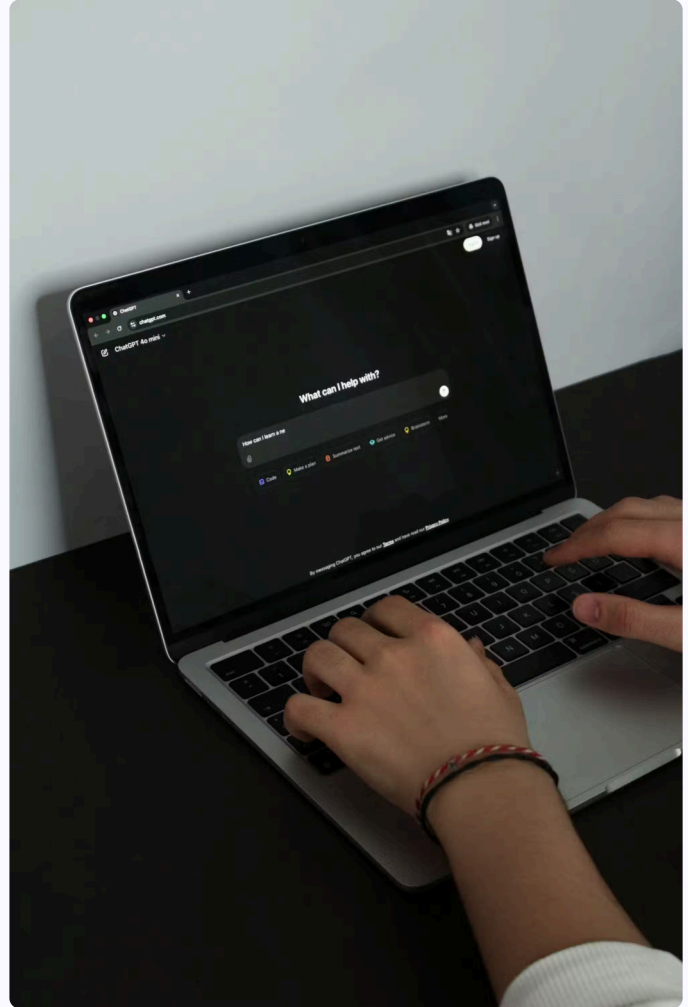


Bonus ChatGPT Prompt

Whenever you're stuck on a task and want the simplest solution, try this prompt:

"How can I complete this task with the least amount of tech possible?"

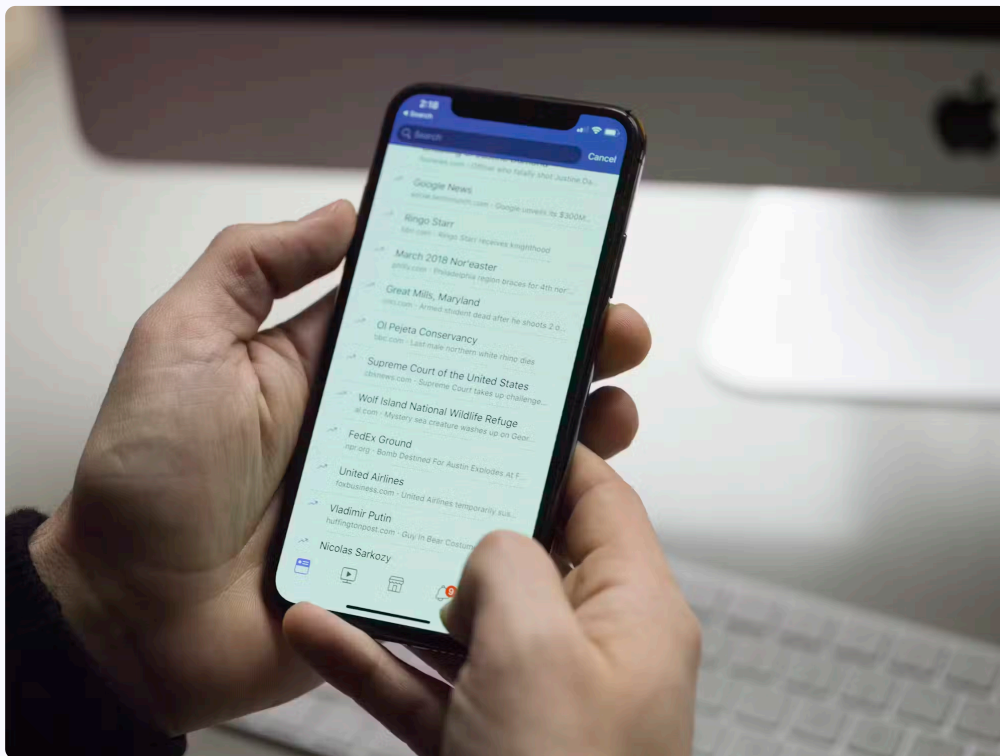
This prompt helps you get quick, clear answers that match your comfort level.



Smart Coach's Weekly Checklist

Use this to stay in your zone of genius and delegate or simplify the rest.

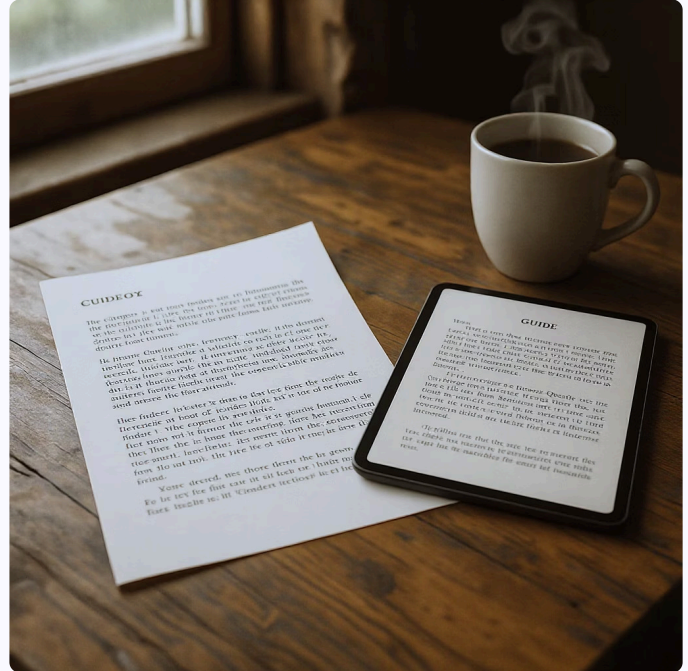
- ✓ I know what I can do easily myself
- ✓ I've identified where AI can help me
- ✓ I've listed tasks I want to outsource
- ✓ I'm not wasting time learning tools I don't need
- ✓ I'm using tools that feel easy and natural



Simplify Your Tech

This guide is designed to be printed or used digitally.

Keep it handy as you plan your week so you can confidently grow your business—without the tech stress.



Focus on your coaching, not complicated tools



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