

The 5Hr Time Saving Toolkit

The 5Hr Time Saving Toolkit

Most founders waste unnecessary hours every week on typing, note-taking, and documentation.

These tasks feel small, but they compound fast.

For example, the average person types for roughly 20 hours a week. Because we speak four times faster than we write, even a partial shift from typing to speaking unlocks immediate time savings. This toolkit gives you three free tools you can start using today to reclaim at least five hours a week—with many users saving far more.

1. WisprFlow — Voice-to-Text Anywhere

GET 1 MONTH OF PRO for FREE > <https://wisprflow.ai>

WisprFlow is a free, downloadable voice-to-text tool that works anywhere you see a text field. If you can type into it, you can speak into it. The workflow is simple: install the tool, open any app or browser window, activate WisprFlow, and start talking.

Because speech is significantly faster than typing, even if you use WisprFlow for a fraction of your weekly writing, **you recover two to three hours immediately**. Think emails, social posts, client replies, internal comms, brainstorming, and content creation. WisprFlow removes the friction and makes writing feel effortless.

2. Fireflies — Automated Meeting Notes

CREATE A FREE ACCOUNT > <https://app.fireflies.ai>

If you spend time in Zoom, Teams, or Google Meet, Fireflies eliminates manual note-taking. It joins your calls, records the meeting, and sends you structured notes with summaries, action items, tasks, and keywords.

You save at least one hour a week by not writing notes, not re-listening to calls, and not chasing follow-ups. From here, you can expand the benefit even further by connecting Fireflies to automation platforms like Make. This allows you to sync meeting data to your CRM automatically, assign tasks, or email action items to teammates—zero manual effort.

3. Scribe AI — Instant SOPs and Documentation

CREATE A FREE ACCOUNT > <https://scribe.com/>

Scribe captures your screen while you perform a task and turns it into a step-by-step SOP with screenshots. No formatting. No repetitive rewriting. No wasted time.

If you create documentation for clients, contractors, or internal processes, Scribe cuts the workload to a fraction of what it used to be. **Count on at least another hour a week saved**, though the real number is often several times higher.

Total Baseline Savings: ~5 Hours per Week

Use all three tools consistently, and you recover a minimum of five hours each week.

In practice, founders who fully integrate them save far more—often the equivalent of an entire extra workday every week.

Next Step - Free training

To go beyond tool adoption and learn how to build AI agents and assistants that automate even more work—and can also be monetized—join our free community.

Free up time for the things you ❤️ with simple AI systems that run 24/7

- Clone Yourself**
Sell your expertise with a \$2K+ digital twin trained on your knowledge
- Task Zero**
Delegate tasks to your AI workforce and free up 10 hours / wk
- Business Autopilot**
How to automate processes so that your business runs 24/7 without you
- Webinars**
Access to how-to and build live webinars
- Weekly Q&A**
Join the livestream and ask questions to get help

It's the next logical step once you've seen how much time simple AI can save.

>>> [Click HERE to join](#)

See you inside! / Andrea.