VÖLUND LAB

FREE GUIDE · N° 001

10 tasks a small business can automate this week.

For each task: what changes, the tools, the time it usually takes and the share an automation can take over.







volundlab.com · Léopold Becuwe · 2026

LAB · BEFORE YOU START

Lost time is invisible. You can calculate it.

A French small-business owner spends about 8 hours a week on admin on average, according to the Syndicat des Indépendants. That time appears on no invoice, but you pay for it: in evenings, in customers called back too late, in quotes never followed up.

8 h	368 h	€12,880
OF ADMIN PER WEEK, ON AVERAGE	OVER 46 WORKING WEEKS	VALUE OF THAT TIME AT €35 PER HOUR

This guide reviews ten tasks that repeat in almost every small business. For each one, you see what the week looks like before and after, and which share of the task can be handed to an automation. The ranges are deliberately cautious.

The colours refer to Völund Lab's workshops: **AUTO** automation, **WEB** website and customer contact, **IMAGE** visuals, **CLIPS** video and social media, **POD** tracking and reporting.

THE 10 TASKS · 1 TO 6

What repeats can run on its own.

01 AUTO

Quotes

Before

You copy the request, look up your prices, lay it out, send it.

After

The request arrives, the quote is pre-filled with your rates. You review it, one click, it's sent.

Tools: n8n · Make · your quoting software
Typical time: 90 min per week · Automatable share: 30 to 50%

02 AUTO

Quote follow-ups

Before

You forget to follow up, or think of it too late.

After

No reply within 3 days: a polite reminder goes out on its own, signed with your name.

Tools: n8n · e-mail
Time: included in the quote automation

03 AUTO

Invoices and late payments

Before

Invoices done at night, awkward reminders, forgotten payments.

After

Invoice sent at the end of the job, reminders on day 7 and day 15, payment table kept up to date.

Tools: Make · invoicing software
Typical time: 60 min per week · Automatable share: 40 to 60%

04 AUTO

Email triage

Before

A full inbox, urgent emails buried among newsletters.

After

Emails are sorted automatically; urgent ones rise to the top with a summary.

Tools: Mistral AI · Gmail or Outlook
Typical time: 180 min per week · Automatable share: 20 to 30%

05 WEB

Frequent questions

Before

The same questions ten times a week: opening hours, lead times, prices.

After

A reply is drafted from your information. You approve it in one click, or it goes out on its own.

Tools: Claude · website form
Typical time: 120 min per week · Automatable share: 25 to 40%

06 WEB

Appointment booking

Before

Back-and-forth calls and texts to find a slot.

After

A booking link, instant confirmation, a reminder the day before: fewer no-shows.

Tools: Cal.com · SMS
Typical time: 60 min per week · Automatable share: 40 to 50%

THE 10 TASKS · 7 TO 10

And what takes time without bringing anything in.

07 AUTO

Data entry

Before

Copy-pasting from the form to the spreadsheet, then to the CRM.

After

Information flows from one tool to the next on its own, with no typos.

Tools: Make · Google Sheets · Notion
Typical time: 90 min per week · Automatable share: 30 to 50%

08 CLIPS

Social media

Before

Every post is prepared at the last minute, when you remember.

After

The week's posts are prepared in one go and scheduled. Your long videos become short clips.

Tools: Buffer · video editing
Typical time: 120 min per week · Automatable share: 25 to 40%

09 IMAGE

Product photos and descriptions

Before

Expensive shoots, or phone photos that don't show the product at its best.

After

A phone photo becomes a premium visual and a product page ready to publish.

Tools: image AI · Shopify
Typical time: 120 min per week · Automatable share: 40 to 60%

10 POD

Weekly report

Before

On Monday, you hunt for your numbers in four different tools.

After

Every Monday at 8 am, a summary of your sales, quotes and bookings lands in your inbox.

Tools: n8n · Google Sheets
Typical time: 60 min per week · Automatable share: 30 to 50%

EXPERIMENT N° 001 · KAMINIZ

Experiment n° 001: my own brand.

KAMINIZ is my online shop for retro mini cameras. I launched it alone in 2026 and built everything with these methods: the Shopify site, campaign visuals made with AI from product photos, the videos and the tracking automations. These images come from it.





WHERE TO START

Four steps, starting this week.

01 For one week, note the tasks you repeat exactly the same way.

02 Pick the one that takes the most time and bores you the most.

03 Calculate what it costs you with the lost-time calculator on volundlab.com/en.

04 Book a free 20-minute discovery call: I'll tell you whether it can be automated and what it brings.

volundlab.com · Book a call

Cautious estimates for a 1-to-5-person business. The real result depends on your volumes and tools. VAT not applicable, art. 293 B of the French tax code. © 2026 Völund Lab.