

Rule The Internet â Free automation guide

Turn calls into notes and tasks automatically

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

You leave calls inspired and forget the commitments by lunch.

Suggested stack

Recorder/transcription + Notion/ToDoist. Primary tools: Fireflies, Notion, Zapier.

Do this

1. Record with consent using Fireflies, Fathom, or native Meet tools.
2. Push summary + action items into the client Notion page.
3. Create tasks only for items with owners and dates.
4. Email a 5-bullet recap within an hour â builds trust.

Operator tip

Automation drafts; you still approve anything client-facing.

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