

Rule The Internet â Free automation guide

## Ship weekly client status without writing from scratch

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.

Status emails feel like unpaid writing assignments.

### Suggested stack

Task DB + Friday template + optional Loom. Primary tools: Notion, Zapier, Loom.

### Do this

1. Track work in one place with Done this week / Next / Blockers.
2. Friday Zap or script dumps those fields into an email draft.
3. Add a 2-minute Loom only when something needs showing.
4. Send by a fixed time so clients stop chasing you.

### Operator tip

Predictable quiet is luxury. Same day, same format, every week.

### Free PDF

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