Automate, Save Time!
Streamlining Your Business Processes & tasks

By: Anthony Steward Kwami

With Alysia Lee Asp

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If you are here for this session, you are in the RIGHT PLACE!
lol

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Introducing Yourself
介绍你自己

1. Where are you joining us from?
2. What is your name?
3. What is your desired profession?
4. What do you hope to get from tonight's session?

1. 你从哪里加入我们？
2. 你叫什么名字？
3. 你想从事的职业是什么？
4. 你希望从今晚的会议中得到什么？

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Alysia Lee Asp

Creative Life Coach (certified), Consultant, Educator, Content Creator, Entrepreneur, Founder of Creativity Consulting Co., Ltd. & Soul Well Co-Founder
创意教练、顾问、教育家、内容创作者和企业家

- **Arts Background** (CREATIVITY)
- **Psychology** (COMMUNICATION)
- **Arts Educator** (CRITICAL THINKING)
- **Creative Entrepreneurship** (COLLABORATION & CULTURE)
- **Creative Scholar, Consultant, & Coach** (SELF-DEVELOPMENT & COACHING)
- **Creative Founder** (LEADERSHIP)
  - ✓ *Creativity Consulting Co., Ltd.*
  - ✓ *Soul Well Center*

- 艺术背景（创意）
- 心理学（通讯）
- 艺术教育家（批判性思维）
- 创意创业（合作与文化）
- 创意学者、顾问和教练（自我发展和指导）
- 创意创始人（领导）
  - 创意咨询有限公司
  - 灵魂井中心

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Anthony Steward Kwami

Co-founder of Oriental Career & Startup Castle

ORIENTAL CAREER   **Startup Castle** Community. Innovation. Impact

➤ Anthony has over a decade of experience in the banking and consulting industry.
➤ Worked at Barclays Bank & Vodafone.
➤ He started his entrepreneurial journey in China in 2014.
➤ Currently the owner of the V Monde Technology Group.
➤ The group currently owns several brands including Oriental Career, Startup Castle, and few other notable companies.
➤ 8 Years in the career development industry, he has touched the lives of over 6000 students from top universities in Europe, United States and Chinese studying abroad.
➤ He loves curating events, training and sharing sessions and bootcamps

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THE SPEAKER

» Bachelor Degree- Banking Finance
» Master Degree - International Economics
» Bank Treasurer
» Management Consultant
» Entrepreneur / Mentor
» Community Builder
» Founder: Oriental Career & Startup Castle

FOUNDER
Anthony Steward Kwami
Trainer, Entrepreneur

BARCLAYS   vodafone   THE UNIVERSITY OF QUEENSLAND AUSTRALIA

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Name some repetitive tasks that drive you crazy?

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Table of Content

- Introduction
- Why Automation is crucial in Business landscape
- Processes ripe for Automation
- Implementing Automation, Tools and Processes
- Application of AI
- Generate Side Business From AI - BONUS
- A Case study of real world Scenario
- Discussions and Questions

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FACTS not FICTION

40%

of Hours Lost on Daily basis

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FACTS not FICTION

US$5 Trillion

of Hours Lost on Daily basis

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IMPLICATIONS

Companies
Cost, speed, retention, customers

Employees
Professional growth, satisfaction, creativity

Entrepreneurs / Freelancers
growth, speed, competition, and appeal

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COMPANY GROUP

Workers believe that automating these tasks will

Waste Resudction 69%

Error Elimination 66%

• reduce wasted time (69 percent),
• eliminate human error (66 percent),
• and recover hours lost

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Why Automation is Crucial in Today's Business Landscape

automation is no longer simply an option, it's a necessity for today's businesses.

- Save time – become efficient / effective
- Save Cost
- Increase in revenue
- Increased focus
- Talent Retention
- Competitive Edge - Speed

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What's the Difference between effectiveness and Efficiency?

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Why Automation is Crucial in Today's Professionals

The best use of your time

- Save time –
  - For passion projects
  - Side business
- Increased focus and up skilling
- Take on tasks that aid your professional growth
- Increased overall satisfaction

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Areas where Automation can Improve Business Operations

Drastically improve operations and save time and costs

- Marketing and advertising
- Sales and customer service
- Workflow and project management
- Inventory management and logistics
- Customer Service Delivery
- Design and Engineering
- Staffing and Recruitment

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Pitch Deck Presentation

IMPLEMENTING AUTOMATION

- **TOOLS**
- **RESOURCES**

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STEPS

- Identifying areas where automation could be most effective
- Selecting the appropriate software or tools
- Setting up and customizing the tools to meet your business's / Personal needs
- Training staff on how to use the tools / Upskill yourself

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Marketing & Sales

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ManyChat Features

Get more out of Instagram with ManyChat

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AI & Workflows

- Generate New Business ideas
- Customer support
- Social Media Posts
- Design & Pictures - Canva
- Prepare Presentations and ppt
- Data Management - Excel
- Supply Chain Management
- marketing and content writing
- Writing Emails
- Job Search - interview preparations, customizing your cover letters
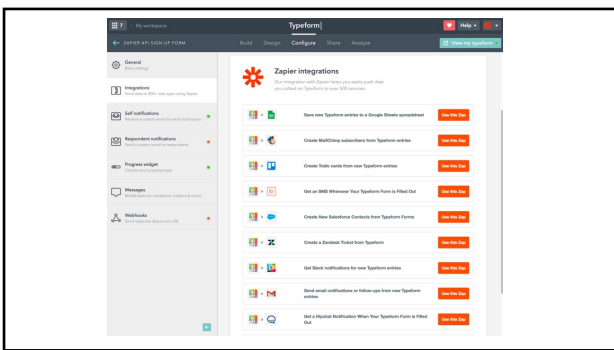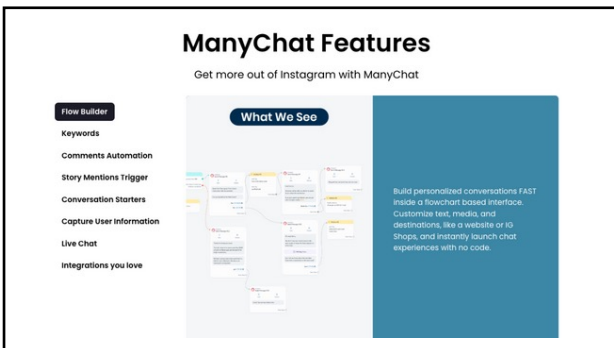
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AI Prompts

- Be clear and concise: Use simple language and avoid ambiguity or unnecessary complexity.
- Provide context: Provide enough context to help the AI understand the user's intent.
- Avoid complex language. Use simple, well-defined terms that are easy for the AI to parse.
- Use natural language: Use natural language that sounds like something a human would say.
- Be specific: Be specific in your prompts and avoid vague or open-ended questions.
- Test and iterate: Test your prompts with users to see how well they work and iterate based on content

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AI Prompts

Prompt: Generate digital startup ideas based on the wish of the people. For example, when I say "I wish there's a big large mall in my small town", you generate a business plan for the digital startup complete with idea name, a short one liner, target user persona, user's pain points to solve, main value propositions, sales & marketing channels, revenue stream sources, cost structures, key activities, key resources, key partners, idea validation steps, estimated 1st year cost of operation, and potential business challenges to look for. Write the result in a markdown table.

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AI Prompts

Prompt: I want you to act as a social media influencer. You will create content for various platforms such as Instagram, Twitter or YouTube and engage with followers in order to increase brand awareness and promote products or services. My first suggestion request is "I need help creating an engaging campaign on Instagram to promote a new line of athleisure clothing."

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AI Prompts

Prompt: I want you to act as a life coach. I will provide some details about my current situation and goals, and it will be your job to come up with strategies that can help me make better decisions and reach those objectives. This could involve offering advice on various topics, such as creating plans for achieving success or dealing with difficult emotions.

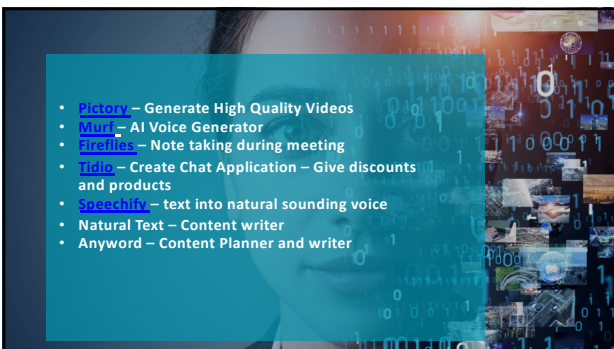My first request is "I need help developing healthier habits for managing stress."

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- **Pictory** – **Generate High Quality Videos**
- **Murf** – **AI Voice Generator**
- **Fireflies** – **Note taking during meeting**
- **Tidio** – **Create Chat Application – Give discounts and products**
- **Speechify** – **text into natural sounding voice**
- **Natural Text – Content writer**
- **Anyword – Content Planner and writer**

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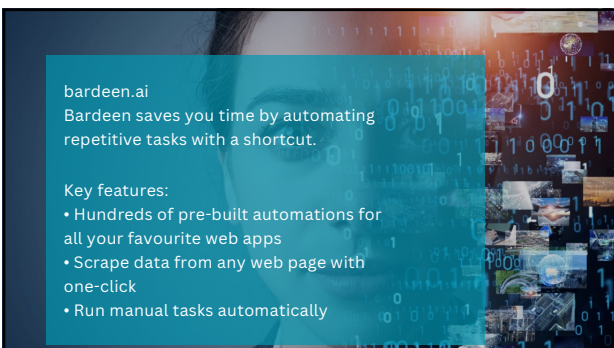
bardeen.ai
Bardeen saves you time by automating repetitive tasks with a shortcut.

Key features:
• Hundreds of pre-built automations for all your favourite web apps
• Scrape data from any web page with one-click
• Run manual tasks automatically

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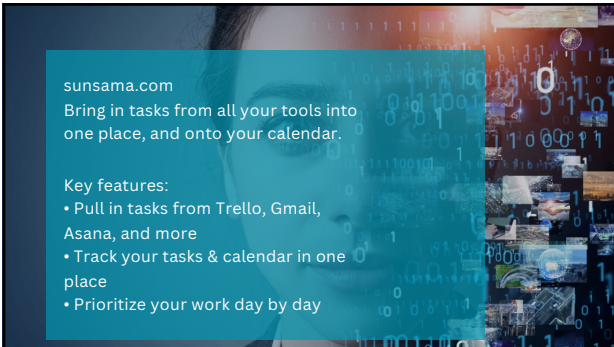
sunsama.com
Bring in tasks from all your tools into one place, and onto your calendar.

Key features:
• Pull in tasks from Trello, Gmail, Asana, and more
• Track your tasks & calendar in one place
• Prioritize your work day by day

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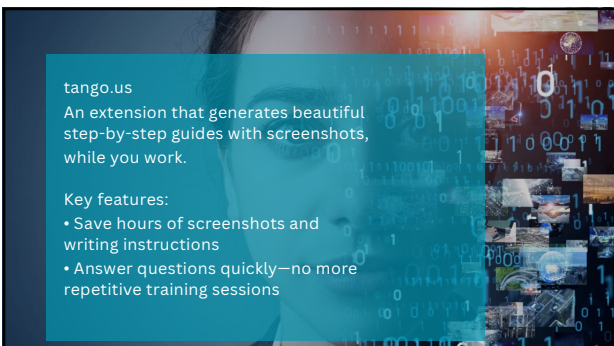
tango.us
An extension that generates beautiful step-by-step guides with screenshots, while you work.

Key features:
• Save hours of screenshots and writing instructions
• Answer questions quickly—no more repetitive training sessions

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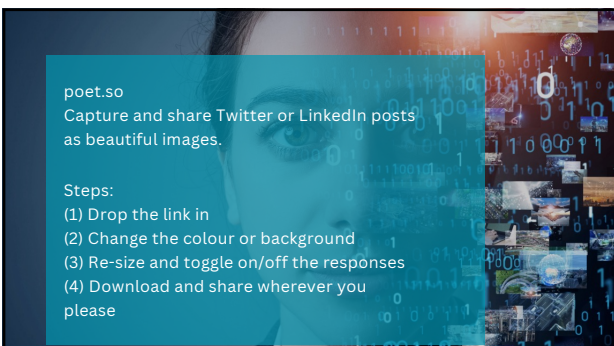
poet.so
Capture and share Twitter or LinkedIn posts as beautiful images.

Steps:
(1) Drop the link in
(2) Change the colour or background
(3) Re-size and toggle on/off the responses
(4) Download and share wherever you please

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