

50 Task Coaches Can Automate with AI

As a coach, your time is your most valuable asset. Between client sessions, scheduling, onboarding and marketing, it's easy to feel stretched thin. This checklist shows **50 everyday coaching task you can automate using AI**, helping you reduce busywork, stay organized, and free up time to focus on what matters most, your clients.

Scheduling & Calendar Management

- Draft automated scheduling emails
- Create calendar reminders for sessions
- Send session confirmation messages
- Generate reschedule templates
- Create follow-up reminders after missed sessions
- Summarize availability rules for clients

Client Onboarding

- Write welcome emails for new clients
- Generate onboarding checklists
- Create intake form questions
- Draft client agreements or guidelines
- Automate next-steps emails after signup
- Create FAQ responses for new clients
- Generate personalized welcome messages

Session Preparation & Follow-Up

- Create session agendas
- Summarize previous session notes
- Generate reflection questions for clients
- Draft follow-up emails after sessions
- Create action plan templates
- Generate accountability check ins

Marketing & Content Creation

- Generate social media post ideas
- Rewrite posts for different platforms
- Draft newsletter content
- Create blog outlines
- Turn long content into short posts
- Generate content prompts for weeks ahead
- Draft call to action copy

Email & Communication

- Write client reminder emails
- Draft re-engagement emails for inactive clients
- Create email sequences for new leads
- Generate personalized email replies
- Write boundary setting email templates

Business & Organization

- Summarize client feedback
- Organize client notes into themes
- Create SOPs for repeated tasks
- Draft weekly planning templates
- Generate task prioritization lists
- Create end of week review summaries

Client Resources & Support

- Create worksheets and exercises
- Generate journaling prompts
- Create habit tracking templates
- Draft resource recommendations
- Personalize learning materials
- Create progress summaries

Growth & Scaling

- Draft outlines for group programs
- Create webinar or workshop descriptions
- Generate sales page copy drafts
- Create onboarding flows for new offers
- Draft client success stories
- Automate lead qualification questions
- Create reusable prompt libraries

What to do next

If this checklist showed you how many tasks you're still doing manually, you're not alone.

I created a short practical eBook that walks coaches through how to actually automate these tasks step by step without needing to be technical.

Learn more here: hitorihq.com