SMART WEBSITE DESIGNERS
www.smartwebsitedesigners.co.uk

1:1 MENTORING · SESSION GUIDE

Paperwork Without the Pain

Letters, policies, job sheets, risk assessments and tender answers, drafted by AI for you to check and sign off.

DURATION	FORMAT	INVESTMENT	INCLUDES
90 minutes	1:1 on Zoom or in Swansea	£175	Written action plan

For example: A builder drafts a risk assessment in twenty minutes instead of an evening.

Who this session is for

- Paperwork is the part of the job you dread
- You need policies or risk assessments but are not sure where to start
- You have lost jobs or tenders because the paperwork took too long

By the end, you will

- Draft letters, policies and job sheets with AI in minutes
- Check AI's work so nothing wrong slips through
- Build reusable templates for your regular documents
- Know when to use AI and when to call a professional

What we will cover in 90 minutes

Every session is built around your business. Timings are a guide, and we always go at your pace.

0–10 mins	**Welcome and your paperwork pile** We list the documents you write most, and the ones you dread.
10–30 mins	**Drafting with AI** Live: draft a real document from your business, start to finish.
30–45 mins	**Checking it properly** Spotting mistakes, filling gaps and keeping it accurate.
45–65 mins	**Templates you can reuse** Job sheets, letters and terms you can use again and again.
65–80 mins	**The bigger documents** Tenders, applications and policies, broken into simple steps.
80–90 mins	**Your action plan and questions** Agree what you will try this week and ask anything you like.

What to bring

- A laptop or tablet
- Examples of documents you write regularly
- Any paperwork you have been putting off

What you will take away

- At least one finished, real document
- Reusable templates for your regular paperwork
- A simple checklist for checking AI's work
- Your written action plan



YOUR MENTOR

Ian Brealey

Ian is a qualified tutor and Internal Quality Assurer (IQA) and a former Head of Training at Gower College Swansea. He has run Smart Website Designers for 10 years and uses AI and automation every day in his own business. He helps tradespeople, shop owners and service businesses save hours every week, and explains everything patiently, in plain English, at your pace.

How booking works

1

Book a free chat

A free 30-minute call to make sure the session is right for you.

2

Pick your date

Choose a time that suits you from Ian's live calendar.

3

Meet with Ian

On Zoom from anywhere, or in person in Swansea.

4

Get your plan

Receive your written action plan after the session.

Ready to book? smartwebsitedesigners.co.uk/business-mentoring

Questions first? Email ian@smartwebsitedesigners.co.uk or call 07305 319667

This is practical business mentoring. It is not financial, legal or tax advice; for those matters, please speak to a qualified adviser.