

DIGITAL**SAVVY**HQ
FREE TOOLKIT · ITEM 5 OF 6

3 Make Workflow Blueprints

Copy-paste automation specs — build each in Make.com in under 30 minutes.

A FREE resource from DigitalSavvyHQ

How to Use These Blueprints

Each blueprint below is a Make.com scenario spec: the trigger, every module in sequence, and what each one does. Open Make.com, create a new scenario, and add the modules in order — you're building the exact automation, not guessing at one.

BEFORE YOU START

Free Make.com accounts include 1,000 operations/month — enough to run all three blueprints below for a solo creator. Connect each app (Gmail, Notion, etc.) when Make prompts you during module setup.

Blueprint 1 — New Subscriber → Welcome + CRM Log

Problem

New newsletter subscribers get silence for days because welcome emails and list logging are still manual.

Context

- When to use: any time someone opts into your list
- Apps needed: Beehiiv (or your email tool), Google Sheets or Notion, Gmail
- Setup time: ~20 minutes

Modules (In Order)

#	Module	What It Does
1	Trigger — Beehiiv: Watch New Subscribers	Fires the moment someone subscribes
2	Filter	Only continue if subscriber source = your lead magnet form
3	Google Sheets / Notion: Add Row	Logs name, email, source, and date subscribed
4	Gmail: Send Email	Sends your welcome email with the toolkit delivery link
5	Delay: 3 Days	Pauses the scenario
6	Gmail: Send Email	Sends a follow-up check-in / Vault invite

Outcome

Every new subscriber is logged and welcomed within seconds, with a follow-up 3 days later — with zero manual steps.

Blueprint 2 — Meeting Recording → Action Items Delivered

Problem

Client or discovery calls produce action items that live only in your memory — and get lost by the next morning.

Context

- When to use: after any client call, discovery call, or work meeting
- Apps needed: Otter.ai (or Zoom/Google Meet transcript), your AI engine (via Make's AI module or OpenAI/Claude module), Notion or Slack
- Setup time: ~25 minutes

Modules (In Order)

#	Module	What It Does
1	Trigger — Watch New File in Drive/Otter folder	Fires when a new transcript is saved
2	Text Parser	Cleans and extracts the raw transcript text
3	OpenAI / Claude Module: Create Completion	Prompt: "Extract decisions made, unresolved issues, and action items by owner and deadline"
4	Notion: Create Database Item	Adds the structured output to your Client Actions database
5	Slack or Gmail: Send Message	Sends yourself (or the client) the action items summary

Outcome

A task that used to eat 30-60 minutes of note-cleanup now takes zero manual minutes — the summary is in Notion and sent before you've closed your laptop.

Blueprint 3 — Content Published → Repurposed + Scheduled

Problem

You publish one piece of content and it dies there — repurposing across platforms almost never happens because it requires a separate manual session.

Context

- When to use: every time you publish a pillar piece (blog, LinkedIn post, video)
- Apps needed: RSS/webhook trigger from your publishing tool, your AI engine module, Buffer or Later
- Setup time: ~25 minutes

Modules (In Order)

#	Module	What It Does
1	Trigger — Watch RSS Feed / Webhook	Fires when a new pillar piece is published
2	OpenAI / Claude Module: Create Completion	Runs the Content Repurposing Map prompt against the new piece
3	Text Parser: Split Bundles	Splits the AI output into individual post drafts
4	Buffer / Later: Add to Queue	Schedules each repurposed piece across the week
5	Notion: Update Content Tracker	Marks the pillar piece as "Repurposed" with a link to each derivative

Outcome

One published piece automatically becomes a scheduled week of platform-native content — with a tracked record of what came from where.

Next Step: The DSHQ Vault

The Vault includes ready-to-import Make.com blueprint files (.json) for these three automations plus a dozen more — skip the manual module setup entirely.

vault.digitalsavvyhq.com