

6 Ways to Cut Your Proposal Time in Half



Responding to RFPs shouldn't feel like a marathon. By focusing on smarter planning, streamlined collaboration, and strategic use of AI, you can dramatically reduce proposal timelines without sacrificing quality.

1 REDUCE MANUAL WORK

Identify the tasks that consume the most time—like formatting, hunting for boilerplate content, and updating resumes or project sheets—and automate them. Use [templates](#), style guides, and [AI-driven search](#) tools to eliminate repetitive busywork.

2 BUILD A COMPREHENSIVE PROPOSAL PLAN

Start with a kickoff meeting where roles, deadlines, and responsibilities are clearly assigned. Map milestones backward from the due date, then use a shared tracker or proposal calendar to keep everyone aligned.

3 CAPTURE AND TRACK RFP REQUIREMENTS

Break down the RFP into a detailed checklist. Assign owners for each requirement, track progress centrally, and set up alerts to flag gaps early. This ensures every “must-have” makes it into the final submission.

4 EVALUATE FIT

Create a [go/no-go framework](#) with clear criteria like: client alignment, revenue potential, and team capacity. Use a scoring system so the decision is data-driven, reducing wasted effort on low-probability pursuits.

5 COLLABORATE EFFECTIVELY WITH TECHNICAL TEAMS

Send subject matter experts structured requests with clear prompts, word counts, and deadlines. Where possible, provide them with pre-drafted content to review or refine, instead of starting from scratch. Respecting SME's time keeps momentum strong.

6 USE TECHNOLOGY AT THE RIGHT TIME

Leverage AI-powered tools to generate first drafts, summarize past responses, and suggest relevant project examples. Layer in human expertise during review and storytelling, ensuring speed without sacrificing quality.

CUT PROPOSAL TIME, NOT QUALITY

With Shred.ai, the only AI-powered proposal writing tool for AEC, you can reduce manual work, organize requirements, and accelerate drafting to deliver compelling proposals in half the time.

Streamline my
next proposal