YOUR QUICK TOUR

A helper with a clear job

From an empty chat to a repeatable way of working.

Meet Sami and his assistant 03
Choose a home for your helper 04
Write a one-job brief 05
Build a tiny fact pack 06
Copy your starter instructions 07
Run your first conversation 08
Test before you trust 09
Create a daily routine 10
10 business ideas to test 11
Your seven-day setup plan 13
Your assistant worksheet 14

Your finish line: one assistant that drafts one useful output for you to check. Sami, his shop, prices and conversations are fictional learning examples.

01 / MEET YOUR HELPER

One role.
Less repeated explaining.

An AI assistant is software you guide to help with a task.



Meet Sami.

He runs a small print shop. Every day, he answers similar questions about cards and collection.

His first assistant will draft those replies.

What makes it useful?
A clear job, current business facts and a repeatable output. You can begin by pasting the same setup into an ordinary AI chat; coding is not needed for this exercise.

☺ SAMI’S JOB TITLE FOR HIS HELPER

“Enquiry draft assistant.” A modest title. A very useful job.

02 / CHOOSE YOUR STARTING POINT

Start with a simple chat

Use a tool you can access and understand. Check its current terms.

01

Check the basics

Can it follow a short brief, accept your facts and produce editable text? Try a made-up enquiry before adding business data.

02

Check privacy and cost

Review data use, retention, sharing settings and usage limits. Do not assume every account or plan handles data the same way.

03

Save the setup yourself

Keep a copy of your instructions and fact pack. If the tool offers saved instructions, test them; otherwise paste the pack each time.

STARTER CHOICE

For this book, use draft-only text work. Add connected apps only after you understand their permissions.