

5-DAY CHALLENGE · DAY 1 DOWNLOAD

The AI Quick Start Cheat Sheet

What AI can actually do for your business today, the 5 tasks to hand it first, and the 10-minute test that proves it.

01 What AI Can Actually Do For You Today

Forget the hype and the doom. For a small business, AI in 2026 is very good at exactly one category of work: **busywork that follows a pattern**. Writing that sounds like other writing. Answers that sound like previous answers. Summaries, drafts, follow-ups, descriptions, replies.

That category is probably 10 to 15 hours of your week. Here is what is realistic to hand over right now:

- ⚡ **Customer emails and follow-ups.** AI drafts, you approve and send.
- ⚡ **Marketing content.** Social posts, newsletters, listings, offers, promos.
- ⚡ **Proposals and quotes.** From a few bullet points to a polished document.
- ⚡ **Review replies.** Every review answered, in your voice, same day.
- ⚡ **Meeting notes and to-dos.** Paste a transcript, get actions and a recap email.

The rule that makes this safe: AI drafts, you decide. Nothing goes out the door without your eyes on it. You are not replacing your judgment, you are deleting your typing.

What AI is still bad at (skip these)

- Anything where being wrong is expensive and hard to check (legal, tax filings, medical claims).
- Knowing your real numbers. It does not know your books unless you show it.
- Being you. It can copy your voice, not your relationships.

02 The 10-Minute Test

Do this once and you will never argue about whether AI is real leverage again.

1. Open ChatGPT or Claude (a free account is fine).
2. Pick the last email you wrote that took more than 15 minutes.
3. Use this prompt:

```
You write for me, the owner of a [type] business called [name]. Our tone is [friendly / professional / blunt]. Draft a reply to the email below. Goal: [what you want to happen]. Keep it under 150 words. Here is the email: [paste]
```

Read the draft. Fix the two sentences that are not quite you. Send it. That is the whole skill. You just did in 2 minutes what took 15.

The Ask, Give, Shape formula

Every good prompt has three parts. If AI output is bad, one of these was missing:

PART	WHAT IT MEANS	EXAMPLE
Ask	The specific job	"Draft a quote follow-up email"
Give	The raw material	"Here is the quote and their last message"
Shape	Length, tone, format	"Under 120 words, warm, one clear next step"

Day 1 action step: run the 10-minute test on one real email, then do it again on one review reply. Two wins before bed.

03 Your First-Week Cheat Sheet

Hand these 5 tasks to AI this week

DAY	TASK	TIME IT USED TO TAKE
Mon	Draft 3 customer follow-ups	45 min
Tue	Write this week's social posts	1 hr
Wed	Reply to every open review	40 min
Thu	Turn your last job/order into a case-study post	1 hr
Fri	Draft next week's newsletter or promo	1.5 hr

Three habits that make it stick

- ⚡ **Same door every time.** One AI tool, pinned as the first tab of your day.
- ⚡ **Save your winners.** When a prompt works, paste it into a note titled PROMPTS. That note becomes your playbook.
- ⚡ **Approve, never autopilot.** 30 seconds of review on everything that leaves the building.

Tomorrow (Day 2): we kill the "I am not techy" myth for good, and you get Demystifying AI, the plain-English guide to what is actually happening inside these tools.