MATT MANSER · ZERO TO AI IN 7 DAYS

The free starter kit

Five prompts for your first day with AI. They work in ChatGPT (chatgpt.com), Grok (grok.com) and Claude (claude.ai), on the free plan. Paste one, replace the [square brackets], send.

1. Get to know me

Use this first. It saves you explaining your business every time.

```
I run [your business] for [your customers]. Ask me 10 short questions, one at a time, so you understand my business well enough to help with my writing. Then write a one-paragraph summary of my business I can paste in next time.
```

2. My most-written message

The quote, reply or follow-up you write over and over.

```
Here are three [quotes / replies / follow-ups] I have already sent: [paste them]. Write the next one for [the situation] in the same voice. Keep it under 120 words. Don't invent prices, dates or promises.
```

3. Tidy my notes

Rough notes in, something you can send out.

```
Turn these rough notes into a clear [email / job sheet / checklist]: [paste your notes]. Keep every fact, add none, and list anything that looks missing at the end.
```

4. Check before I send

A second pair of eyes before a customer sees it.

```
Read this before it goes to a customer: [paste it]. List anything that is wrong, unclear, too long or could upset them. Don't rewrite it yet.
```

5. What should I hand over?

Finds the first job worth giving to AI.

```
These are the jobs I do every week: [list them]. Rank them by how much time AI could save me, safest first. For the top one, tell me exactly what I would need to give you each time.
```

BEFORE YOU BUILD ANYTHING

The six safety rules

1. The postcard rule
Never paste anything you wouldn't write on a postcard: passwords, card or bank numbers, tax file or Medicare numbers, or a customer's private details. Say "the customer" or use a first name.

2. Check the training setting
Most AI apps have a setting for whether your chats can be used to improve their models. Find it (usually Settings, then Data or Privacy) and set it the way you're comfortable with.

3. One folder, not your whole computer
If you connect files, make one folder for AI work and connect only that. If it can't see a file, it can't touch it.

4. Draft, don't send
Nothing AI writes goes to a customer until you've read it.

5. Done isn't checked
When AI says it's finished, look at the result yourself before you rely on it.

6. Watch the bill
A free plan is enough to start. If you upgrade, pick one subscription and don't switch on paid add-ons you don't understand.

Next: Zero to AI in 7 Days, $97. 7 days, 20 minutes a day, every step spelled out, for any business. mattmanser.com.au/course