

AIVISTA ACADEMY

Baby Steps With AI

Module 4

AI for Your Business

AI made simple. One step at a time.

Before anything else

- No SSNs. No card numbers.
- No passwords. No medical records.
- Nothing under an NDA.

The test

- Would you put this in an email
- to someone outside your company?
- If you hesitate - don't.

Where AI pays off in a business

- Necessary
- Repetitive
- Not why you started the business

Content: the hard part isn't writing

It's deciding what to write about.
Start there.

Four steps

- 1. Ask for 20 ideas
- 2. Pick three that are actually useful
- 3. Match your voice
- 4. Batch a month at a time

Customer service: the same 8 questions

- Late delivery · Pricing objection
- Refund · Saying no
- Angry customer · Good review
- Quote request · Reschedule

Eight templates, built once

Serve you for years.

Twenty minutes becomes two.

The angry customer

- Ask for calm and non-escalating.
- Read it out loud before sending.
- AI wasn't the one who got insulted.

The documents you keep meaning to write

- Service description · Welcome packet
- Refund policy · FAQ
- Job description · Onboarding steps

Legal weight = human review

A draft saves your lawyer's time.
It does not replace your lawyer.

Research: both things are true

It's genuinely useful here.

It's also most likely to make things up here.

Use it for the questions

Not the facts.

Verify every number yourself.

Your turn

- 4.1 ideas · 4.2 templates
- 4.3 the document · 4.4 your hours

Be honest about the hours

- Nobody saves ten hours in week one.
- Track it honestly or the number
- is worthless.

Where are your hours coming from?

AlVista Academy

babystepswithai.com