

GUIDE + WORKBOOK

# Start a Business in the AI Era

A plain-English guide and fill-in workbook for starting a business with an AI assistant as your helper: what it does well, what it does not, and how to stay trustworthy.

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US Letter · Free sample

My name

My business idea

Start date

# What an AI Assistant Can and Cannot Do

An AI assistant predicts useful-sounding text from patterns it has seen. That makes it a very fast **drafting and thinking partner**. It does not make it an expert, an employee, or a source of truth. Knowing the difference is the most valuable skill in this guide.

## Often good at

- Brainstorming names, angles, and options
- First drafts of emails, posts, and web copy
- Summarizing text you give it
- Turning rough notes into checklists and plans
- Explaining a concept in plain language
- Asking you good questions
- Formatting, outlining, and rewriting for tone
- Helping you think through trade-offs

## Often weak or risky at

- Facts, dates, prices, and sources (it can sound sure and be wrong)
- Rules that vary by place: tax, licensing, employment, contracts
- Anything recent or local unless you supply it
- Knowing your customers, your market, or your history
- Judgment, taste, and accountability
- Staying consistent across long projects
- Keeping private information private (your tool's settings matter)
- Telling you when it does not know

**The practical rule:** use an assistant for low-risk first drafts and thinking, then apply your own knowledge, check the facts, and add the human parts: your experience, your judgment, your relationships.

## Your role

You are the owner, editor, and fact-checker. The assistant is a fast helper who has never met your customers. If something goes out under your name, you are responsible for it.

## Three tasks in my planned business where a fast drafting partner would help

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# Task Map: Human, AI-Assisted, or Neither?

List your recurring tasks. Mark each: **H** human only · **A** AI drafts, I review · **S** simple software or checklist · **D** drop it. Never mark customer promises, money decisions, or safety-critical work as fully automated.

| Recurring task | How often | Time it takes | H / A / S / D | Review step and who checks |
|----------------|-----------|---------------|---------------|----------------------------|
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Hours per week I could free up

What I will do with the time

Customers first.

**Review rule:** Anything marked A needs a named review step before it reaches a customer or goes public.