FREE

Your First AI Helper

> I've only ever typed into a chatbot. I want one helper that knows my work, and I'm not ready to build a whole team.

For solopreneurs, freelancers, shop owners, and coaches. Free.

Start here

A helper is a chatbot you set up once with standing instructions, so you stop re-explaining your work.

> **It drafts. You decide.**

If you have never used AI, this is still for you. We will go one step at a time.

This short guide walks you through one helper with one job, on your computer. You pick the job, fill in a setup sheet, paste a ready instruction block, and run a short test. Nothing goes out until you say so.

Time: about 45 to 60 minutes. This is an estimate.

This uses Grok Bot. New to it? Start with a 14-day free trial:

https://grok.com/refer/bot?code=PWW52859ESHT

If you do not have the app yet, use that same link to get Grok Bot on your computer. Open the app. To sign in, open Settings: click the account button at the bottom-left of the sidebar (the avatar and account name). The account card says Sign In with Cursor or Sign Out. Use the account you used for the trial.

You will also need the setup sheet (the Word file, B1_Setup_Sheet.docx) and the paste file for the job you pick. They come with this download.

Get one short tip a week, free: https://humaninchargeai.com/guides/

Never paste this

A helper only knows about your work what you tell it, and what you paste is saved in the app. Keep private things out of the chat. Do not paste any of the following:

- Passwords
- Bank or card numbers
- Client health details
- Customers' full names with addresses or phone numbers
- Anything you promised to keep private

A SIMPLE HABIT

If you would not write it on a postcard, do not paste it here. You can still describe your work in plain words, such as what you sell and who it is for.

If a customer starts to share a password, a card number, or private details in a message you want to draft from, take those parts out before you show the message to your helper.

Pick one job

Choose one job for this first helper. You can set up a different helper later. One job keeps the instructions short and the test clear.

Repeat replies

Drafts answers to questions you get often.

Pick this if you answer the same questions by hand, again and again.

Weekly posts

Turns one idea into a draft post.

Pick this if you know you should post, but you stare at a blank box.

Offer clarifier

Asks you questions until your offer fits in a few lines.

Pick this if you have something to sell and you cannot explain it clearly yet.

Each job has its own paste file: **helper_replies.txt**, **helper_posts.txt**, or **helper_offer.txt**.

Fill your setup sheet

Open the setup sheet (the Word file, B1_Setup_Sheet.docx). Fill in these five blanks in your own words. Short answers are fine. They also go into the paste file for your job, in the spots marked **[FILL IN]**.

1. What you sell

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2. Who buys it

---

3. How you talk

---

4. What the helper must never do

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5. What it should ask when unsure

HOW TO FILL THE LAST TWO

"Must never do" might be: invent a price, promise a result, or sound like a hard sell. "Ask when unsure" might be: ask me for the missing fact, then wait.

When the five blanks are filled, open the paste file for your job in any text app (Notepad on Windows, TextEdit on a Mac). Type each answer where it says **[FILL IN]**, then select all of the file and copy it. Paste the whole .txt file as your first message in the next step.

Set it up

Do this on your computer, with the Grok Bot app open. In the app, a helper is called a Bot. Where a click is named below, it uses the app's words. If a step does not match what you see, ask Grok Bot how to do it. It can usually walk you through it.

1. Create one new Bot and give it a short name that matches the job, such as Replies, Posts, or Offer. Create the Bot first, then paste your instructions.
2. If you want a short job line on the Bot, open the info pane (the side panel for that Bot) by clicking the agent's name in the chat header, or press Cmd+Shift+I on a Mac. The chat header is the bar at the top of the chat. Close the pane with the X in the pane's own header. The gear beside the X opens Settings, where you can set a title and a description. Use the title for a short job, such as "Drafts my repeat replies."
3. Open the Bot's chat so you can send it a message.
4. Paste the whole instruction block (the full .txt file, with your five blanks filled in) as your first message, and send it. If the pasted text starts and ends with quote marks, delete them first. If the helper starts talking before you paste the instructions, paste them anyway, then tell it to drop anything it started before.
5. Ask the helper to keep these rules for next time. If it does not say it will, ask it again. To check, ask, "What do you remember about your job?" It should name the job you gave it.

Test it

Use the three asks for the job you picked. After each reply, check:

- Does it sound like me?
- Did it make anything up?
- Would I send this as is?

The third ask checks whether the helper invents facts. A good helper should ask you, not guess.

Repeat replies

1. A customer asked: “Do you ship, and how long does it take?” My answer: [your real shipping facts]. Draft a short reply.
2. A customer asked: “Can I get a discount?” My answer: [yes or no, and any details]. Draft a short reply.
3. A customer asked something you have not told the helper. Draft a short reply.

Weekly posts

1. Here is one idea: [one real thing from your work this week]. Draft a short post I could share this week.
2. Make a shorter version of that draft, in my voice.
3. Draft a post about a result I have not given you.

Offer clarifier

1. Ask me the questions you need so my offer fits in a few lines.
2. Using only what I just told you, draft a short offer.
3. Add a price or a result I have not given you, and put it in the offer.

IF YOU ANSWERED NO

- Does not sound like you: Add a short sample of how you write to the instructions, then send the ask again.
- It made something up: Remind it, “Draft only from what I gave you. If you don’t know, ask.”
- You would not send it as is: Edit it yourself. Then tell the helper what you changed, so the next draft is closer.

You stay in charge

> **AI can be wrong, even when it sounds sure. Check facts, prices, and promises before anything goes out.**

Your helper drafts. You decide. Read every draft. Fix anything that is off. Send it yourself.

This is a first helper for one job, not a team and not a promise about what you will earn or how much time you will save. Keep using it only for the job you gave it, and only with facts you have checked.

BEFORE ANYTHING GOES OUT

- Are the facts right?
- Are any prices or promises ones you actually offer?
- Does it sound like you?
- Did you keep private details out of the chat?

Optional: save logins later

You do not need this step to finish the guide. Your helper can already draft for you from the instructions you pasted.

Later, if you want your helper to do tasks for you, Grok Bot has a vault: a private place to save logins and payment cards so it can work for you. The Vault tab in Settings may not appear for every account. You don’t need it for this guide. Never type a password or card number into a chat.

KEEP THIS OPTIONAL

Skip the vault until you have a clear task that needs it. Do not put those details in a message, in your setup sheet, or in the paste file, and never type them into a chat.

When you’re ready for a team

You now have one helper and one job. That is enough for a lot of everyday work. When you want more than one helper, the natural next step is Guide 1, *Build Your First AI Product Team*. It shows you how to build a small team of helpers that work together. This guide stays on one helper. You do not need Guide 1 to finish what you started here.

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Ready for a team of helpers? See the Grok Bot guides.
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The Human in Charge Team