

THE AI ADVANTAGE

30-Minute Setup Checklist

A Practical Implementation Workbook for Building, Creating & Growing Online with AI

How to Use This Workbook

This workbook is designed to help you put AI into action immediately. Rather than learning dozens of tools, focus on completing the checklist, building one simple workflow, and creating momentum.

Step 1: Choose Your AI Tool

- Create an account with your preferred AI tool
- Save your login information
- Create a bookmark folder for AI resources
- Spend 10 minutes exploring the interface

Notes:

Step 2: Define Your Main Goal

- Create content faster
- Build a digital product
- Improve marketing
- Save time
- Research opportunities

Notes:

Step 3: Build Your Prompt Library

- Save 5 prompts you will use regularly
- Create a prompt document
- Test and refine each prompt
- Organize prompts by category

Notes:

Step 4: Set Up a Content Workflow

- Generate 10 content ideas
- Create 5 outlines
- Draft one piece of content
- Edit in your own voice
- Publish or schedule it

Notes:

Step 5: Build Your First AI Asset

- Choose an ebook outline
- Create a lead magnet
- Draft an email sequence
- Create a blog post
- Build a video script

Notes:

Step 6: Save Time This Week

- Use AI for research
- Use AI for writing
- Use AI for planning
- Use AI for organization
- Track time saved

Notes:

Step 7: Create an AI Routine

- Spend 10 minutes daily using AI
- Save useful prompts
- Review progress weekly
- Identify one new use case

Notes:

Completion Score

■ 0–5 Completed	Getting Started
■ 6–15 Completed	Building Momentum
■ 16–25 Completed	AI Advantage Activated

My Biggest Win From This Workbook

Remember: The goal isn't to master every AI tool. The goal is to use AI strategically to save time, stay organized, and build momentum.