



Your AI Job List

If everything you hand to AI still comes back to you, the job isn't written down yet. AI can finish a job on its own once it knows what starts it, what "done" looks like and where the result goes. Fill this out from last week's calendar and texts. Anything you did three or more times belongs here.

Write down your jobs

The job	How often	What starts it	What "done" looks like
New lead follow-up	4 to 6 a week	A lead comes in from my website or Zillow	Welcome text sent, lead added to my CRM, follow-up set for 2 days later

What to do with this list

Circle the one that costs you the most time

That's your first hand-off. Get one job running well before you add the next.

Add the rules it can't break

Under the job you circled, write how you want it to sound and anything it should never say or do, including Fair Housing language. Those rules are what let it run without coming back to you for approval.

Then it can be automated

A job written down this way can be connected to your email, texts and CRM so it runs on its own. Writing it down is the step most people skip.

Bring this list to class

Your job list is the starting point for **Build Your AI Brain**, a free live class. You'll leave with a practical starting point for building an AI brain that understands your business and helps with your everyday work.

Wednesday, November 4, 10 to 11 a.m. Central · Live on Zoom · Free · Sign up at

learn.happygosocial.net/free-classes

Questions? DM me or email rachel@happygosocial.net.