

Free AI Starter Kit

A short checklist and safe-use prompts for small businesses.

Who this is for

You run a small business (or are starting one) and want to try AI without the jargon. You do not need technical knowledge. Work through this at your own pace - about an hour with a cup of tea.

Before you start

Pick one free or paid AI chat tool you are comfortable with (for example ChatGPT, Claude, or Gemini). Sign in. Keep personal or client secrets out of the chat for now.

- Have a notepad ready for ideas that feel useful.
- Decide one small task you want help with this week (email, social post, or a FAQ answer).
- Remember: you approve everything before it goes to a client or online.

Safe-use rules

- Do not paste bank details, passwords, medical records, or full client addresses into AI tools.
- Do not ask AI to invent testimonials, qualifications, or reviews.
- Always read and edit drafts. AI can sound confident and still be wrong.
- If something involves legal, tax, or medical advice, use a qualified professional - AI is not a substitute.
- Tell the tool your tone: calm, plain British English, no hype.

Starter prompts (copy and adapt)

Replace the bits in [brackets] with your own details. Keep answers short and practical.

- Rewrite this email so it is clearer and kinder, without sounding salesy: [paste draft]
- I am a [type of business] in [town]. Suggest five Facebook post ideas for people who are not technical. Keep each under 80 words.
- Turn these bullet points into a short 'About' paragraph for my website: [bullets]
- List eight common questions new clients ask about [service]. Give a plain-English answer for each.
- I want to try one AI assistant for [task]. Suggest three simple first steps I can do this week.

One-week checklist

- Day 1 - Set up the tool and write your safe-use rules on a sticky note.
- Day 2 - Run the email rewrite prompt on one real message (edit before sending).
- Day 3 - Draft one social post; leave it overnight and edit in the morning.
- Day 4 - Build a short FAQ from the questions prompt.
- Day 5 - Note what saved time and what felt wrong. Keep only what helped.

What this kit is not

It is not Done For You setup, unlimited coaching, or a guarantee of results. If you want a guided session or a

custom AI assistant built with you, book a free discovery call at setupwithannie.com.

Next step

When you are ready for a step-by-step pack, look at Build Your First AI Assistant in the AI Academy. Or book a free 25-minute call and tell me what you want to learn first.

Annie - Setup With Annie - setupwithannie.com