

How to Build Your AI First Hire™

A PREMIUM ONBOARDING GUIDE

For professionals who want to save time,
reduce overwhelm, and build smarter.



1 WHY IT MATTERS



Save Time



Reduce
Overwhelm



Create
Support



Build
Smarter

2 WHAT YOUR AI FIRST HIRE CAN HELP WITH



Inbox Triage

Sort, prioritize, and
draft responses.



Research

Find insights and
summarize information.



Content Drafting

Create outlines, drafts,
and content ideas.



Organization

Manage files, notes,
and tasks.



Customer Support Prep

Prepare replies, FAQs,
and resources.



Workflow Assistance

Automate steps and
streamline processes.

3 YOUR 4-STEP AI FIRST HIRE FRAMEWORK

1

Identify the Role

Define where support
is needed most.

2

Define the Tasks

List what you want AI
to own or assist with.

3

Build Prompts and Workflows

Create simple prompts
and repeatable systems.

4

Test, Refine, and Scale

Review, optimize, and
expand over time.



Start with support. Build with strategy.

Included in The Beautiful Exit™ VIP Workshop Bundle