EMPIRE BUILDER ACADEMY

MODULE 03 WORKSHEET

AI IS YOUR NEW BUSINESS PARTNER

Fillable worksheet and action checklist. Print it, or type into the DOCX version.

THE ONLINE ENTREPRENEUR BLUEPRINT

From Zero to Your First Online Business

03

BUILD SMART. LAUNCH FAST. SCALE WITH AI.

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MODULE 3 WORKSHEET: AI IS YOUR NEW BUSINESS PARTNER

Part A: AI Opportunities and Limits

Five tasks where AI can help me	Three tasks that need careful human review
1.	1.
2.	2.
3.	3.
4.	
5.	

Information I will never paste into AI tools: _____

Part B: My Custom Instructions

What the assistant should know about me and my business:

How the assistant should respond:

Part C: My First AI Business Assistant

Element	My assistant
Name and role	
Goal / job	
Knowledge files attached	

Element	My assistant
ALWAYS rules	
NEVER rules	
Output format	
Test results (5 tests)	
Fixes made	

Part D: Prompt Makeovers (R-C-T-F-C)

Original weak prompt	Improved prompt (summary)	Which result was better?

Part E: Task Log and Automation Plan

Repetitive task	Time per week	Automation level (1–4)	Next step

Part F: Market Research Opportunities

Competitor	Main offer	Price	Gap I noticed

Part G: Workflow Map

Outcome: _____

Step	Human / AI-assisted / Automated	Prompt or tool	Time
1			
2			
3			
4			
5			

Action Checklist

- [ ] List five tasks where AI can help and three that require careful review
- [ ] Write and save your custom instructions
- [ ] Create a one-page Business Brief
- [ ] Build and test one AI business assistant
- [ ] Rewrite three prompts using R-C-T-F-C
- [ ] Keep a 5-day task log and pick two automation candidates
- [ ] Write SOPs for your top two repetitive tasks
- [ ] Create a 10-question FAQ and three reply templates

- [ ] Generate 30 content ideas and repurpose one into five pieces
- [ ] Run a competitor comparison on three competitors
- [ ] Map one workflow and save its prompts
- [ ] Start a "Prompt Library" document with your best prompts