A PRACTICAL GUIDE

The One-Person AI Office

How to automate repetitive work without losing control

Made by the Braxis machine

braxisai.com

ABOUT THIS GUIDE

What this is

This guide is for solo founders and operators who want AI to carry the repetitive work.

It is a practical method, not a promise of a result. It contains no invented statistics, no fake customers, and no guarantees. The words were drafted with AI assistance.

Use the checklist at the end on a real piece of work this week.

Define Your AI Office’s Purpose

Start by listing the tasks you spend the most time on that are repetitive but require some judgment or consistency. These are the best candidates for AI automation. Examples include drafting emails, summarizing calls, organizing notes, or scheduling follow-ups. Write down exactly what you want the AI to do—be specific. For instance, instead of ‘summarize meetings,’ specify ‘extract action items, deadlines, and responsible parties from Zoom recordings.’ This clarity ensures the AI can perform the task reliably. Avoid vague tasks like ‘be creative’ or ‘generate ideas,’ as these require human oversight and iteration. Your AI office should handle predictable, rule-based work, not open-ended tasks.

Set Up Your Tools and Workflow

Choose one AI tool for each core function—email, notes, scheduling, etc.—and stick with it. Popular tools include AI-powered email assistants for drafting and responding, note-taking apps that auto-summarize meetings, and calendar tools that auto-schedule based on priorities. Keep the number of tools low to avoid complexity. Integrate these tools into your existing workflow so they fit seamlessly. For example, if you use Gmail, set up an AI tool that scans your inbox and drafts responses before you review them. Test each tool with a small batch of tasks to ensure accuracy and adjust settings as needed. Document how each tool works and where to find its outputs so you can quickly review or edit them.

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Train Your AI with Clear Instructions

AI tools perform best when given explicit instructions. Create a template or prompt for each task that includes context, examples, and constraints. For instance, if you want the AI to draft emails, provide a template with placeholders for the sender, recipient, subject, and key points. Include examples of how you want the tone to sound—professional, casual, or formal. Specify any rules, such as avoiding jargon or keeping responses under 100 words. Store these templates in a shared document or notebook so you can easily update or share them with others if needed. Review the AI’s output regularly and refine the instructions based on what works and what doesn’t. Over time, the AI will improve as it learns from your feedback.

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Establish a Weekly Review Rhythm

Schedule 30 minutes every week to review the work your AI office has handled. This ensures you catch errors, refine instructions, and adjust workflows before they become a problem. During this review, check the AI’s outputs for accuracy, tone, and completeness. Look for patterns—such as recurring mistakes or tasks that take longer than expected—and update your instructions or tools accordingly. Also, review your to-do list and AI-generated tasks to see if anything is missing or needs prioritization. Use this time to plan the next week’s tasks and update your AI templates if necessary. Consistency in review helps maintain quality and efficiency.

Maintain Control and Human Oversight

While AI can handle repetitive work, it’s important to maintain human oversight to ensure quality and accountability. Always review the AI’s outputs before sending them out or using them in critical decisions. Keep a log of tasks handled by AI and any issues that arise, so you can track performance over time. If an AI tool makes a mistake, correct it and update your instructions to prevent future errors. Avoid relying too heavily on AI for tasks that require creativity, empathy, or complex decision-making. Instead, use AI to handle the repetitive parts of these tasks and focus your energy on the parts that require human input. This balance ensures you stay in control while leveraging AI for efficiency.

USE THIS

Checklist

☐ List 3-5 repetitive tasks you want to automate with AI and describe them in detail.
☐ Choose 1 AI tool for each core function and integrate it into your existing workflow.
☐ Create clear, specific instructions or templates for each AI task, including examples and constraints.
☐ Schedule a 30-minute weekly review to check AI outputs, catch errors, and refine instructions.
☐ Maintain a log of AI-handled tasks and issues to track performance and improve over time.

Where this came from

This guide is a digital product from Braxis AI. The machine wrote it with AI assistance. It contains no invented statistics, no fake customers, and no guarantees. The PDF is delivered immediately after checkout. If something is wrong, email braxisai@gmail.com and it will be fixed.

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