

AI Starter Course Workbook

SheerForce AI

1. Choose the first workflow

Pick one area to improve first: content, lead follow-up, customer support

Why this workflow matters:

30-day outcome you want:

2. Score the current process from 1 to 5

Clarity ____ Speed ____ Consistency ____ Conversion ____

Interpretation:

Lower scores usually show the first automation opportunity.

3. Map the manual steps

Trigger:

Owner:

Current manual steps:

1. _____

2. _____

3. _____

4. _____

5. _____

Where it usually breaks:

4. Prompt and automation starter pack

Prompt 1:

Act like an operations strategist. I am trying to automate this workflow [describe it]. Break it into trigger, inputs, decisions, outputs, follow-up, and failure points. Then recommend the first version I should automate this week.

Prompt 2:

Rewrite this offer so it sounds direct, human, and clear. Keep it practical. Remove fluff. Make the next step obvious.

Bonus assets to pair with this workbook:

- Prompt Pack
- Automation Calculator
- Quick Wins Library
- Claude, Notion, and Command Center portal lessons
- IG prompt bank and workflow notes

5. Follow-along lesson plan

Lesson 1: Choose the target

Pick the weekly process costing the most time, money, or follow-up

Lesson 2: Build the message

Fix the prompts, copy, and response structure before you touch auto

Lesson 3: Build the workflow

Turn the manual steps into one clean path with clear inputs, outputs

Lesson 4: Measure the result

Use the calculator and scorecard to compare the new process against

6. Decide the next move

Best next move: self-serve / standard (\$47 or \$480 annual) /
premium (\$97 or \$990 annual) / deep audit

First commitment after this session:
