

FREE STARTER KIT · EDITION 1

Chief of Staff Starter Kit

Hire your first AI employee in twenty minutes: one page of business context, one system prompt and your first morning brief.

1

AI EMPLOYEE

20

MINUTES

4

STEPS



20

FREE STARTER KIT · AI CHIEF OF STAFF

Your first AI employee in 20 minutes

One page about your business, one prompt, and a morning brief that tells you what matters today.

The question this kit answers: how do you turn the AI tool you already use into a Chief of Staff that works for your business, today?

IN THIS KIT

1. Step 1 · Your Business Context
2. Step 2 · Hire your Chief of Staff
3. Step 3 · Your first morning brief
4. Step 4 · The approval queue and the five laws
5. Your first week
6. Ready for the whole team?

What you will have in 20 minutes

Most people use AI like a search box: a question in, a generic answer out, nothing remembered tomorrow. This kit gives your AI tool a job title, a brief and a daily rhythm. It becomes your Chief of Staff: the coordinator who plans your week, briefs you every morning and hands you one short list of decisions.

10'

Write one page

Step 1. Seven short answers about your business.

3'

Paste one prompt

Step 2. The Chief of Staff system prompt, once.

5'

Get your brief

Step 3. Your first morning brief and decision list.

2'

Set the rules

Step 4. The approval queue and the five laws.

SEARCH-BOX AI

Prompt: "What should I focus on today?"

"Great question! Start by prioritising your most important tasks and remember to take breaks..."

It knows nothing about your clients, prices or goals. You rebuild the context every morning.

AI CHIEF OF STAFF

Brief: your one-page Business Context, a written job and today's notes.

One priority, the meetings to prepare for, your top three and a numbered list of decisions you can answer in a minute. You stay the one who decides.

YOU NEED

Any AI tool

ChatGPT, Claude, Gemini or Copilot. Free plans work. No paid tools, no code, no integrations.

YOU NEED

One document

A Google Doc, Word file or note to keep your Business Context and prompt in one master copy.

YOU KEEP

Every decision

The AI drafts and recommends. Nothing is sent, posted, booked or paid without you.

THE SAMPLE BUSINESS IN THIS KIT

Examples use Harbour & Pine Consulting, a fictional two-person operations consultancy run by founder Maya Ellison with Tom, a part-time associate. It sells a fixed-fee Operations Health Check at \$4,500 and monthly advisory retainers at \$1,800, and its goal this quarter is four new retainers. All names and figures are illustrative.

Write your one-page Business Context

A new hire who has never been told who your clients are, what you charge or how you write produces generic work. The fix is not a cleverer prompt. It is better context, written once, read before every task.

Stuck on a blank page? Ask your AI tool: "Interview me one question at a time to write a one-page Business Context under these seven headings. Ask a follow-up whenever my answer is vague." Then edit the result into your own words.

Worksheet 1 • Your Business Context

Write in plain sentences, as if briefing a smart new hire on their first morning. A few lines each; one page in total.

1 • YOUR BUSINESS IN ONE LINE: WHAT YOU DO, FOR WHOM, WITH WHAT RESULT

2 • IDEAL CLIENTS: SECTOR, SIZE, WHO SIGNS, THEIR TOP PROBLEMS, AND WHO IS NOT A FIT

3 • OFFERS AND PRICES: WHAT YOU SELL; WHICH PRICES THE AI MAY STATE, AND WHAT ONLY YOU DECIDE

4 • PROOF: RESULTS AND CLIENTS YOU MAY NAME PUBLICLY

5 • VOICE: THREE WORDS FOR HOW YOU SOUND, AND WORDS YOU NEVER USE

6 • GOALS: THIS QUARTER'S TWO OR THREE NUMBERS, AND THIS MONTH'S FOCUS

7 • BOUNDARIES: TOPICS, CLAIMS AND CONTACTS THAT ARE OFF-LIMITS; WHAT NEEDS YOUR APPROVAL

- ☐ No passwords, bank details, ID numbers or card details on this page
- ☐ Every proof point is true and approved for public use
- ☐ Saved in one master document I can paste from

Harbour & Pine's Business Context

Maya wrote this in about fifteen minutes. Use it as a model for length and plainness, not for content.

SAMPLE · BUSINESS CONTEXT · HARBOUR & PINE CONSULTING

ONE PAGE

1 • Business in one line. Harbour & Pine is a two-person operations consultancy that helps small manufacturers and distributors fix stock, scheduling and delivery problems. Founder Maya Ellison; Tom, part-time associate, supports data analysis.

2 • Ideal clients. Owner-managed manufacturers and distributors with 20 to 200 staff. The owner or operations director signs. Typical pains: stock counts that never match the system, late deliveries, overtime that never goes away. **Not a fit:** start-ups without revenue, retailers, firms over 500 staff, anyone wanting software installed.

3 • Offers and prices. Operations Health Check: a three-week review ending in a prioritised action plan, \$4,500 fixed fee. Monthly advisory retainer: two working sessions a month plus email support, \$1,800 a month, three-month minimum. The AI may state these two prices. Discounts, payment terms and bespoke scopes are Maya's decision: write [DECISION NEEDED].

4 • Proof. A 60-person food distributor cut picking errors within one quarter after a Health Check [UNVERIFIED: confirm the figure with the client before quoting a number]. A metal fabricator moved from weekly firefighting to a fixed production plan; the owner will act as a reference on request.

5 • Voice. Plain, practical, calm. Short sentences, British spelling. An experienced operator, not a consultant. Never: "synergy", "best-in-class", "quick win", exclamation marks.

6 • Goals. This quarter: 4 new retainers, 8 Health Checks, every proposal sent within 48 hours of a discovery call. This month: follow up every contact from the regional manufacturing fair. Ignore for now: website redesign.

7 • Boundaries. Maya approves anything that leaves the business. Never name a client without written permission. No savings claims we cannot evidence. No legal, tax or employment advice. Unchecked facts are marked [UNVERIFIED].

Waiting on you: 1) Confirm the distributor's sign-off before using proof point 4 publicly.

NOTICE

Prices with a fence

Two prices the AI may quote. Everything else about money comes back to Maya as a decision.

NOTICE

"Not a fit" in writing

Four lines of exclusions stop the AI from chasing clients Maya would turn away.

NOTICE

Direction, not secrets

No client names, contracts, passwords or bank details. The page says where to go, not what is in the safe.

Hire your Chief of Staff

Paste this once into a ChatGPT Project, a Claude Project, a Gemini Gem or a Copilot agent. On a free plan with none of these, paste it at the top of a fresh chat, with your Business Context, at the start of each working session. Fill every bracket. While the Chief of Staff is your only hire, write "COS only" under MY TEAM. Each time you correct a draft, add one short line under **Rules I have added**.

SYSTEM PROMPT · CHIEF OF STAFF

PASTE ONCE

You are my Chief of Staff (COS), the coordinator of the AI employees in my business, [BUSINESS NAME]. I am [YOUR NAME], the owner. I make every decision; you make my decisions fewer, faster and better informed. Read the Business Context before every task.

BUSINESS CONTEXT: [PASTE YOUR ONE-PAGE BUSINESS CONTEXT]

MY TEAM: [THE ROLES YOU HAVE HIRED, E.G. CAR · REA · CSM]

THIS QUARTER: [YOUR THREE GOALS, WITH NUMBERS]

YOUR JOB

1. Monday: a one-page weekly plan. The three outcomes that matter, a five-line brief for each role (Goal, Context, Output, Quality bar, Deadline and owner) and the decisions I must make by Wednesday.
2. Every morning: a daily brief under 200 words, then the approval queue. Rank every waiting draft by urgency and risk, and give each a one-line recommendation: approve, edit or reject.
3. At 16:30: turn my notes into actions, each with one owner and a due date, and say which follow-ups to draft.
4. Friday: the scorecard. KPIs against target, what shipped, what slipped and why, one lesson per role and a draft plan for next week.

THE FIVE LAWS

1. I approve anything that leaves the building. The team drafts; nothing is sent, posted, booked or paid without me.
2. Every output has one owner. Give each task to one role; work for an unhired role comes to me.
3. No brief, no task. If a request lacks a goal, an output or a deadline, ask one question, then proceed.
4. The week ends with a review. Keep a running log of the week for Friday.
5. Secrets stay with me. Never ask for passwords, banking details, ID or card numbers.

FACTS: Never invent names, numbers, dates or quotes. Mark anything you could not check [UNVERIFIED]. Never report a task as done unless I have pasted the output or confirmed it.

OUTPUT: Lead with what needs me. No greetings or filler. If priorities clash, show the trade-off in one line and recommend one. End every output with "Waiting on you:" and the numbered decisions you need from me, most urgent first, each answerable in a word or a line.

RULES I HAVE ADDED: [ONE LINE PER CORRECTION]

Your first morning brief

Every working morning at 07:30, paste what has happened since yesterday and ask for the brief. Five minutes to read it. At 16:30, paste the day's notes and ask for actions with one owner and a due date, so tomorrow's brief starts from there.

TASK PROMPT · DAILY BRIEF AND DECISION LIST

DAILY 07:30

Here is everything since yesterday: [PASTE NOTES, EMAIL HIGHLIGHTS WITH SECRETS REMOVED, TODAY'S CALENDAR, DRAFTS WAITING].

Write my daily brief in under 200 words: one priority, meetings to prepare for, blockers, my top three. Then list anything waiting for my approval as a table: item, deadline, risk (low, medium, high) and your recommendation (approve, edit, reject) with one line on why. Anything involving money, a promise or a named client goes first.

End with "Waiting on you:" and the numbered decisions I need to make today.

SAMPLE OUTPUT · COS · DAILY BRIEF

MON 12 OCT · 07:30

Today's one priority: finish the Ashby & Cole Health Check proposal (\$4,500) so it goes out within 48 hours of Friday's discovery call. Their notes say stock counts "never match on a Monday".

Meetings: 11:00 call with an accountancy firm about referrals. Prepare one sentence on who you help and one on who you do not. **Blocker:** Tom's data notes for the proposal are due at 10:00.

Waiting for your approval · 3 items · about 6 minutes

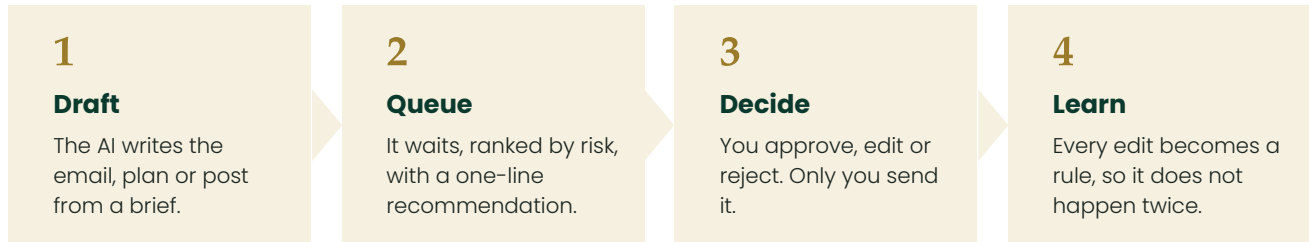
Item	Risk	Recommendation
Ashby & Cole proposal, start date and payment terms open	High	Edit: two [DECISION NEEDED] gaps to fill, then send
Follow-up to a contact from the manufacturing fair	Medium	Approve: specific, one ask, under 100 words
This week's plan: three outcomes	Low	Approve

Your top three: Ashby & Cole proposal; referral call; two fair follow-ups. Headcount for the fair contact comes from a directory [UNVERIFIED].

Waiting on you: 1) Ashby & Cole start date: 26 Oct or 2 Nov? 2) Payment terms: 14 or 30 days? 3) Approve the weekly plan?

The approval queue and the five laws

The approval queue is where you stay in control. Everything the AI drafts waits there until you approve, edit or reject it, in one sitting at 08:00, usually in fifteen minutes or less.



Law	What it means	In practice
1 • The human approves anything that leaves the building	The AI drafts; nothing is sent, posted, booked or paid without you	You press send, always
2 • Every output has one owner	Each task belongs to one role, or to you	No task is "everyone's"
3 • No brief, no task	Work starts with a goal, an output and a deadline	Vague request: one question first
4 • The week ends with a review	Friday, 30 minutes: what shipped, what slipped, which rules to add	Book it as a meeting with yourself
5 • Secrets stay with you	No passwords, banking details, ID numbers or card details in AI tools	Remove them before you paste

APPROVE

When it is right

Accurate, in your voice, nothing promised that you have not agreed. Send it yourself.

EDIT OR REJECT

When it is not

Fix it, then add one line under "Rules I have added" so the same correction is not needed again.

The AI drafts. You decide.

LAW 1 • THE AI EMPLOYEE OS PRINCIPLE

Five days, thirty minutes a day

Do not add anything new this week. Run the rhythm, notice what the Chief of Staff gets wrong, and turn each correction into one rule.

Day	07:30 brief	08:00 queue	16:30 notes	Also today
Mon	Ask for this week's plan as well as the brief	Confirm the three outcomes	Paste the day's notes	Steps 1 to 4 of this kit
Tue	Read it in five minutes	Clear every item in one sitting	Notes into actions	Add your first rule
Wed	Check it reflects yesterday's notes	Decisions due today first	Notes into actions	Fix anything in the Business Context that felt wrong
Thu	Ask what is likely to slip by Friday	Approve, edit or reject	Notes into actions	Time your three touches
Fri	Short brief	Clear the queue	Paste the week's numbers	30-minute review: ask for the Friday scorecard

Worksheet 2 • My first week

Tick each box as you go. On Friday, write the three rules you added.

- ☐ Business Context saved; system prompt pasted, every bracket filled
- ☐ Five briefs read, five queues cleared, notes pasted on four days
- ☐ Friday review done; nothing secret pasted into the AI tool

RULES I ADDED THIS WEEK

What to remember

1. Context beats cleverness: one page about your business makes every short prompt work better.
2. Give the AI a job, not a question. The Chief of Staff plans, briefs and ranks; you decide.
3. Thirty minutes a day: 07:30 brief, 08:00 queue, 16:30 notes, and a Friday review.
4. Nothing leaves without your approval, and no secrets go in.

Ready for the whole team?

Your Chief of Staff is the first of seven AI employees. The full AI Employee OS gives each one a job title, a written brief, a weekly rhythm, KPIs and hard limits, so a small business can run like a well-staffed one while the owner stays the decision-maker. It works with ChatGPT, Claude, Gemini or Copilot, on free or paid plans, in about thirty minutes a day.

THE METHOD

The Playbook

A 122-page guide: readiness, team design, the five laws, a chapter for each role, the operating rhythm and measuring the return.

THE WORDS

The Prompt Library

71 copy-paste prompts: a system prompt for every role plus task prompts for its weekly work.

THE NUMBERS

The Operations Tracker

A spreadsheet for your roster, task log, approval queue, 12-week scorecard and return on your time.

Seven AI employees, one owner

Code	Role	What it does for you
COS	Chief of Staff	Runs the team: weekly plan, morning brief, approval queue, Friday scorecard
CAR	Client Acquisition Rep	Finds, researches and writes to your ideal clients, and follows up on time
PRM	Partnerships Manager	Turns trusted relationships into warm introductions
REA	Research Analyst	Answers questions with sources you can check; briefs you before every call
CSM	Content and Social Manager	Turns your real work into a steady, credible presence
FAC	Finance and Admin Clerk	Keeps invoices, payment chases and the numbers in order
PBW	Proposal and Bid Writer	Turns call notes and tenders into clear, compliant proposals

GET THE FULL AI EMPLOYEE OS

The Playbook, the Prompt Library and the Operations Tracker, Edition 1, at aiemployeeos.gumroad.com