HOMEWORK · GETTING MORE OUT OF CLAUDE & CHATGPT

# Teach It *Your Business*

*Let's get you set up for success.*

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| Getting More Out of Claude & ChatGPT | Sat, Nov 7 · 3:30–5:00 PM |
| Your homework: one prompt, about 15 minutes. Do it before Saturday. | Nicholas P. Sims Library, Waxahachie |

## *i.* Why you're doing this

### AI is only as good as the context you give it.

Most of us type two lines into ChatGPT or Claude and get back something generic. It's not the tool. It just doesn't know you yet. Context is king. This homework teaches it the basics of your business, so on Saturday we can put that to work instead of starting from zero.

## *ii.* How to do it

1. Open ChatGPT or Claude and start a regular chat. The free version is fine. Your phone works too.
2. Copy the prompt on the next page, paste it in, and hit send.
3. Answer one question at a time. Type it, or tap the microphone and just talk.
4. If it pushes back because you were vague, let it. That's where the good stuff is.
5. When you're done, it'll write your Business Basics document. Save it as a PDF named **01 Business Basics**, and bring it on your laptop or iPad.

## *Don't go light on this.*

Be honest. Not polished, honest. It's okay to be messy and rambling. Your AI will sort it out for you. It's worth it! What you're building is worth it!

***Tip:*** *When I did mine, it was 5 a.m. on my couch with a cup of coffee, before my boys woke up. Busy, and think you don't have time? You can even do it in the car with voice mode.*

*Erika*

**Ground rules:** Skip anything you don't want to share. Never share passwords, account numbers, or private details about your customers. You're in charge.

# Business Basics

About 15 minutes
Copy everything inside the box

**COPY AND PASTE THIS** Start here ↓

I want you to understand my business so you can actually help me run it. Interview me, then write a "Business Basics" document I can save and share with you in future chats.

How to run it:

- Ask ONE question at a time and wait for my answer.
- Keep it to about 13 questions, around 15 minutes.
- If my answer is vague, push me once for specifics. Then move on.
- Stick to my business. Skip anything I say "skip" to.
- Be warm and encouraging, like a friend who's genuinely curious about my business.
- I may be using voice, so my answers may be casual or rambling. Pull out what matters.

Cover these, in order:

1. My name, my business name, what I do, and where I'm based.
2. Why I do this work, and what I'm building toward.
3. What I sell, and what I charge (ranges are fine).
4. Who my best customers are and what problem I solve for them.
5. Why people choose me over someone else.
6. How customers find me, book or buy, and pay.
7. My policies: hours, booking, cancellations, delivery, refunds.
8. The tools I use every day (email, calendar, Canva, booking apps, spreadsheets).
9. What I spend most of my week doing.
10. The busywork I repeat every week that I'd love to hand off.
11. What's coming up in the next few months.
12. The one thing I wish someone would just handle for me.
13. Anything else you should always know about my business.

When we're done, write my Business Basics document with a heading for each topic, in my own words where you can. Leave out anything I skipped. Don't make anything up.

Start with your first question.

**SAVE AS** **01 Business Basics** (a PDF on your laptop, iPad or phone)

**Bring it Saturday.** In the workshop we'll load it into a Project in ChatGPT or Claude, so you never have to explain your business from scratch again.

Questions before Saturday? Reply to the email this came in.

See you Nov 7!