

■ YOUR AI MONEY MACHINE

AI AGENTS FOR BEGINNERS

Set It Once. It Runs Forever. No You Required.

■ **WHAT IS AN AI AGENT:** An AI agent is a system that takes actions automatically on your behalf — without you initiating anything. It reads emails, sends replies, creates content ideas, and more — all while you do other things. You build it once. It runs every time the trigger fires.

THE TWO FREE TOOLS YOU NEED



ZAPIER

The connector. Links your apps together and sets the trigger — when this happens, do that. Free tier: up to 100 tasks per month. Go to zapier.com.



CHATGPT

The brain. Reads, writes, analyzes, and thinks. Zapier sends it the input and it generates the response. Free tier available. Go to chatgpt.com.

THREE AGENTS YOU CAN BUILD TODAY

1

Email Reply Agent

Trigger: Someone emails your business. Zapier reads it and sends the text to ChatGPT with this prompt — You are a professional assistant. Read this email and write a warm helpful reply: [email content]. Zapier sends you the draft for review. You approve and send. Takes about an hour to set up. Handles every future email automatically.

2

Lead Follow-Up Agent

Trigger: Someone downloads your free resource or fills out a form. Action: Zapier triggers a personalized welcome email sequence written by ChatGPT — customized based on what they downloaded. Sent automatically over 5 days. You write the prompts once. The agent nurtures every new lead forever.

3

Content Idea Agent

Trigger: Every Monday at 8AM. Action: Zapier sends a prompt to ChatGPT — Give me 10 TikTok and Instagram content ideas about AI tools for creators this week. Results drop automatically into your Notion or Google Doc. Your content calendar fills itself every week without you touching it.

HOW TO BUILD YOUR FIRST AGENT — STEP BY STEP

1 Create Free Zapier Account

Go to zapier.com. Sign up free. Free tier handles 100 tasks per month — more than enough when starting.

2 Click Create Zap

Click the Create button. Choose your trigger app. Example: Gmail — New Email Received. Or Google Forms — New Response Submitted.

3 Add ChatGPT Action

Add Action. Choose ChatGPT by OpenAI. Select Send Message. Write your prompt — include the trigger data using Zapier's insert field feature.

4 Add Output Action

Add a final action — where the response goes. Gmail send email. Notion create page. Google Sheets add row. Slack send message. Choose where you want the output delivered.

5 Test It Then Turn On

Run the test. Check that everything works. Fix any issues. When it looks right — turn the Zap on. Your agent is now live and running.

■ THE BOTTOM LINE: Your first agent takes about one hour to build. After that — that task is handled forever. Start with the simplest one. The content idea agent is the easiest. Build the habit of automating. Every hour your agent runs is an hour back in your life.

Results vary. Educational purposes only. Not financial or professional advice.

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