

■ YOUR AI MONEY MACHINE

HOW TO AUTOMATE YOUR LIFE WITH AI

Set It Once. Let It Run. Get Your Time Back.

■ THE CORE IDEA: An AI automation is a system you build once that handles a recurring task automatically — without you touching it again. This guide covers four areas of your daily life where automation saves the most time starting today.

01 — AUTOMATE YOUR MORNING

Most people lose 30-60 minutes every morning to mental chaos — checking emails, figuring out priorities, scrolling. AI eliminates that.

- 1 Summarize Overnight Emails**
Use Zapier (free) to send your overnight emails to ChatGPT automatically. Ask it to summarize and flag anything urgent. Wake up to a clean briefing instead of a chaotic inbox.
- 2 Set Three Daily Priorities**
Open ChatGPT and type: Based on these goals [list your goals], what are the three most important things I should focus on today? Takes 2 minutes. Replaces 20 minutes of mental spinning.
- 3 Auto Morning Brief**
Use Zapier to auto-generate a morning brief combining your calendar events and top priorities. Delivered to your phone before you get out of bed.

02 — AUTOMATE YOUR COMMUNICATION

- 1 Draft Repetitive Replies**
Build a ChatGPT prompt for your most common message type: You are my professional assistant. Here is a message I received: [paste]. Draft a warm professional reply that addresses the main point and maintains my relationship with this person.
- 2 Auto-Transcribe Every Call**
Use Otter AI (free tier) to record and transcribe every phone call and meeting automatically. Never take manual notes again. The transcript lives in your account permanently.

3

Error-Free Everything

Run Grammarly (free) on everything before it goes out. Set it up once in your browser — it works on every platform automatically including Gmail, LinkedIn, and Slack.

03 — AUTOMATE YOUR FINANCES

■ **IMPORTANT:** This section is educational only and is not financial advice. Results vary. Consult a qualified financial professional before making financial decisions.

1 Monthly Spending Analysis

Paste your bank transactions into ChatGPT monthly and ask: Categorize my spending, identify the top three areas where money is leaking, and suggest one specific cut in each category. Takes 5 minutes. Replaces hours of manual review.

2 Automatic Savings

Set up an automatic savings transfer on the day you get paid — before you can spend it. Ask ChatGPT to help you calculate the right amount based on your income and goals.

3 Bill Negotiation Script

Ask ChatGPT: I pay [amount] for [service]. What is the average market rate and what exact words should I use to negotiate a lower price? Use the script on your next call.

04 — AUTOMATE YOUR LEARNING

1 Podcast to Action

Record any podcast with Otter AI. Paste the transcript into ChatGPT and ask: Give me the three most important takeaways and one action I can take today based on each. Full value in 2 minutes.

2 AI-Curated Reading List

Ask ChatGPT: My goals are [goals]. What are the five books or resources I should consume in the next 90 days to accelerate toward these goals? Priority order please. Let AI curate instead of you scrolling.

3 Weekly Knowledge Digest

Set a Zapier automation to send you a weekly summary of AI news or your industry — summarized by ChatGPT into five bullet points. Delivered automatically every Monday.

■ **START HERE:** Pick one automation this week. The morning email summary or the monthly spending analysis. Build one habit. Add the next in week two. Within 30 days your AI system is running in the background giving you hours back every single week.

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