

■ YOUR AI MONEY MACHINE

AI AUTOMATION BUSINESS GUIDE

Free. Beginner Friendly. Build Your First Automation Today.

3 AUTOMATIONS	FREE TOOLS	BUILD ONCE	RUN FOREVER
To Build Today	To Get Started	Setup Required	No Manual Work

WHAT'S INSIDE:

- 01 — What AI Automation Actually Is (Plain English)
- 02 — The 3-Part Formula Every Automation Uses
- 03 — Automation #1: The Email Auto-Reply Bot
- 04 — Automation #2: The Social Media Caption Generator
- 05 — Automation #3: The Lead Follow-Up Sequence
- 06 — The Free Tool Stack You Need
- 07 — Step-By-Step: Build Your First Automation Today
- 08 — 10 More Automations To Build Next
- 09 — Common Mistakes And How To Avoid Them

This guide is for educational purposes only. Results will vary based on individual effort and application. Your AI Money Machine does not guarantee specific business outcomes from using AI automation tools.

01 — WHAT IS AI AUTOMATION?

AI automation means setting up a system once that handles a repeated task automatically every time it happens — without any manual work from you. Think of it like hiring the perfect employee for one specific job. Except they never take a day off, never make the same mistake twice, and they work 24 hours a day 7 days a week for free.

■ ■ SIMPLE DEFINITION: Something happens → AI does the work → Result is delivered. You are not involved. Ever.

02 — THE 3-PART FORMULA

Every AI automation — no matter how simple or complex — has exactly three parts:

PART	WHAT IT IS	EXAMPLE
■ TRIGGER	The event that starts the automation	Someone fills out your contact form
■ ACTION	What AI does automatically	Reads the form, writes a personalized reply
■ RESULT	What gets delivered without you	Lead receives a response in 30 seconds

■ KEY INSIGHT: Once you understand Trigger → Action → Result you can build any automation. The formula never changes — only the tools and content do.

03 — AUTOMATION #1: EMAIL AUTO-REPLY BOT

Someone emails you. AI reads it, writes a personalized professional reply, and sends it automatically. Your inbox handles itself.

Tools Needed:

- Free Zapier account — zapier.com
- Free ChatGPT account — chatgpt.com
- Gmail or Outlook email account

Step By Step Setup:

1	Create A New Zap In Zapier Go to zapier.com . Click Create Zap. Set the trigger as Gmail — New Email Received.
2	Connect ChatGPT As The Action Add ChatGPT as the next step. In the prompt field type: Read this email and write a professional friendly reply under 100 words. Email content: [insert email body variable from Zapier]
3	Set Up The Draft Tell Zapier to save the ChatGPT response as a Gmail Draft — not send automatically. Review first.
4	Test It Send yourself a test email. Watch the draft appear automatically. Refine the prompt until the tone is perfect.
5	Turn It On Activate the Zap. Your email bot is live.

04 — AUTOMATION #2: SOCIAL MEDIA CAPTION GENERATOR

You drop a topic or bullet points into a form. AI writes a full platform-ready caption automatically. Never stare at a blank caption box again.

Tools Needed:

- Free Zapier account
- Free ChatGPT account
- Google Forms or Typeform — free
- Buffer or Later for scheduling — free tier

Step By Step Setup:

1	Create A Simple Google Form Make a form with two fields: Topic and Platform (TikTok, Instagram, YouTube, Pinterest).
2	Connect Form To Zapier Set Google Form submission as your Zapier trigger.
3	Add ChatGPT Action Prompt: Write a compelling social media caption for [platform] about [topic]. Include relevant hashtags. Keep it under 150 words. Match a conversational confident tone.
4	Send To Buffer Add Buffer as the final step. Zapier sends the generated caption into your Buffer queue automatically ready to schedule.
5	Use It Daily Fill out the form once. Caption is written, hashtagged, and queued. Done.

05 — AUTOMATION #3: LEAD FOLLOW-UP SEQUENCE

Someone visits your site and drops their email. AI sends a personalized welcome sequence automatically — introducing you, delivering value, and building trust while you sleep.

Tools Needed:

- Free Mailchimp or ConvertKit account
- Your website with an opt-in form
- Zapier to connect everything

The 3-Email Welcome Sequence:

EMAIL	SUBJECT	WHAT IT DOES
Email 1 — Instant	Welcome to Your AI Money Machine	Delivers the free resource. Introduces who you are. Sets expectations.
Email 2 — Day 2	The one AI tip most people miss	Delivers one high-value AI tip. Builds trust and credibility.
Email 3 — Day 4	Here is what is coming next	Teases upcoming content. Encourages following on social. Soft CTA.

06 — THE FREE TOOL STACK

TOOL	WHAT IT DOES	LINK	COST
Zapier	Connects apps and triggers automations	zapier.com	Free tier
ChatGPT	Writes all your AI-generated content	chatgpt.com	Free
Make.com	Advanced automation workflows	make.com	Free tier
Mailchimp	Email list and welcome sequences	mailchimp.com	Free tier
Buffer	Social media scheduling	buffer.com	Free tier
Google Forms	Trigger inputs for automations	forms.google.com	Free
Notion AI	Organize and automate your knowledge base	notion.so	Free tier

08 — 10 MORE AUTOMATIONS TO BUILD NEXT

- **Content repurposing bot** — Takes one piece of content and reformats it for every platform automatically
- **Customer FAQ bot** — Answers common questions about your business 24/7 without you
- **Daily briefing bot** — Summarizes your emails, calendar, and news every morning automatically
- **Invoice follow-up bot** — Sends automatic reminders for unpaid invoices
- **New follower welcome DM** — Sends a personalized welcome message to every new follower
- **Blog post generator** — Takes a topic and writes a full draft automatically
- **Meeting summary bot** — Records meetings and sends a summary with action items to everyone
- **Review request bot** — Automatically asks satisfied customers for a review after purchase
- **Content idea generator** — Generates 30 content ideas from your niche every Monday morning
- **Appointment reminder bot** — Sends automatic reminders to clients 24 hours before appointments

09 — COMMON MISTAKES TO AVOID

■ Trying to build too many at once	■ Start with ONE. Master it. Then add the next.
■ Making the prompt too vague	■ The more specific your ChatGPT prompt the better the output.
■ Not testing before going live	■ Always run 3-5 test triggers before activating any automation.
■ Forgetting to review AI output	■ AI is not perfect. Set up a review step before anything sends automatically.
■ Not iterating	■ Your first automation will not be perfect. Refine the prompt over time.

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