

■ YOUR AI MONEY MACHINE

AI BOT BEGINNER GUIDE

Free. Beginner Friendly. Start In The Next 30 Minutes.

3 BOTS	FREE TOOLS	30 MINUTES	NO CODE
To Build Today	To Get Started	Setup Time	Required

WHAT'S INSIDE:

- 01 — What Is An AI Bot And How It Works
- 02 — Why Most People Are Wasting 2+ Hours Daily
- 03 — Bot #1: The Email Reply Bot
- 04 — Bot #2: The Scheduling Bot
- 05 — Bot #3: The Research Bot
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- 08 — Common Mistakes And How To Avoid Them
- 09 — What To Build Next

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

01 — WHAT IS AN AI BOT?

An AI bot is a set of instructions you give to an AI tool that runs automatically — without you touching it every time. Think of it like hiring a smart assistant for one specific job. Except it never sleeps, never complains, and the free version costs nothing.

■ **SIMPLE DEFINITION:** You describe a task. The AI does it automatically. Every time. Without you.

Real World Examples:

- When an email arrives about scheduling → bot drafts a reply automatically
- Every morning → bot summarizes your emails and gives you a priority list
- You paste in a long article → bot gives you the 5 key points in 10 seconds
- You type a topic → bot researches it and writes a summary in plain English

02 — WHY YOU'RE WASTING 2+ HOURS DAILY

Research shows the average person spends over 2 hours per day on tasks that AI can now handle automatically. Here is where most of that time goes:

TASK	TIME WASTED WEEKLY	AI CAN HANDLE IT?
Writing repetitive emails	3-5 hours	■ Yes — instantly
Scheduling and rescheduling	2-3 hours	■ Yes — fully automated
Searching for information	4-6 hours	■ Yes — plain English answers
Organizing notes and tasks	2-4 hours	■ Yes — auto-organized
Writing first drafts	3-5 hours	■ Yes — seconds not hours

03 — BOT #1: THE EMAIL REPLY BOT

This bot reads your incoming emails and drafts a reply automatically based on your writing style and preferences. You review the draft in 10 seconds and hit send. No more staring at a blank screen.

What You Need:

- Free ChatGPT account (chatgpt.com)
- Free Zapier account (zapier.com) — connects your email to ChatGPT
- Gmail or Outlook email account

How To Set It Up:

- 1 Connect Gmail to Zapier**
Go to zapier.com. Create a new Zap. Choose Gmail as the trigger — When a new email arrives.
- 2 Connect to ChatGPT**
Add ChatGPT as the action. In the prompt field type: Read this email and write a professional reply in my voice. Keep it brief and friendly. Email: [paste email content]
- 3 Set Up The Draft**
Tell Zapier to save the ChatGPT response as a Gmail draft — not send it automatically. You stay in control.
- 4 Review And Send**
Each morning open your drafts folder. Review what the bot wrote. Edit if needed. Send. Done.

■ PRO TIP: The more detail you give ChatGPT about your tone and style, the better the drafts get. Spend 10 minutes writing a detailed prompt once — and it improves every reply forever.

04 — BOT #2: THE SCHEDULING BOT

This bot handles the back-and-forth of booking appointments and meetings automatically. It checks your availability and responds to scheduling requests without you doing anything.

What You Need:

- Free Calendly account (calendly.com)
- Free Zapier account
- Gmail account

How To Set It Up:

- 1 Create Your Calendly Link**
Go to calendly.com. Set your available hours. Create a booking link. This link shows people when you are free.
- 2 Add The Link To Your Email Signature**
Paste your Calendly link in your email signature. Now when anyone needs to meet you — they book directly without asking.
- 3 Automate Confirmations With Zapier**
Connect Calendly to Gmail via Zapier. When someone books — automatically send a confirmation email with any prep info they need.
- 4 Let It Run**
The bot handles all scheduling. You just show up to the meetings. Zero back and forth.

05 — BOT #3: THE RESEARCH BOT

This bot takes any topic you give it and returns a clear, plain English summary with the most important information. No more opening 15 browser tabs and reading for an hour to understand something.

What You Need:

- Free ChatGPT account
- That is literally all

The Exact Prompts To Use:

Quick Summary:

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"Summarize [topic] in plain English. Give me the 5 most important things I need to know. Use simple language. No jargon."
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Deep Research:

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"Research [topic] and give me: 1) What it is, 2) Why it matters, 3) The pros and cons, 4) What experts say, 5) What I should do with this information."
```

Compare Options:

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"Compare [option A] vs [option B]. Tell me which is better for [my specific situation] and why. Be direct."
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Learn Something Fast:

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"Teach me [skill/topic] like I am a complete beginner. Break it into steps. Start with the most important thing first."
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06 — THE BEST FREE TOOLS RIGHT NOW

TOOL	WHAT IT DOES	BEST FOR	COST
ChatGPT	Writing, answering, summarizing, teaching	Everything — start here	Free
Zapier	Connects apps and automates workflows	Email bot, scheduling bot	Free tier
Notion AI	Organizes notes and tasks automatically	Personal productivity	Free tier
Make.com	Advanced automation between apps	Complex workflows	Free tier
Claude AI	Writing, analysis, long documents	Deep research and writing	Free
Perplexity	Real-time research with sources cited	Current information	Free

07 — BUILD YOUR FIRST BOT IN 30 MINUTES

Follow this sequence exactly. Do not skip steps. Do not overthink it.

1	Open ChatGPT Go to chatgpt.com and create a free account. Takes 2 minutes.
2	Pick ONE Task Choose the single most annoying repetitive task in your day. Just one.
3	Write Your Instructions In ChatGPT type: I want you to help me with [task]. Here is exactly what I need: [describe it in detail]. Be as specific as possible.
4	Test It Give it a real example of the task. See how it does. Refine your instructions until the output is exactly what you want.
5	Save Your Prompt Copy your working prompt and save it in Notion or Notes. This is your bot. Come back to it anytime.
6	Build The Second Bot Once the first one works — pick your next most annoying task and repeat.

08 — COMMON MISTAKES TO AVOID

■ Being too vague with instructions	■ Write specific detailed prompts. The more context the better the output.
■ Trying to build everything at once	■ Start with ONE bot. Master it. Then add the next one.
■ Not testing before trusting	■ Always review AI output before sending or acting on it.
■ Giving up after one bad result	■ Refine the prompt. AI improves with better instructions.

■ Using the wrong tool for the job

■ ChatGPT for writing. Zapier for automation.
Notion for organizing.

09 — WHAT TO BUILD NEXT

Once you have your first three bots running — here are the next level automations to explore:

- Social media caption bot — AI writes all your captions from a topic or bullet points
- Content repurposing bot — takes one piece of content and reformats it for every platform
- Customer FAQ bot — answers common questions about your business automatically
- Daily briefing bot — summarizes your emails, calendar, and news every morning
- Content idea bot — generates 30 video/post ideas from your niche in seconds

■ **READY FOR MORE?** Visit [YOURAIMONEYMACHINE.COM](https://youraimonemachin.com) for more free resources, guides, and tools to help you use AI every day. Follow [@YourAIMoneyMachine](https://twitter.com/YourAIMoneyMachine) on all platforms for daily AI tips. Email: youraimonemachine@gmail.com