

## ■ YOUR AI MONEY MACHINE

# THE AI STARTER KIT

100% Free. No Credit Card. No Experience Required. Start Right Now.

<b>7 AI TOOLS</b>	<b>50+ PROMPTS</b>	<b>3 DAILY ROUTINES</b>	<b>0 COST</b>
Reviewed & Ranked	Ready To Use	To Build From	To Start

### WHAT'S INSIDE THIS STARTER KIT:

- 01 — The 7 Best Free AI Tools (And Exactly What Each One Does)
- 02 — The Beginner's Guide To Writing Great AI Prompts
- 03 — 50+ Ready-To-Use Prompts For Everyday Tasks
- 04 — Your 15-Minute Daily AI Routine
- 05 — 3 AI Bots You Can Build Today For Free
- 06 — How To Use AI To Save 2+ Hours Every Day
- 07 — The AI Learning Path — What To Master And In What Order
- 08 — Where To Go Next

*This guide is provided free of charge for educational purposes. Your AI Money Machine does not guarantee specific results from using AI tools. Results will vary based on individual effort, skill, and application.*

# 01 — THE 7 BEST FREE AI TOOLS

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These are the tools you need to know. All free to start. All beginner friendly. All working right now.

**1**

## **ChatGPT — [chatgpt.com](https://chatgpt.com)**

THE STARTING POINT. Write emails, drafts, summaries, plans, and more. Ask it anything. It thinks, it writes, it explains. If you only use one AI tool — use this one.

*Best for: Writing · Drafting · Planning · Learning · Answering questions*

**2**

## **Claude AI — [claude.ai](https://claude.ai)**

THE DEEP THINKER. Better than ChatGPT for analyzing long documents, nuanced writing, and complex reasoning. Free. Excellent for reading and summarizing large amounts of text at once.

*Best for: Long documents · Deep analysis · Nuanced writing · Research*

**3**

## **Perplexity — [perplexity.ai](https://perplexity.ai)**

THE RESEARCHER. Unlike ChatGPT it searches the internet in real time and cites its sources. Use this when you need current information, news, or facts that might have changed recently.

*Best for: Current events · Research with sources · Fact checking*

**4**

## **Notion AI — [notion.so](https://notion.so)**

THE ORGANIZER. Takes your notes, tasks, and documents and organizes them automatically. Summarizes meeting notes. Generates action items. Keeps everything in one place.

*Best for: Note taking · Task management · Meeting summaries · Organization*

**5**

## **Zapier — [zapier.com](https://zapier.com)**

THE CONNECTOR. Links different apps together and automates workflows between them. This is how you build bots that run without you. Free tier handles most beginner needs.

*Best for: Automation · Connecting apps · Building bots · Workflows*

**6**

**Otter.ai — [otter.ai](https://otter.ai)**

THE LISTENER. Records and transcribes meetings, phone calls, and conversations automatically. Then summarizes the key points and action items. Never take meeting notes manually again.

*Best for: Meeting transcription · Call summaries · Voice notes*

**7**

**ElevenLabs — [elevenlabs.io](https://elevenlabs.io)**

THE VOICE. Clones any voice and converts text to speech that sounds completely natural and human. Essential for content creators who want AI to speak in their voice.

*Best for: Voice cloning · Text to speech · Content creation*

## 02 — HOW TO WRITE GREAT AI PROMPTS

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A prompt is just the instruction you give to AI. The better your instructions the better your results. Here are the rules:

RULE	WHAT IT MEANS	EXAMPLE
Be specific	Don't say 'write an email.' Say exactly what you want.	Write a follow-up email to a client who hasn't responded in 5 days about a
Give context	Tell AI who you are and what you're trying to achieve.	I'm a small business owner. I need to...
Set the format	Tell AI how you want the output formatted.	Give me the answer in 5 bullet points. Keep each bullet under 2 sentences.
Set the tone	Tell AI what voice or energy you want.	Write this in a friendly but professional tone. Not too formal.
Iterate	If the first output isn't perfect — tell it what's good but make it shorter and more direct. Remove the third paragraph.	

## 03 — 50+ READY-TO-USE PROMPTS

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### EMAIL AND COMMUNICATION

- "Write a professional follow-up email to [name] about [topic]. I haven't heard back in [X days]. Keep it brief and friendly."
- "Write an email declining [request] politely but firmly. I don't want to burn the relationship."
- "Summarize this email thread and tell me what action I need to take: [paste thread]"
- "Write a cold outreach email to [type of person] about [offer]. Keep it under 100 words."
- "Rewrite this email to sound more confident and direct: [paste email]"

### RESEARCH AND LEARNING

- "Explain [topic] to me like I'm a complete beginner. Use simple language."
- "What are the pros and cons of [option]? Be specific and practical."
- "Summarize this article in 5 bullet points. Only include the most important information: [paste article]"
- "Compare [A] vs [B] for someone who [your situation]. Which should I choose and why?"
- "Give me a step-by-step learning path to get good at [skill] in [timeframe]."
- "What are the most common mistakes beginners make with [topic]? How do I avoid them?"

### PLANNING AND ORGANIZATION

- "Here are my tasks for today: [list]. I have [X hours]. Build me a prioritized schedule."
- "I want to achieve [goal] in [timeframe]. Break this down into weekly milestones."
- "Write a simple project plan for [project]. Include phases, tasks, and timeline."
- "I have too much to do. Here is my task list: [list]. Help me decide what to cut, delegate, or defer."
- "Create a weekly content calendar for [topic] with 14 post ideas."

## WRITING AND CONTENT

- "Write a [type of content] about [topic] in [tone] voice. Target audience: [audience]."
- "Give me 20 content ideas for [niche/topic] that would perform well on [platform]."
- "Rewrite this paragraph to be clearer and more engaging: [paste paragraph]"
- "Write 5 different hooks for a video about [topic]. Make each one different."
- "Turn these bullet points into a well-written paragraph: [paste bullets]"
- "Write a compelling bio for someone who [what you do]. Keep it under 150 words."

## BUSINESS AND PRODUCTIVITY

- "Analyze this business idea and tell me the biggest risks and opportunities: [idea]"
- "Write a simple FAQ section for a [type of business] that sells [product/service]."
- "Help me write a polite but firm response to a difficult customer who [situation]."
- "Give me 10 ways to improve [process/system] in my business."
- "Write a simple social media policy for a small business in [industry]."

## PERSONAL DEVELOPMENT

- "I want to build the habit of [habit]. Create a simple 30-day plan to make it stick."
- "I'm struggling with [challenge]. What are practical strategies to overcome this?"
- "Recommend 5 books I should read if I want to improve at [skill/area]."
- "Help me prepare for a difficult conversation with [person] about [topic]."
- "Create a simple morning routine for someone who wants to [goal]. Max 30 minutes."

## 04 — YOUR 15-MINUTE DAILY AI ROUTINE

Use this every morning. 15 minutes. Your whole day organized by AI before you start.

MIN	TASK	TOOL
2	Paste your top 5 emails — ask AI to summarize and rank by urgency	ChatGPT
3	List today's tasks — ask AI to build a prioritized schedule	ChatGPT
3	Draft replies to your top 3 emails automatically	ChatGPT
3	Paste any document or article you need to understand — get summary	Claude AI
2	Ask AI one question about a skill you are building	Perplexity or ChatGPT
2	Check AI for any content ideas or posts you need to create today	ChatGPT
<b>TOTAL 15 MIN</b>	<b>Day organized. Emails drafted. Learning happening.</b>	<b>Done.</b>

## 07 — THE AI LEARNING PATH

Here is the order to learn things. Do not try to learn everything at once. Follow this sequence:

LEVEL	WHAT TO LEARN	TIME NEEDED
Beginner	Use ChatGPT for daily writing and research tasks	Week 1
Beginner	Write clear detailed prompts that get great results	Week 1-2
Beginner	Use Claude for long documents and deep analysis	Week 2
Intermediate	Set up Zapier automations to connect your apps	Week 3
Intermediate	Build your first AI email reply bot	Week 3-4
Intermediate	Use Notion AI for organizing your life and work	Week 4
Advanced	Build a complete AI content creation system	Month 2
Advanced	Create automated workflows for your business	Month 2-3
Advanced	Explore AI tools specific to your industry or niche	Month 3+

## 08 — WHERE TO GO NEXT

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- Download the AI Bot Beginner Guide at [YOURAIMONEYMACHINE.COM](https://youraimoneymachine.com) — free
- Download the AI Time Saver Guide at [YOURAIMONEYMACHINE.COM](https://youraimoneymachine.com) — free
- Follow @YourAIMoneyMachine on TikTok, Instagram, YouTube, and Pinterest for daily AI tips
- Subscribe to the free email list at [YOURAIMONEYMACHINE.COM](https://youraimoneymachine.com) for weekly AI breakdowns
- Share this guide with someone who needs to start using AI

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