

Let AI Handle It

A plain-language guide to handing off the busywork — no tech background required.

Free · 6 short chapters

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Introduction

Somewhere between running the business and being the business, the small stuff eats your week. The same booking question. The same follow-up you keep meaning to send. The reply you've been staring at for two days.

None of it requires you specifically. It requires someone — and lately, that someone can be AI, set up once and left running, instead of you doing it by hand every single time.

This isn't about becoming a tech person. It's about handing off the parts of the day that were never actually the job.



CHAPTER 01

What It Can Actually Take Off Your Plate

Answering the basics. Hours, pricing, availability — the questions that show up the same way, ten times a week. A simple assistant can field these before they ever reach your phone.

Following up. Reminders for quotes, invoices, and reviews, sent on a schedule instead of “whenever you remember.”

The first draft. A caption, an email, a reply to a review — something to edit instead of a blank page to stare at.

CHAPTER 02

What It Won't Do

It won't replace the conversations that actually need you — the tricky customer, the custom quote, the relationship that's the reason people hire you over someone cheaper. Good setup routes the routine stuff away and lets the real conversations still land on you.

It also isn't “set it and forget it” forever. It needs a look every so often to make sure it still sounds like you and still says the right thing.

CHAPTER 03

How to Start Small

Don't try to hand off everything at once. Pick the one thing costing you the most hours — usually it's answering the same question or chasing the same follow-up — and start there. Once that's actually working, add the next thing.

A good test: for one week, jot down every message you send that you've sent some version of before. Whatever shows up most often on that list is your first hand-off.

CHAPTER 04

Write Down What You Already Say

AI can only answer the way you would if it knows what you would say. Before you set anything up, make a one-page answer sheet: your hours, your service area, your prices or price ranges, how booking works, what you do and don't offer, and the handful of policies people always ask about.

Write it the way you'd actually say it to a customer, not the way a brochure would. That page becomes the source every draft, reply, and reminder pulls from — and when something changes, you update it in one place instead of ten.

CHAPTER 05

Keep It Sounding Like You

The fastest way to lose the personal touch is to let every reply come out polished and generic. Give your assistant a few real examples of messages you've sent, and tell it plainly how you talk — short and friendly, no exclamation points, first names only, whatever is true for you.

Then read what it produces before it goes out, at least at the start. Once the drafts consistently sound like you, you can loosen up — but set a monthly reminder to skim a few and make sure they still do.

Knowing When to Hand It Off

Doing this yourself works well for one or two tasks. It starts to strain when the setup itself becomes another thing you keep meaning to get to, or when you want booking, follow-ups, and replies all working together instead of as separate pieces.

That's not a sign you did it wrong. It just means the business has reached the point where the setup is worth handing to someone else — so you can get back to the work only you can do.

WHERE TO GO FROM HERE

Rather skip the DIY? We'll build it for you.

Start with the one-page answer sheet this week, even if you don't set anything else up yet — it's useful on its own. And if you'd rather have the whole thing built and running for you, that's what Build It For Me is for.

scrappystacks.com/build-it-for-me

