



QUICK-START GUIDE | 10 USEFUL EXPERIMENTS

10 AI Tasks to Try Before Buying Another Tool

A practical quick-start guide for testing the value of AI with tools you may already have.



Built for busy owners, not AI experts.

Clear steps. Useful outcomes. No technical maze.

BIZGROWTHAI.COM



Test the task before you shop for the tool.

The fastest way to waste money on AI is to subscribe before you know what useful result you want. Choose one task, run a small experiment, and measure the outcome.

Start with friction	Pick work that is repetitive, slow, inconsistent, or easy to postpone.
Keep a human checkpoint	AI drafts, organizes, and suggests. You approve facts, tone, commitments, and final decisions.
Measure one thing	Track minutes saved, response time, output consistency, or another result you can observe.
Protect sensitive information	Do not paste confidential, regulated, or personally identifying information into an unapproved tool.

Before you begin

- [] **Choose one repeated task**
[] Something that happens weekly is ideal.
- [] **Define a useful finished result**
[] Be specific enough to recognize success.
- [] **Remove private information**
[] Use made-up examples while you learn.
- [] **Set a 20-minute test window**
[] A small experiment is easier to evaluate.



Tasks 1-4

Use realistic but non-sensitive inputs. Review every result before it reaches a customer.

01

Turn meeting notes into an action list

Use it for: reducing the time between a conversation and clear ownership

Try this: Paste non-sensitive notes and ask for decisions, owners, due dates, and unanswered questions.

Look for: A complete list that needs only minor corrections.

02

Draft a thoughtful follow-up

Use it for: responding to leads or customers while the context is fresh

Try this: Provide the audience, purpose, desired next step, and three facts the message must include.

Look for: A draft that sounds like you after a two-minute edit.

03

Summarize customer feedback

Use it for: finding patterns in reviews, surveys, or anonymized notes

Try this: Ask AI to group feedback by theme, frequency, customer impact, and possible next action.

Look for: Themes you can verify against the original comments.

04

Build an FAQ answer library

Use it for: answering common questions faster and more consistently

Try this: List ten frequent questions and your rough answers. Ask AI to make them clear, concise, and warm.

Look for: Approved answers your team can reuse safely.



Tasks 5-8

Use realistic but non-sensitive inputs. Review every result before it reaches a customer.

05

Repurpose one useful idea

Use it for: creating consistent marketing without starting from zero

Try this: Give AI one article, voice note transcript, or key idea and request a post, email outline, and short video script.

Look for: Three channel-ready drafts that share one message.

06

Create a weekly status update

Use it for: turning scattered activity into a concise operating summary

Try this: Provide accomplishments, blockers, numbers, and next steps. Ask for a one-page update.

Look for: A summary that helps someone make a decision.

07

Compare vendors or tools

Use it for: organizing research before you make a purchase

Try this: Define must-haves, budget, risks, and evaluation criteria. Ask for a comparison table and open questions.

Look for: A clearer shortlist - not an outsourced final decision.

08

Outline a simple process

Use it for: capturing work that currently lives in one person's head

Try this: Describe how you complete the task. Ask for prerequisites, steps, decision points, and quality checks.

Look for: A draft another person can follow and improve.



Tasks 9-10

Use realistic but non-sensitive inputs. Review every result before it reaches a customer.

09

Prepare for a customer conversation

Use it for: asking sharper questions and anticipating concerns

Try this: Describe the customer type, situation, and goal. Ask for discovery questions, likely objections, and follow-ups.

Look for: A focused call plan that leaves room to listen.

10

Turn a rough offer into clear language

Use it for: explaining what you do without jargon

Try this: Provide the audience, problem, deliverable, boundaries, and desired outcome. Ask for a plain-English description.

Look for: Copy a real prospect understands on the first read.

One week. One useful AI win.

Resist the urge to test everything at once. A focused week teaches you more than a folder full of unused tools.

DAY 1	Choose the task Pick one task from this guide and write down how long it currently takes.
DAY 2	Define the standard Describe what a good finished result must include - and what it must never do.
DAY 3	Run a safe test Use sample or anonymized information. Save the prompt and the result.
DAY 4	Improve the instructions Add missing context, examples, constraints, and a clear output format.
DAY 5	Test a real case Use the workflow on a low-risk real task and review every detail.
DAY 6	Measure the gain Compare time, quality, consistency, and effort against the old approach.
DAY 7	Decide the next step Keep it, revise it, or stop. Only consider a new tool when the task proves valuable.





READY TO TURN ONE IDEA INTO A WORKFLOW?

Make AI useful for your business.

Bring the task you want to improve to an AI Clarity Consultation. We will identify the right first workflow, the tools it actually needs, and a practical next step.

Schedule: zcal.co/reggiedh

Consultations are delivered by Reggie through Disciplined Hustle.

