

OSIRISBORN STUDIO • LEARNING PACK



Practical AI for Business

AI mapped to the real jobs your business does: winning work, the paperwork, and the guardrails. Plain English, honest at every step.

TWENTY-FOUR MODULES • WORKBOOK • BUSINESS PROMPT PACK • ROLLOUT PLAN • AI
POLICY • CHEAT SHEET

PRACTICAL AI • COMPLETE EDITION

— COMPLETE EDITION

In this volume

Everything from the Practical AI pack, bound in working order. Read the handbook front to back, or let the Rollout Plan on page 97 run the fortnight for you. The workbook’s ruled pages are made to be written in.

01	PAGE 04	The Handbook · The complete course: twenty-four modules across six parts, plus the glossary
02	PAGE 62	Exercise Workbook · Eighteen exercises with space to work and pass bars to check against
03	PAGE 83	Business Prompt Pack · Twenty-four fill-in templates for the jobs a small firm actually does
04	PAGE 97	The Rollout Plan · Fourteen days: one week for you, one week for the team
05	PAGE 100	The AI Policy · The one-page fill-in that makes the guardrails company policy
06	PAGE 101	Cheat Sheet · The daily moves and the guardrails, two pages
07	PAGE 103	Notes · Ruled pages for what you learn along the way

Digital copies of the workbook, the prompt pack with its paste-in text file, the rollout plan, the policy sheet, and the cheat sheet ship alongside this book, sized to print on their own.

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The whole course

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— START HERE

How to use this pack

This pack is for you if you run a small business, or most of one: a trade, a shop, a service, a freelance practice. It assumes no technical background and no spare time. By the last page, AI will be doing the first draft of most of the words your business runs on, you will know exactly what never goes near it, and your evenings will have some of their hours back.

Work through it in order if you can: Part One finds the hours and sets the rules, Part Two takes twenty minutes to set you up properly, and Parts Three and Four are the payoff, job by job. But this is also a book for raiding. If the quote pile is the fire today, go straight to Module 07; the modules stand on their own and say so when they lean on an earlier one.

You do not need to become technical. You need Tuesday to be shorter.

What is in the pack.

- This handbook: twenty-four modules mapped to the real jobs of running a business.
- The Business Prompt Pack: fill-in templates for enquiries, quotes, chasers, reviews, and more, with a plain-text working copy.
- An exercise workbook that turns the reading into muscle memory on your own real work.
- A one-page AI policy to fill in for your team, a fourteen-day rollout plan, and a cheat sheet for beside the keyboard.

The running thread. Every module that earns its keep hands you something permanent: a standing note, a template, a policy line. By the end they add up to an operations library your business keeps forever, and Part Six shows you how to keep it compounding.

One honest note: screens change, names shift, and free things become paid and back again. Everything here survives every redesign, because it is about the work, not the buttons.

Module 02

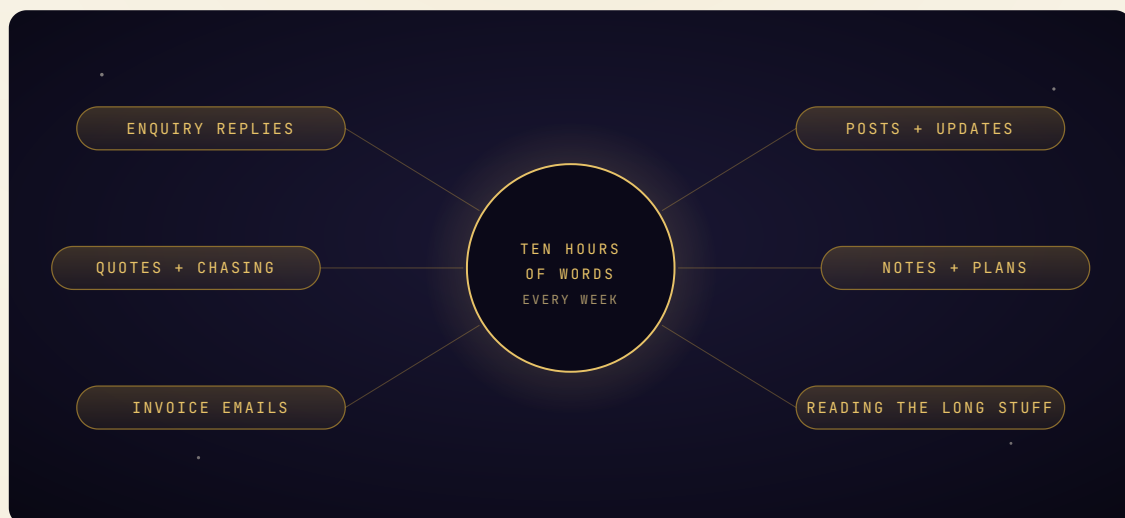
The hour audit

Before any tool, find the prize. This module is twenty minutes with a pen, and it is the most valuable twenty minutes in the pack: an honest audit of where your working week actually goes, and which of those hours a machine can carry.

Where the week really goes

Most owners, asked where the time goes, say the work: the fitting, the cutting, the cooking, the client calls. Then they do this audit and find something quietly enormous underneath it: the writing. Replies to enquiries. Quotes and their covering letters. The chasing, of decisions and of money. Posts that prove the business is alive. Notes from site visits and calls. The long documents someone else wrote that have to be read. Task by task it is minutes; across a week it is routinely eight to twelve hours, and it is the part of the job almost nobody went into business to do.

FIG. 1 • YOUR WEEK, MAPPED



The hours hide in the words. Six jobs, one common ingredient, and words are exactly what the machine does. This map is your own audit, drawn.

The winnable hours

Not every hour on your map is winnable, and pretending otherwise is how hype loses people. The rule is simple. If a task starts from a blank page or a long read, the machine can carry most of it: everything in the figure qualifies. If a task needs your hands, your eyes on the job, or your judgement about a person, it stays yours. The audit usually splits a week's admin roughly in half, and the winnable half is the half you like least, which is the best news in this book.

What an hour is actually worth

Count it properly. A winnable hour is not just an hour of wages: it is the quote that goes out the same day it was asked for, while the competitor's is still in their head on Thursday. In most trades the first decent quote sets the pace for the whole job. It is the review reply posted while the customer still cares, the invoice chased on time instead of awkwardly late, and the evening that stops being admin time. Speed is a business advantage that costs nothing but the habit, and the habit is what Parts Two and Three install.

SEE IT FOR YOURSELF

The audit, for real: list every writing and reading task from your last full working week, with rough minutes against each. Circle the three biggest. Those three are your Part Three, and by the end of it all of them should be first-drafted by the machine and finished by you.

RECAP • YOU CAN NOW

- ☒ Run the hour audit and put honest minutes against the week's words.
- ☒ Split the map with one rule: blank page or long read means winnable; hands, eyes, or judgement means yours.
- ☒ Value the win properly: same-day quotes and on-time chasing, not just minutes saved.



OSIRISBORN STUDIO • LEARNING PACK

Win the work. Keep the standards.

Most small firms meet AI through hype and worry. This pack wires it into the actual work instead: enquiries answered the same day in your voice, quotes chased politely, marketing built from finished jobs, the other side's contracts read before you sign, a business brain your staff can ask, and the guardrails that keep your name safe. Twenty-four short modules, honest at every step, with the professional lines drawn in ink.

- ◆ The twenty-four-module course
- ◆ The exercise workbook
- ◆ The business prompt pack, with a paste-in copy
- ◆ The fourteen-day rollout plan
- ◆ The one-page AI policy and cheat sheet

Osirisborn Studio builds software, games, and practical AI tools. In-person and team training on any topic in this collection is available on request.

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