Start with AI in 7 days the Lucy way

A short, practical guide for small-business owners who've never tried AI.

> Lucy runs a small beauty salon in Cape Town. She picked one AI tool and tried it on three real jobs. This guide shows you how to do the same — with prompts you can copy today.

01 Meet Lucy

You don't need to be a tech person. You need one tool, and ten minutes on something real.

Lucy is good at her job and her clients love her. But most evenings, after the last client leaves, her real work starts: the roster for next week, a tricky email to a supplier who got an order wrong, and a delivery that still hasn't been booked.

She picked one AI tool and tried it on three small jobs: **Claude** wrote the tricky supplier email, **ChatGPT** sorted the weekend roster, and **Grok Bot** booked a delivery. None of it was magic — she still read everything before it went out, and she still made the final call. But the first draft was no longer the hard part. That's the whole idea of this guide.

THIS IS FOR YOU IF

- You run a salon, a shop, a trades business, or a small office.
- You spend evenings or weekends on paperwork that isn't really "the job".
- You want your evenings back, not a technical project.

NOT FOR YOU IF

- You're after a big technical system or rollout.
- You're hoping to replace staff — nobody needs to go for this to work.

02 Start with one tool

You do not need five AI tools. You need one, and ten minutes to try it on something real.

- **Claude** (claude.ai) — good with careful writing: emails, policies, anything where tone matters.
- **ChatGPT** (chatgpt.com) — good all-rounder, strong with lists, plans and schedules.
- **Grok Bot** — good at getting small tasks done for you, such as booking a delivery.

Pick whichever one you've already heard of, or whichever is already on your phone. They all do a similar job for the tasks in this guide. Don't shop around first — that's a way of putting off starting.

— WHY ONE IS ENOUGH

Switching between apps wastes more time than any of them saves you. Learn one. Use it for a week. Only add a second tool if there's a real job the first one can't do.

One habit matters more than the tool

Always **read what it writes before you send or use it.** Treat the first draft the way you'd treat a draft from a new junior staff member — usually close, sometimes needs a fix, never sent unread. More on this in section 5.

03 Three first jobs

A "prompt" is just the message you type to the AI tool, telling it what you want. Copy a box on the next two pages, fill in the [ ] parts with your own details, and paste it in. You'll get a full draft back in seconds.

03 Three first jobs, with prompts

Job 1 — A tricky email

COPY & PASTE

Use this when you have an awkward message to send: a mistake to raise with a supplier, a late payment to chase, a price increase to explain.

> Write a short, polite but firm email to [who, e.g. "my fabric supplier"].
>
> The situation: [what happened, e.g. "the last two orders arrived with the wrong colour, and it's cost me a weekend of rebooking clients"].
>
> What I need: [what you want, e.g. "a replacement order this week, and confirmation they've checked the colour before it ships"].
>
> Keep it under 150 words. Keep it calm and professional — I still want to work with this supplier. Sign off as [your name, business name].

Read the draft. Add any facts it got wrong or missed. Then send it yourself.

Job 2 — A roster or weekly plan

COPY & PASTE

Use this for staff rosters, a week's bookings, or any plan with a few people and a few time slots.

> Help me build a staff roster for next week.
>
> Staff and their available days/hours: [list names and when each person can work, e.g. "Thandi: Mon-Fri 9-5. Sipho: weekends only. Ayesha: Tue, Wed, Thu, Sat"].
>
> Shifts I need covered: [e.g. "two people every day 9-5, one extra on Saturday 9-3"].
>
> Rules to follow: [e.g. "nobody works more than 5 days in a row", "Sipho always gets Sunday off"].
>
> Give me the roster as a simple table, Monday to Sunday.

Check it against your real staff availability before you post it. AI doesn't know if someone asked for Thursday off last week — only you do.

Job 3 — Booking or following up

COPY & PASTE

Use this to draft a booking request, a confirmation, or a follow-up when something's gone quiet — a delivery or an appointment.

> Write a short WhatsApp or email message to [who, e.g. "my delivery driver" or "a client who hasn't confirmed"].
>
> What I need: [e.g. "confirm a 10am delivery on Thursday to my shop at [address]" or "check if they still want their Friday 3pm appointment"].
>
> Tone: friendly and direct. Under 80 words. Ask for a yes/no reply so I know where I stand.

This is the easiest of the three to get comfortable with. Try it first if you're nervous about starting.

— A TIP FOR ALL THREE

The more real detail you put in the prompt, the better the draft. "Write a roster" gets you something generic. "Write a roster for these three people, these hours, this rule" gets you something you can actually use.

04 What not to share

AI tools are useful, but they are not a safe place for everything. Before you paste anything in, leave out:

- ☐ **Passwords and login details** — for anything, ever.
- ☐ **ID numbers** — yours, a staff member's, or a client's.
- ☐ **Bank details** — account numbers, card numbers, EFT details.
- ☐ **Private customer data** — full names with medical details, home addresses, or anything a client told you in confidence.
- ☐ **Medical or staff personal information** — sick notes, health conditions, disciplinary records, salaries.

If a prompt needs one of these to make sense, swap in a placeholder instead — "the client", "staff member A", "[amount]" — and fill in the real detail yourself once the draft comes back. A simple rule: if you wouldn't put it on a sticky note on a shop window, don't put it in an AI chat.

05 Check the work before you send it

The one habit that matters more than anything else in this guide: read it before it goes out.

1

Are the facts right?

Names, dates, amounts, addresses. AI doesn't know your business — it only knows what you told it.

2

Does it sound like you?

If a line feels stiff or too formal, change it. You're allowed to rewrite half of it.

3

Comfortable if read back?

If yes, send it. If something feels off, fix it or ask the tool to try again with more detail.

This takes under a minute once you're used to it — the same care you'd give a message a new staff member drafted for your signature.

06 A simple 7-day plan

You don't need a free week to start. One small job a day is enough.

DAY	WHAT TO DO
Day 1	Pick your tool (Claude, ChatGPT, or Grok Bot). Create a free account.
Day 2	Try Job 1 — write one real email with it. Read it, fix it, send it yourself.
Day 3	Nothing new. Just notice: did it save you time yesterday?
Day 4	Try Job 2 — draft a roster or weekly plan. Check it against real availability.
Day 5	Try Job 3 — draft a booking or follow-up message.
Day 6	Pick one more real task from your week and try the same approach.
Day 7	Look back. Which job helped most? Keep doing that one.

07 When to get help

For one person doing a handful of small jobs, this guide is enough. Keep using what worked and build from there.

But some businesses reach a point where the work has grown past "one person, one tool, a few prompts":

- [ ] The same job needs doing every single day, and typing the prompt each time is its own chore.
- [ ] The work spans several tools and someone has to copy information between them by hand.
- [ ] You need it to keep running even on the days you don't have time to sit down and do it yourself.

That's where lewkAi comes in

We set up and run AI helpers for small businesses, so the repeat jobs keep happening in the background — not as one more thing for you to check. If that sounds like where you're headed, come and chat. No pressure, no hard sell — just a conversation about what's actually eating your time.

Chat at lewkai.com →

Or email **hello@lewkai.com**

Until then — pick your tool, try it on one real job this week, and read it before you send it. That's the whole start.