

THE MODESSA

A³

QUICK-START GUIDE™

ASK → ASSIST → AUTOMATE

A practical continuation of the workshop —
Your Next Chapter with AI.

Miriam Vincent • Modessa Virtual Solutions

Practical AI. One real build. A clear next step.

WELCOME

You built an AI assistant. Now what?

How to use this guide — 15 minutes, once, this week.

In the workshop, you did something most people never do: you took a real problem, let AI interview you, and built your first assistant. This guide helps you repeat that process on your own — without needing to remember everything from the session.

THE PROMISE OF THIS GUIDE

By the time you finish the short exercises in these pages, you will have: one clarified problem worth solving, your own working AI assistant built on the method, and a safe, sensible plan for what (if anything) to automate next.

HOW TO USE IT

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|-------------------------------|---|
| 1. SKIM ONCE | Read pages 2–3 to refresh the A ³ Method. Two minutes. |
| 2. FILL THE WORKSHEET | Page 4 — answer the questions for ONE problem in your life or work. |
| 3. BUILD AGAIN | Pages 5–7 — use the starter prompts to create assistants for email, data, and planning. |
| 4. CHECK SAFETY | Page 8 — the five-second check before you connect AI to anything. |
| 5. PICK YOUR NEXT STEP | Page 9 — one small commitment, written down. |

THE ONE RULE

One problem at a time. One assistant at a time. Not everything at once — that is the whole secret.

THE FRAMEWORK

The Modessa A³ Method™

Ask first. Assist second. Automate only when it makes sense.

A¹ — ASK

"Can AI help me do this better?"

Start with a real problem, not with the tool. Give AI context: what you're trying to accomplish, what you already know, and your constraints. Better questions produce better outcomes.

A² — ASSIST

"Can I turn this into repeatable AI support?"

When you keep asking for the same kind of help, stop re-prompting. Design an assistant: a role, context, tasks, boundaries, and a consistent output.

A³ — AUTOMATE

"Can this safely become part of a workflow?"

When the process is proven, let it run without you. A welcome sequence, a booking flow, a receptionist. Automate the right work — never everything.

Most people jump straight to AUTOMATE because automation sounds exciting. That's like proposing on the first date. Ask first — the method works because it is in order.

Your A³ Worksheet

Pick ONE problem. Answer in writing — clarity is the whole exercise.

1. What is ONE thing you would take off your plate if you could?

2. How often does this come up? (daily / weekly / constantly)

3. What do you already know about doing it well?

4. What would 'done right' look like for you?

5. Is any part of it sensitive? (customer data, personal info)

THE ASK-TEST

If you answered #2 with 'constantly' — you don't need another prompt.
You need an assistant. That's the next page.

Build Your Assistant — Starter Prompts

The same prompts we used in the workshop, plus two new ones.

COPY + PASTE THIS PROMPT

1. THE INTERVIEW PROMPT — design any assistant (we used this live)

I want to create my own AI assistant, but I need help defining what it should do. Interview me one question at a time. Ask what I need help with, who will use it, what tasks it should perform, what tone it should have, what it should not do, and what result I want. After you understand my needs, create a detailed build prompt I can paste into Base44 to create the assistant.

COPY + PASTE THIS PROMPT

2. THE FIVE-INGREDIENT CHECK — test any assistant before you trust it

Review this assistant design and grade it against five ingredients: **ROLE** (who it acts like), **CONTEXT** (what it understands), **TASKS** (what it helps with), **BOUNDARIES** (what it must not do), and **OUTPUT** (the result it gives). Tell me which ingredient is weakest and exactly what to add.

Reminder: Version 1 is supposed to look like a first draft. AI building is a conversation — 'make it shorter,' 'change the tone,' 'ask me questions first.' That's the whole skill.

Two More Assistants to Build This Week

Fifteen minutes each. One at a time.

COPY + PASTE THIS PROMPT

3. THE EMAIL ASSISTANT

Act as my email assistant. My role is [YOUR ROLE]. When I give you an email, do three things: (1) summarize it in one sentence, (2) tell me if it needs a reply today, this week, or never, and (3) if it needs a reply, draft a short response in a warm, professional tone. Ask me for any context you need before drafting. Do not invent facts. If an email seems urgent, say so.

COPY + PASTE THIS PROMPT

4. THE DATA / EXCEL ASSISTANT — always use sample or sanitized data first

Act as my data analysis assistant. When I share a spreadsheet or describe a dataset, help me understand it: the key patterns, anything unusual or missing, and three practical insights a [YOUR ROLE] would care about. Explain your reasoning in plain language, no jargon. If the data looks incomplete, tell me what to collect before drawing conclusions.

Safety first: use sample or sanitized data while experimenting. Never paste customer names, IDs, or confidential information into any AI tool.

Practical AI Use Cases — Steal These

The method stays the same. The use case changes.

PLANNING

Turn your to-do list into a realistic week. Ask AI to schedule tasks around your real commitments — and to defend your focus blocks.

CONTENT

Repurpose one piece into five: a post, a newsletter blurb, a script, a caption, and an outline. Ask AI to keep your voice consistent.

RESEARCH

Give AI your question plus what you already know. Ask for the gaps in your thinking, not just answers.

CAREER

Have AI interview you about your experience, then draft your positioning for a pivot — resume headline, bio, or intro email.

FOLLOW-UP

Draft a follow-up sequence for anything you're waiting on: polite, brief, spaced three days apart.

BUSINESS

Map your customer journey from first contact to repeat sale, then ask: which step is slowest? That's your first automation candidate.

The AI Safety Checklist

Capability and access are not the same thing. Five seconds, every time.

1

What am I sharing?

Look at exactly what data is going into the tool before you paste it.

2

Does AI need this information?

If the task works without the sensitive parts, remove them first.

3

Could I remove sensitive data first?

Use sample, fake, or sanitized data while experimenting.

4

Does a human need to review the result?

Drafts, decisions, and anything customer-facing: yes.

5

What happens if AI gets it wrong?

Have a way back — a backup, an undo, or a human check.

THE FIVE-SECOND RULE

Don't give your house keys to someone you met yesterday. Grow capability and access together.

YOUR NEXT STEP

The One-Brave-Step Planner

One thing. Not ten. Written down.

This week, I will try:

The problem it solves is:

My first 15-minute session is on:

I'll know it worked when:

ASK. ASSIST. AUTOMATE.

Your next chapter doesn't have to be perfect. It just needs one brave first step.

When the process is proven and you're ready to automate the right parts — that's a conversation. You know where to find me.

KEEP GOING

Three doors. Pick yours.

LEARN IT

Modessa Digital Hub

Keep learning and actually applying AI — training, tools, and a community of people building their next chapter together.

BUILD IT

Modessa Virtual Solutions

AI assistants, automation, CRM, and receptionist systems — designed and implemented for your business.

GET SUPPORT

Modessa Elite

Human operational and virtual assistant support, because sometimes you need people AND technology.

Not sure which door fits? Book a conversation — we'll figure it out together.

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