



Codex 20-Minute Business Build

Quick-Start Checklist

Use this one-page version when you want to demonstrate Codex or try it on a simple business task.

Step 1: Pick One Outcome

- checklist
- one-page handout
- offer outline
- slide outline
- Q&A form
- review checklist
- weekly action plan

Step 2: Gather Source Material

- notes
- outline

- transcript excerpt
- website copy
- training notes
- public-safe example

Remove private information that is not needed.

Step 3: Inspect Before Building

Inspect this material before building anything.

Goal:

[what I want to accomplish]

Source:

[paste source or point to files]

Tell me:

1. what this is trying to become,
2. what facts are usable,
3. what is missing,
4. what claims or risks need caution,
5. the smallest useful first asset to create.

Step 4: Build The First Useful Version

Create the smallest useful first version.

Make it clear, practical, and easy to review.

Use only supported information.

Include a simple next step.

Step 5: Review Before Sharing

Review this before I share it.

Flag unclear claims, unsupported promises, privacy risks, missing steps, and confusing wording.

Give me the top 5 fixes.

Step 6: Save The Workflow

Turn this into a reusable workflow I can use again.

Include the trigger, inputs, steps, output, review checkpoint, and privacy boundaries.

Do Not Use In A Public Demo

- SSNs
- bank logins
- tax returns
- full credit files
- private financial documents
- private customer data
- API keys
- passwords

Simple Rule

Start small. Build one useful thing. Review it. Save the workflow.

Built for Freedom with Codex