



Codex Business Build Starter Kit

Built For Freedom With Codex

Use this starter kit to turn one messy business task into a clear checklist, asset, workflow, and review pass.

This is designed for business owners and founders who want to use Codex for real work, not just random prompts.

What This Helps You Do

- Choose one business task to improve.
- Give Codex the right source material.
- Keep private information out of public or unnecessary places.
- Build one useful asset.
- Review the asset before sharing it.
- Save the prompt or workflow so you can reuse it.

The Simple Rule

Use ChatGPT when you want to think something through.

Use Codex when you want to move an actual asset, folder, checklist, page, workflow, or plan forward.

Before You Open Codex

Complete this quick prep:

- Name the outcome you want.
- Gather the source material Codex should use.
- Remove private information that is not needed.
- Decide what Codex is allowed to change or create.
- Decide what proof you want at the end.

Good source material includes:

- messy notes
- meeting notes
- outline drafts
- old checklists
- website copy
- offer notes
- training notes
- public-safe examples

Avoid putting these into a public demo, shared group, or unnecessary workspace:

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

The 20-Minute Codex Build

Pick one simple outcome. Do not start with a giant project.

Minute 1-3: Choose The Task

Use one of these:

- Turn messy notes into a checklist.
- Turn a business idea into a simple offer outline.
- Turn a training topic into a slide outline.
- Turn a list of questions into a Q&A form.
- Review sales copy for risky claims.
- Create a weekly action plan from a transcript or notes.

Minute 4-7: Give Codex The Source

Paste or attach only what Codex needs. If something is private, remove it unless it is absolutely required.

Minute 8-12: Ask Codex To Inspect First

Use the first prompt below. Do not let Codex build immediately if the source is messy.

Minute 13-17: Build The First Asset

Ask for the smallest useful version. A good first asset is clear, short, and reviewable.

Minute 18-20: Review And Save

Ask Codex to review the asset. Then save the prompt or workflow so you can use it again.

Best First Prompt

```
I want to create [asset/outcome].
```

```
Use only the source material I provide here:  
[paste or attach source]
```

```
Before creating anything, inspect the material and tell me:
```

- ```
1. what you think the goal is,
2. what is missing,
3. what risks or boundaries matter,
```

4. what you recommend building first.

Do not invent facts. Ask before using sensitive information. Keep the first version simple and useful.

## Build A One-Page Asset

Create a one-page asset from this material.

Audience:

[who it is for]

Purpose:

[what they should understand or do]

Tone:

direct, practical, clear, not hypey

Requirements:

- use only supported facts,
- include a clear next step,
- avoid unsupported promises,
- keep it easy to scan,
- include a short checklist if useful.

## Review Prompt

Review this asset before I share it.

Look for:

- unclear claims,
- unsupported promises,
- missing steps,
- privacy risks,
- confusing wording,
- places where the reader may not know what to do next.

Return:

1. the top 5 issues,
2. the suggested fix for each,
3. a cleaned-up version if the changes are straightforward.

## Create A Reusable Workflow

Turn this process into a repeatable workflow.

Include:

- trigger,
- inputs,
- step-by-step process,
- output,
- review checkpoint,
- privacy or safety boundaries,
- what to do if information is missing.

## Handoff Prompt

Create a handoff note for this work.

Include:

- goal,
- files/assets created,
- what changed,
- what still needs human review,
- what should happen next,
- any sensitive data boundaries.

## Your First Three Practice Tasks

1. Ask Codex to organize a messy note into a checklist.
2. Ask Codex to turn the checklist into a one-page handout.
3. Ask Codex to review the handout for unclear claims and missing next steps.

## Save Your Reusable Prompt

After the first useful build, ask:

Turn this into a reusable Codex prompt I can save.

Include:

- when to use it,
- what source material to provide,
- what to ask Codex to do first,
- what the final output should include,
- what review step should happen before I share it.

## What To Bring Into Built For Freedom With Codex

If you join the founding cohort, bring one real business workflow you want to improve.

Good options:

- follow-up workflow
- client onboarding workflow
- content workflow
- offer-building workflow
- weekly planning workflow
- review and QA workflow

- admin cleanup workflow

The goal is not to become technical overnight. The goal is to build practical leverage.

## Next Step

Use this starter kit on one small business task this week.

Then ask:

What did Codex help me move forward?

What still felt messy?

What would be worth turning into a repeatable workflow?

That is where the Built for Freedom work begins.

Built for Freedom with Codex