

Your Business Brain Meetings, Docs & SOPs

AI for Admin, Knowledge & HR

This is the week you get the knowledge out of your head and into a system. Mostly free Assistant tools... and the payoff: the brain you build here becomes the training data that powers your front-desk agent from Week 2.



Created by Jay Vics | JVI Mobile Marketing
fridays.jaytheaiguy.com

This Week's Jobs

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ASSISTANT = you review and send (Claude / Gemini, free to start). **AGENT** = it runs solo (JourneyBuilder). **BOTH** = starts Assistant, graduates to Agent.

15. Transcribe and summarize meetings and phone calls

ASSISTANT · Fathom / Gemini / Claude · Free to start

Connect a meeting recorder so every call comes back as a transcript plus a clean summary.

16. Extract action items and assign owners and dates

ASSISTANT · Claude / Gemini · Free

Paste the transcript and ask for a table of action items with an owner and due date.

18. Convert handwritten notes or PDFs into clean digital records

ASSISTANT · Claude / Gemini · Free

Upload the photo or PDF and ask for typed, formatted text you can paste anywhere.

21. Draft and format internal memos, notices, and announcements

ASSISTANT · Claude / Gemini · Free

Bullet the key points and ask for a clean, formatted memo ready to send.

22. Answer employee policy questions from an HR brain

BOTH · NotebookLM / Claude Project · Free (verify limits)

Upload your handbook and policies so staff ask the notebook instead of asking you.

24. Generate onboarding checklists and materials for new hires

BOTH · Claude / NotebookLM · Free

Ask for a role-based onboarding checklist and load your docs so new hires self-serve.

25. Build training materials and quizzes from existing documents

ASSISTANT · NotebookLM / Gemini · Free (verify limits)

Upload your source docs and generate a study guide or quiz to test the team.

26. Document processes into SOPs through an interview-style chat

ASSISTANT · Claude · Free

Tell it "interview me to build an SOP for X" and answer while it writes the procedure.

Without JourneyBuilder? The duct-tape version

- This week is mostly free tools... enjoy it.
- The JourneyBuilder tie-in is the payoff: the SOPs and Q&A; you build here become the knowledge base your JourneyBuilder chat and voice agents answer from.

Build the brain once. Your agents get smarter for free.

Your move: pick ONE Assistant job above and do it this week (Claude and Gemini are free to start). When you want the Agent jobs running on their own, that's the JourneyBuilder conversation... book a call at fridays.jaytheaguy.com.