

# Systems That Run Themselves

AI for Process, Vendors & Compliance

The capstone. This is where everything from Weeks 2-5 clicks together into a business that runs the routine parts without you. Assistant drafts and documents; Agent fires the reminders and reorders on schedule.



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# This Week's Jobs

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The capstone. This is where everything from Weeks 2-5 clicks together into a business that runs the routine parts without you. Assistant drafts and documents; Agent fires the reminders and reorders on schedule.

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

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## 42. Create opening, closing, and shift checklists

**ASSISTANT** · Claude / Gemini · Free

Describe the shift and ask for a checklist you can print and post by the register.

## 43. Draft vendor and supplier communications

**ASSISTANT** · Claude / Gemini · Free

State the order, follow-up, or issue and ask for the email, ready to send.

## 45. Maintain a library of standard operating responses

**BOTH** · Claude Project / NotebookLM · Free

Store your canned responses in one place and pull the right one whenever you need it.

## 47. Summarize contracts and agreements, flagging key dates and terms

**ASSISTANT** · Claude · Free

Upload the contract and ask for a plain-English summary, every key date, and anything to watch.

## 49. Draft and maintain policy documents, updating them when rules change

**ASSISTANT** · Claude / Gemini · Free

Paste the current policy plus the change and ask for the updated version.

## 44. Track inventory and draft reorder requests when stock runs low

**BOTH** · Gemini / JourneyBuilder · Free to start

Set a low-stock threshold that triggers a drafted reorder request.

## 46. Generate a daily or weekly operations summary for the owner

**BOTH** · Gemini / JourneyBuilder · Free to start

Feed in the day's numbers, ask for a short recap, then schedule it to land each morning.

## 48. Track license, permit, and certification renewals with reminders

**BOTH** · Claude / JourneyBuilder · Free to start

List your renewals and turn them into automation reminders so nothing lapses.

## 50. Keep audit-ready documentation organized and current

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

Centralize your documents in one notebook you can query any time an auditor asks.

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## Without JourneyBuilder? The duct-tape version

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- NotebookLM for the audit-ready doc library (free)
- Claude for drafting checklists, contracts, and policies (free)
- A calendar app for renewal reminders (manual)

*The drafting is free either way... but the reminders and reorders only run themselves when JourneyBuilder is firing them on schedule.*

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**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.jaytheaiguy.com](https://fridays.jaytheaiguy.com).