FOR BUSINESS OWNERS, COACHES, COURSE CREATORS & AGENCY FOUNDERS

Set up AI helpers for your email, ads, and group — *without touching code.*

The OwnerCoded 6-Page AI Menu. Put four safe AI helpers in one desktop folder. Let them do 90% of your daily prep work. Zero tech talk. Zero risk to your files.

The Safe Folder & Water Moat

Build what you need. Own what you build.



01 · The Safe Folder
Your personal files stay hidden outside the walls.

02 · Ask-First Gate
Nothing changes or deletes without your YES.

03 · Your AI Helpers
Sort emails, read ad sheets & answer group Q&As.

04 · Draft-Only Mode
AI writes the 90% draft; you check and press Send.

06	04	100%
pages in plain English	daily chores done for you	safe on your computer

Why Our Cover Shows a Safe Room With a Water Moat

Look closely at the picture above. The owner sits calmly at his desk. Two AI helpers sort files and notes on trays. Around the room is a **stone wall, a water moat, and one wooden bridge**. That is the #1 rule of **OwnerCoded**. Your helpers work inside one safe folder. They can never cross the moat into your personal files.

THE KITCHEN-TABLE STORY

"Can It Do My Daily Work *Without Deleting My Files?*"

Yesterday I walked outside to talk to my wife, Sheryl. On my laptop, I had **four AI helpers working at once**. One built a real estate tool. One fixed an email box. One built an iPad app for our kids. The fourth mapped out work tasks.

I showed her my screen for five minutes. Sheryl runs her own coaching work and Skool group. She knows her work well. But she does it all by hand and hates tech talk.

You don't need to learn code. You just need your hours back. This guide answers Sheryl's three questions in plain words.

THE 3 QUESTIONS EVERY OWNER ASKS

"First, tell me in plain words what Codex and these tools do. Second, show me how they help with my email, my ads, and my Skool group. Third—I'm scared it will go into my laptop and delete my files."

— Sheryl, Online Coach & Skool Group Owner

ZERO TECH TALK

The Plain-English *AI Dictionary*

01 · BASIC CHAT TAB (NORMAL CHATGPT / CLAUDE WINDOW)

Where 95% of owners get stuck

Like Texting a Smart Friend in Another Building

You type a question into a web tab and get text back. It helps you think of ideas. But **you still do all the slow work**. You still copy, paste, and move every message by hand all day.

WHY YOU STAY BUSY

It cannot see your folder, sort your inbox tray, or put finished drafts on your desk.

02 · CODEX & AI HELPERS (YOUR SAFE FOLDER HELPERS)

What cut my workday in half

Like Giving an Assistant One Locked Tray on Your Desk

Stop copying and pasting all day. An AI helper looks inside **one safe folder you give it**. It reads your ad sheet and writes email replies in your voice. Then it leaves finished drafts waiting for you.

YOUR BIG WIN

It does 90% of the prep work in one folder. It waits for your YES before acting.

03 · VIBECODING FOR BUSINESS OWNERS

Build what you need. Own what you build.

Turning a Slow Chore Into a Simple Tool You Own

You used to need a pricey coder to build tools for your team. Now you just explain a slow chore in plain words. Your helper builds a small, clean tool that you own 100%.

THE RESULT

Zero monthly software fees, zero broken links, and zero coding by hand.

KEEP YOUR COMPUTER 100% SAFE

The 5-Minute *Safe Folder Setup*

Sheryl was smart to worry about her files. If you turn AI loose on your whole laptop with no rules, it can mess up files you care about. Use these **5 Safe Folder Rules** so that never happens:

WHAT YOUR COMPUTER LOOKS LIKE

```
💻 Your Laptop Hard Drive
├── 🔒 Documents/ (HIDDEN FROM AI)
├── 🔒 Family_Photos/ (HIDDEN FROM AI)
├── 🔒 Taxes_Banking/ (HIDDEN FROM AI)
└── 🏭 Desktop/AI_Workspace/ (SAFE FOLDER)
```

INSIDE YOUR SAFE AI_WORKSPACE FOLDER

```
🏭 Desktop/AI_Workspace/
├── 📥 1_Inbox_To_Read/ (Drop copies here)
├── 📚 2_Reference_Docs/ (Your voice & FAQs)
├── 📝 3_AI_Drafts_Out/ (Drafts to check)
└── 🛡️ RULES.md (Ask-First Safety Gate)
```

01 Make One Safe Folder on Your Desktop (`AI_Workspace`)

Make one new folder on your Desktop called `AI_Workspace`. Never open AI in your main Documents folder or hard drive. Open it only inside `AI_Workspace`. The rest of your laptop stays hidden from it.

02 Keep Every Email & Group Reply in “Draft-Only” Mode

Never let AI hit Send on emails or post in your Skool group on its own. Keep every message in **Draft-Only Mode**. Your helper writes 90% of the draft in Tray 3. You take 10 seconds to check it and click Send.

03 Keep the “Ask Before Changing or Deleting” Switch ON

A safe helper always stops and asks you first. My helper found a 4-month-old email campaign this week. It stopped and asked me: *“Want me to delete it, or leave it as history?”*

04 Drop Copies Into Tray 1—Never Your Only Master File

Drop a copy of your ad sheet or notes into `1_Inbox_To_Read`. Never use your only master file. That way your original file stays 100% safe.

05 Paste This Safety Rule File Into Your Folder (`RULES.md`)

COPY-PASTE MASTER SAFETY RULES (SAVE AS AI_WORKSPACE/RULES.MD) — 100% SAFE MODE

```
SAFETY RULES (ALWAYS FOLLOW):
1. SAFE FOLDER ONLY: You may only read and make files inside this AI_Workspace folder. Never open,
search, or change any file outside this folder.
2. ASK-FIRST RULE: Never delete, overwrite, rename, or move any existing file without stopping and
asking for my clear "YES" first.
3. DRAFT-ONLY MODE: Save all emails, messages, ad hooks, and group replies as new draft files inside
3_AI_Drafts_Out/ for me to check. Never send emails or change ad budgets on your own.
```

FOUR DAILY CHORES DONE FOR YOU

The Business Owner's *4-Task AI Menu*

Your safe folder is ready. Now do not try to fix twenty chores at once. Pick **one** of these four daily chores to hand to your helper first:

HELPER 01 The 10-Minute Email Sorter & Reply Writer

Saves 5–7 Hrs / Week

THE SLOW WAY: Spending two hours every morning reading messy emails. Typing the same replies to leads and clients from scratch.

HOW YOUR AI HELPER DOES IT

- ✓ **Add Your Voice Once.** Drop 3 old emails you wrote and your FAQ sheet into `2_Reference_Docs` .
- ✓ **Sort by Priority.** It reads today's mail in Tray 1. It tags each one: *Urgent, New Lead, Billing, or Noise*.
- ✓ **Write Warm Drafts.** It writes friendly replies in your real voice inside `3_AI_Drafts_Out` .

YOUR SAFE HUMAN RULE

- ✓ **Zero Auto-Send.** Your helper stays in Draft-Only Mode. It never emails a client on its own.
- ✓ **10-Minute Check.** Open Tray 3 with your coffee. Check the drafts and click Send yourself.

HELPER 02 The Plain-English Ad Reader & Hook Writer

Saves 3–4 Hrs / Week

THE SLOW WAY: Staring at 50 columns of ad numbers on Monday. Guessing which ad to pause. Staring at a blank page for new hooks.

HOW YOUR AI HELPER DOES IT

- ✓ **Drop Your Weekly Sheet.** Put a copy of your weekly ad CSV into `1_Inbox_To_Read` .
- ✓ **Plain-English Report.** It tells you in simple words which ad is winning and which ad is tiring out.
- ✓ **5 New Ad Hooks.** It writes 5 new ad scripts modeled word-for-word on your #1 winner.

YOUR SAFE HUMAN RULE

- ✓ **Zero Card Access.** Your helper never touches your credit card or live ad switches.
- ✓ **5-Minute Call.** Read the 1-page report in Tray 3. Film your 5 new hooks with ease.

HELPER 03 The Skool & Coaching Group Q&A Helper

Saves 4–6 Hrs / Week

THE SLOW WAY: Answering the exact same 5 student questions inside your Skool group 30 times every week by hand.

HOW YOUR AI HELPER DOES IT

- ✓ **Load Your Notes Once.** Drop your lesson notes and past Q&As into `2_Reference_Docs`.
- ✓ **Exact Lesson Match.** A student asks a question. Your helper finds the exact lesson in seconds.
- ✓ **Friendly Draft Reply.** It writes a warm answer in your voice inside `3_AI_Drafts_Out`.

YOUR SAFE HUMAN RULE

- ✓ **No Robot Posting.** Never let a bot post straight to your paying students on its own.
- ✓ **15-Second Touch.** Check the draft, add one kind line, and post it in 15 seconds.

HELPER 04 The Calendar & Friday Weekly Brief Helper

Saves 3–5 Hrs / Week

THE SLOW WAY: Scrambling before client calls to find old notes. Ending Friday afternoon with 15 messy open tabs in your head.

HOW YOUR AI HELPER DOES IT

- ✓ **Morning Call Prep.** Makes a 3-bullet cheat sheet before every call (who they are, last chat, today's goal).
- ✓ **Friday 1-Page Brief.** Reads your week's call notes. Writes next week's top 3 tasks on one clean page.

YOUR SAFE HUMAN RULE

- ✓ **You Own Your Week.** Your helper preps the notes in Tray 3. You choose what goes on your calendar.

★ **Bonus for Agencies & Service Owners: Build One Simple Tool You Own**

Does a messy client quote or report sheet steal 5 hours a week? Don't pay a coder or buy another app. Explain that chore in plain words inside `AI_Workspace`. Your helper builds a clean tool with a backup copy that you own for life.

PICK YOUR #1 TIME-WASTER FIRST

The 60-Second *Bottleneck Scorecard*

Check **one** box below for the single daily chore stealing the most hours from your week right now. Rule #1: always get one helper running well before you add a second one.

PICK	WEEKLY CHORE EATING YOUR CALENDAR	HOW IT RUNS SAFELY	TIME SAVED
☐	**01. Morning Email Sorting & Client Replies**	Draft-Only inside `3_AI_Drafts_Out`	**5–7 hrs / wk**
☐	**02. Weekly Ad Sheet Reading & 5 New Ad Hooks**	CSV copy inside `1_Inbox_To_Read`	**3–4 hrs / wk**
☐	**03. Skool & Coaching Group Student Q&A**	Lesson-cited drafts + your 10s check	**4–6 hrs / wk**
☐	**04. Call Prep Notes & Friday Weekly Brief**	1-page summary sheet in Tray 3	**3–5 hrs / wk**
☐	**05. Custom Client / Team Spreadsheet Tool**	Simple tool inside `AI_Workspace`	**5–10 hrs / wk**

The 3-Bucket Rule: What to Hand Off vs. Keep Human

✓ BUCKET 1: HAND OFF FIRST

Repeats every week using your old emails, notes, or sheets. Runs in Draft-Only Mode inside `AI_Workspace`.

BUCKET 2: SIMPLE TOOL

A normal $15 tool (like a booking link or Stripe page) already does 100% of it. Keep it simple.

BUCKET 3: KEEP HUMAN

Uses live credit cards, ad budgets, legal forms, or 1-on-1 coaching care that needs your real voice.

WATCH EVERY CLICK ON MY SCREEN

Want Me to Show You *What Buttons to Press?*



Don't guess how to set up your safe folder. Join the **45-Minute Safe AI Setup Workshop ($37)**. Watch my screen step by step. We make your `AI_Workspace` folder, lock in your safety rules, and turn on your first helper together.

✓ Video 1: Plain-English Tour (10m)
✓ Video 2: Safe Folder Setup (15m)
✓ Video 3: First Daily Helper (20m)

WATCH THE 45-MINUTE SAFE SETUP WORKSHOP ($37) →