FREE GUIDE

The five workflows behind an AI-operated business.

AI becomes useful when it has a workflow to live inside. This guide maps the five layers that turn scattered prompts and tool experiments into work your team can repeat, review, and improve.

Use this as a quick audit: pick one messy recurring process, then mark which layer is missing or unclear.

Workflow	What it answers	What to check
1. Capture	What work, requests, inputs, ideas, or source material enter the system?	There is one reliable place to put the raw material, with privacy boundaries visible.
2. Triage	What matters now, what can wait, what needs more context, and what should not go into AI?	The system can separate useful signal from noise before drafting or automating.
3. Build	What useful working version should AI help create?	AI has enough context to draft, structure, summarize, compare, or prepare a next step.
4. Review	Who checks accuracy, judgment, tone, risk, privacy, and approvals?	Human review is explicit before anything is posted, sent, sold, filed, or relied on.
5. Follow up	What happens after the output: task, reply, decision, reusable asset, or memory?	The result does not disappear. It becomes a next action, record, template, or improvement.

Smallest useful next step

Choose one repeatable process. Write one sentence for each workflow layer. Do not start by buying another AI tool. Start by finding where the current work breaks: missing inputs, unclear triage, weak context, no review, or no follow-up loop.

If you can name the break, you can build a smaller and more useful AI layer first.

Educational resource. Human review required.

Mini audit worksheet

Map one messy process.

Prompt	Your notes
The recurring process I want to improve is:	
The source material or requests usually come from:	
The triage decision we need before AI helps is:	
The useful AI-assisted output would be:	
The human review required before use is:	
The follow-up, record, or reusable asset should be:	

Safety notes

This resource is educational and is not legal, tax, accounting, financial, security, or professional advice. Do not submit confidential, sensitive, regulated, or client-specific information into public AI tools or public signup forms. AI output can be wrong and should be reviewed by a qualified human before use.

For practical AI workflow support, visit alyssaclarcq.com/workflow-support.