

★ AI Helper Worksheet

Bonus Lesson: Build Your Own Simple AI Helper · BizSee AI · October 17, 2026

1. My Business Facts (public info only)

Item	My answer
Business name	
Phone	
Address or service area	
Hours	
Main services	
Price ranges (or "free quote")	
Booking / quote link	
What makes us different (true facts)	
Review link (Google Business Profile)	

2. My helper

☐ ChatGPT Project ☐ Gemini skill Name: _____ Date made: _____

Test it: paste your homepage text. Did it...

Check	Yes / No	Notes
Find real missing info?		
Use plain, short words?		
Make anything up? (it should not)		
Mark unsure items [ASK OWNER]?		

Rules I added after testing: _____

3. Safety check (tick each one)

- ☐ Read only: your helper only reads and drafts. You make the changes.
- ☐ Never give it (or any AI) your passwords or website admin access.
- ☐ Read and check everything before you publish, post or send it.
- ☐ Don't paste private customer info: names with phone numbers, emails, addresses, health or payment details.
- ☐ Honest claims only. No fake reviews, ever. No made-up prices, awards or promises.

4. Website fixes (Part 2)

Page	What the helper found	My fix	I checked ✓	Live ✓

Remember: you paste changes in yourself. Never give a helper admin access.

5. My 4-week marketing plan (Part 3)

Week	Social post	Google profile update	Newsletter	Review requests sent
Week 1	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ sent	#
Week 2	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ sent	#
Week 3	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ sent	#
Week 4	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ approved ☐ posted	☐ drafted ☐ sent	#

Honest claims only. No fake or bought reviews. Ad tools cost money: start with a small budget and check every word and picture. No tool can promise results.

Educational worksheet. No guarantees of rankings, recommendations or sales. bizseeai.com