



FREE GUIDE · FOR ONE PERSON BUSINESSES

MY AI ASSISTANT TEAM

How I run my one person business with a team of AI assistants,
and how you can start this week.

LEAD FINDER

PITCH WRITER

CHECKER

BOOKINGS ADMIN

SALES CHASER

SOCIAL MEDIA

WEBSITE

+ ME: I PRESS SEND

Want it done with you? Book a 1:1 with Frizzie: bookings@djfrizzie.com

DJFRIZZIE.COM

Hi, I'm Frizzie

I've been a DJ since 2010, and I run my DJ business on my own. Weddings, corporate events, festivals, parties. Behind the scenes, I don't do it all alone any more. I work with a team of AI assistants.

This guide shows you how that works, honestly. Not magic, not a robot running my business. Just a set of helpers, each with one job, and me checking everything before it goes anywhere.

You don't need to be a DJ to use it. If you work for yourself, whether you're a photographer, a cleaner, a coach, a hairdresser or a florist, the jobs are the same: reply to people, send quotes, follow up, get paid, post content, keep on top of admin.



What this guide is not: a promise that AI will win you clients or make you money. It's how I use it, so you can try it your way.

My team of AI assistants

The biggest thing I learned: one assistant trying to do everything gets messy. So I gave each one a single job, like staff with job titles.

- **The Pitch Writer:** drafts pitch emails in my voice, using my real experience only.
- **The Checker:** reads every email before I see it and flags anything wrong, untrue or off tone.
- **The Sales Chaser:** reminds me who needs a follow up and writes a short weekly report.

 The Lead Finder _____ _____	 The Bookings Admin _____ _____
 The Social Media Assistant _____ _____	 The Website Assistant _____ _____
How I set up these 4 is in the Solo Business AI Playbook	
	

And me? I'm the boss. I read it, change it, and I press Send myself. Every time.



Start smaller than this. One assistant, one job. Add the next when the first one is useful.

The rules I keep

- A human checks everything. Nothing an assistant writes goes out until I've read it.
- Never guess facts. If an assistant isn't sure of a name, a date, a price or an email address, it must say so, not fill the gap.
- I press Send. Emails, posts, invoices, messages. My finger, my decision.
- True claims only. No made up reviews, numbers or titles. If I haven't done it, it doesn't go in.
- Keep private details private. I don't paste in more about my clients than the job needs, and I check the privacy settings of any tool I use.
- My voice, my templates. I give the assistants my own words to learn from, so it still sounds like me.
- One job at a time. Clear instructions beat clever ones.

<> COPY AND PASTE: PASTE THIS AT THE START OF EVERY ASSISTANT'S INSTRUCTIONS

You are my assistant for [ONE JOB]. I run [YOUR BUSINESS] on my own. Rules: only use facts I give you. If you don't know something, write [CHECK] instead of guessing. Write in plain, friendly British English in my voice. Never send anything. Give me a draft to check.

Enquiries: reply within 24 hours

Speed matters, but so does sounding like a real person. Here's my routine.

- 01 Save your best ever reply to an enquiry. That's your template.
- 02 Paste the new enquiry and your template into your assistant with the prompt below.
- 03 Read the draft. Change anything that isn't true or doesn't sound like you.
- 04 Check the date in your own calendar before you say you're free.
- 05 Press Send yourself.

<> COPY AND PASTE: ENQUIRY REPLY

Here is a new enquiry: [PASTE ENQUIRY]. Here is my usual reply: [PASTE TEMPLATE]. Write a reply in my voice that thanks them, repeats back the key details (date, place, what they need), asks the questions I still need answered, and suggests a quick call on [DAY OPTION 1] or [DAY OPTION 2]. Keep it under 150 words. Mark anything you're unsure of with [CHECK].



LOCKED PROMPT: WHAT DO I STILL NEED TO KNOW?

The full prompt is in the Solo Business AI Playbook

UNLOCK

Quotes and follow ups

Most of my work isn't won on the day. It's won in the quote and the follow up. A lot of people never follow up at all.



LOCKED PROMPT: **TURN MY NOTES INTO A QUOTE**

The full prompt is in the Solo Business AI Playbook

UNLOCK

My follow up rhythm:

- 3 to 5 days after the quote: a friendly check it arrived.
- A week later: let them know I'm still holding the date, only if that's true.
- Last check in: easy for them to say no, no pressure.

<> COPY AND PASTE: FOLLOW UP

Write follow up number **[1, 2 OR 3]** for this quote: **[PASTE QUOTE SUMMARY]**. Short, warm, no pressure, in my voice. Don't invent other enquiries or deadlines.



Ask your Sales Chaser to list every open quote each Monday with the date you sent it. You decide who to follow up.

Admin that used to eat my evenings

Dates, details, deposits, what each client still needs. My Bookings Admin keeps it all in one place, and once a week it tells me what's missing, overdue or coming up.

I still check every date in my own calendar before I promise anything.

**LOCKED PROMPT: JOB SHEET**

The full prompt is in the Solo Business AI Playbook

UNLOCK**LOCKED PROMPT: INBOX SORT**

The full prompt is in the Solo Business AI Playbook

UNLOCK

Invoices and getting paid

Money conversations are awkward when you work for yourself. Having the wording ready helps.

**LOCKED PROMPT: INVOICE EMAIL**

The full prompt is in the Solo Business AI Playbook

UNLOCK**LOCKED PROMPT: POLITE REMINDER**

The full prompt is in the Solo Business AI Playbook

UNLOCK

- I make the invoice in my own invoicing tool. The assistant only writes the wording.
- Tax, VAT and anything legal go to my accountant, not an assistant.

Content without the stress

One job can become a week of posts. The trick is getting the notes down straight after.

My routine starts with a quick voice note straight after each job. My Social Media Assistant turns it into post ideas, and I rewrite every caption so it sounds like me.

➤ Only post photos of clients or guests if you have permission.



LOCKED PROMPT: **ONE JOB, FIVE POSTS**

The full prompt is in the Solo Business AI Playbook

UNLOCK

Finding the right people

My Lead Finder researches the kind of people who book me. But a list is only useful if it's real.

**LOCKED PROMPT: LEAD RESEARCH**

The full prompt is in the Solo Business AI Playbook

UNLOCK

- I open every link myself before anyone goes on my list.
- I only contact people in a way that's allowed. If in doubt, I check the rules for marketing emails where I live.
- Every pitch is personal, about them, and checked by me before I press Send.

**LOCKED PROMPT: PITCH DRAFT**

The full prompt is in the Solo Business AI Playbook

UNLOCK

Start this week

You don't need all seven assistants. Here's your first hour.

- 01** Write your rules (page 3) and paste them into one assistant.
- 02** Give it your best enquiry reply and try the enquiry prompt on your last real enquiry.
- 03** List your open quotes and draft one follow up. Check it. Send it yourself.

Then a simple weekly routine: Monday, open quotes and follow ups. Wednesday, admin and job sheets. Friday, content for next week.



Keep a note of what each assistant gets wrong. Add a line to its instructions to fix it. That's how mine got useful.

WHAT'S NEXT

Want to go further?

The Solo Business AI Playbook is out now. It's the step by step setup companion to this guide: setup instructions for all seven assistants, every prompt I use for each job (including the ones locked in this guide), templates, trackers and a 30 day plan. £39, instant download.

PDF**Get the Solo Business AI Playbook**

Want it set up with you? I offer a 1:1 AI setup session and 4 weeks of AI mentoring. We work on your real jobs together, and you still press Send.

1:1**See my 1:1 options**

Prefer email? Write to bookings@djfrizzie.com with the subject AI setup session. Tell me what you do and which job you'd hand over first. I'll reply personally within 24 hours.

Thank you for reading. Now go and press Send on something.

Frizzie x



DJ Frizzie. This guide shares how I work. It isn't legal, tax or financial advice. Check any tool's terms and privacy settings before you use it.