4-WEEK AI SETUP PLAN

Your Quick Start Checklist

A condensed action guide for integrating AI tools into your healing practice — one focused week at a time. Use alongside the full AI Implementation Guide.

WEEK-BY-WEEK ACTION ITEMS

WEEK 1 — Foundation & Account Setup

- [ ] Choose your primary AI assistant (ChatGPT Plus or Claude Pro)
- [ ] Create your account and explore the interface for 30 minutes
- [ ] Write your first "healer context" prompt describing your practice
- [ ] Generate 3 sample client intake questions using AI
- [ ] Save your best prompts in a dedicated document

WEEK 2 — Content & Communication

- [ ] Draft one week of social media captions using AI assistance
- [ ] Create an email newsletter template for your practice
- [ ] Write a client welcome sequence (3 emails) with AI help
- [ ] Generate FAQ answers for your most common client questions
- [ ] Review and personalise all AI-generated content before publishing

WEEK 3 — Client Experience & Operations

- [ ] Build an AI-assisted session notes template
- [ ] Create a client progress tracking framework
- [ ] Draft your practice policies and boundaries document
- [ ] Set up a simple content calendar using AI planning prompts
- [ ] Explore one business tool (Kajabi, Canva, or Notion)

WEEK 4 — Integration & Refinement

- [ ] Review your saved prompts — refine the top 5 into a prompt library
- [ ] Create a simple offering or programme outline using AI
- [ ] Draft a testimonial request email for current clients
- [ ] Identify one workflow to automate or simplify next month
- [ ] Celebrate — you now have an AI-integrated healing practice

CORE PRINCIPLES & REMINDERS

THE HEALER'S AI MINDSET

- AI amplifies your gifts — it does not replace your presence, intuition, or healing ability
- Always review and personalise AI output before sharing with clients
- Your voice, lived experience, and spiritual discernment are irreplaceable
- Start with one tool, master it, then expand — avoid overwhelm
- Consistency with simple tools beats complexity with unused ones

WHAT AI DOES WELL FOR HEALERS

- Drafting content, emails, and client communications
- Brainstorming programme structures and session outlines
- Researching topics and summarising information
- Creating templates, frameworks, and repeatable systems
- Editing and improving your existing writing

> **REMEMBER**
>
> *"AI is a tool in service of your healing mission — not the mission itself. Let it handle the administrative so you can deepen the sacred."*

MY NOTES & INTENTIONS

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