

Your Knowledge. Your Skills. Your AI Agent. Greater Opportunities!

HOW TO CREATE AN AI AGENT

Turn Your Expertise Into an AI-Powered Assistant

An AI agent is a smart, automated assistant that can perform tasks, answer questions, create content, manage information, and more — helping you save time, work smarter, and create new income opportunities.



STEP-BY-STEP: CREATE YOUR AI AGENT

1 DEFINE YOUR GOAL

- Identify what you want your AI agent to do.
- Examples:
  - Answer FAQs
  - Create content
  - Support clients
  - Schedule tasks
  - Generate ideas

2 CHOOSE A PLATFORM

- Select a no-code or low-code tool based on your needs.
- ChatGPT (Custom GPTs)
- Microsoft Copilot
- Zapier AI
- Make (formerly Integromat)
- Flowise
- Voiceflow
- EveryGen AI (business AI agents)

3 TRAIN YOUR AI AGENT

- Provide information about your business, services, and style.
- Upload documents, FAQs, or guidelines.
- Set the tone and special instructions (e.g., friendly, professional, encouraging).

4 SET UP ACTIONS

Choose what your agent will do:

- Answer questions
- Create content (posts, emails, etc.)
- Schedule meetings
- Collect information (forms)
- Integrate with tools like email, calendar, or CRM

5 TEST & REFINE

- Try different scenarios.
- Review the responses.
- Adjust instructions and settings.
- Keep improving for accuracy and quality.

6 LAUNCH & USE

- Start using your AI agent in your business or personal work.
- Share it with clients, team members, or your audience.
- Explore ways to monetize its capabilities.

POPULAR TOOLS TO CREATE AN AI AGENT (NO-CODE FRIENDLY)

ChatGPT Custom GPTs	Create your own AI agent trained on your content.
EveryGen AI	Build AI agents for business automation and income.
Zapier AI	Connect your agent to apps like Gmail, Google Sheets, and Calendars.
Make	Automate workflows with AI agents.
Voiceflow	Create conversational AI agents (chat or voice).
Microsoft Copilot	Use AI agents within Microsoft 365 tools.
Flowise	Build custom AI chatbots using your own data.

EXAMPLE USE CASES FOR EXPERIENCED WOMEN

Business Support Agent
Answer client questions, share services, book calls.

Content Creation Agent
Generate social media posts, captions, newsletters, and ideas.

Research Assistant
Summarize information, find data, and create reports.

Course or Program Assistant
Guide students, answer FAQs, and provide resources.

Book Writing Assistant
Brainstorm ideas, outline chapters, edit content, and research.

Grant Writing Assistant
Find opportunities, summarize requirements, and draft content.

Personal Productivity Agent
Manage tasks, schedules, and reminders.

Sales & Marketing Agent
Help promote your business, create emails, and follow up with leads.

MONETIZATION OPPORTUNITIES

- Offer AI agent services to other businesses.
- Create and sell AI-powered templates or tools.
- Use your AI agent to support online courses, coaching, or memberships.
- Automate client onboarding and support.
- Save time and increase productivity, allowing you to serve more clients.
- Bundle AI tools with your existing services (consulting, training, writing, etc.).
- Create AI-powered digital products (chats, planners, guides, etc.).

TIPS FOR SUCCESS

- Start with a clear purpose.
- Use simple tools (no coding required).
- Train it with your own information.
- Keep it focused and test often.
- Ensure accuracy and privacy.
- Look for ways to add value and monetize.
- Keep learning and stay updated on new tools.

THINGS TO REMEMBER

- You don't need to be a tech expert.
- Start small and grow over time.
- Your AI agent should reflect your expertise and values.
- Many tools offer free or low-cost plans to get started.
- AI is a tool to enhance your work, not replace your unique experience.

"YOUR EXPERIENCE + AI = GREATER OPPORTUNITIES!"

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