

What to hook it up to first.

A fresh AI assistant sits in a blank chat window, cut off from everything that runs your business. So every morning you copy in the same context and re-explain it from scratch. It gets useful the moment you connect it to where your real work already lives. Here are the four to connect first. You do not wire any of this up. The setup does the connecting.

00 Start here: bring in what you already told it

If you have been typing into an AI for a few months, that back-and-forth is a record of how you write, what your clients are called, how you price. Exported and loaded once, the assistant stops sounding like a stranger and starts sounding like your shop. Do this before email, before files. Everything after it lands better.

01 Your email

The reply itself is quick. The slow part is finding the last three messages, remembering what you quoted this client in March, and getting the tone right. Connected, you say "reply to the plumber about the Thursday reschedule" and the draft appears inside that thread, in your voice, with the history already read. You read it, change a word, and send.

02 Your files

The number you need is sitting in a file named something you half remember, in a folder you last opened in spring. Connected, you ask "what did we bill the clinic on Rue Saint-Denis in March" and it opens the number and reads it back. No file hunt. It only reaches the folders you point it at, nothing outside them.

03 Your calendar and your notes

Your schedule tells it when you are free, so "find two hours next week for the Laval install" comes back with slots that actually exist. Your notes hold the small facts that make an answer right: the gate code, the allergy, the price you promised. It checks them before it answers, so the reply already knows the detail you would have looked up.

The same question answers differently in French than in English.

You work in two languages, so this matters more here than most places. A published study of 309,000 real conversations found the French answers run warmer, shorter, and more willing to just do the thing, while the English ones run more cautious and more detailed. **Set up by someone who works in both**, your assistant answers each client in the register they expect, without you translating your own tone every time.

How this gets built.

I set it up on your real work over three sessions, in person, about an hour each. Then you run it without me.

- 01 **Session one: connect it and load your business in.** Your email, your files, your calendar and notes, and the history you already built up using the AI you have.
- 02 **Session two: we build your top repeated jobs together, live.** The three or four things you do every week, so you watch them work and can call each one back by name.
- 03 **Session three: voice, settings, and a cheat sheet.** Talk instead of type, set how long you want answers, and keep a one-page sheet on your desk. Then I hand it over.

If you cannot run it without me, I have not built you anything.

I have built myself a customer. From \$350 CAD, in person, on your actual work. You keep everything, in English and French, and run it on your own after the third session.