

Do this before anything else.

Bring your old AI history into your new assistant, so it opens already knowing how you run your business. When you open a fresh assistant it knows nothing about you, so you re-explain your trade, your prices, and how you word things every single time. There is a ten-minute fix, and it is the first move before you build anything else.

01 Export your history (about 10 minutes)

Do this on a computer, in a web browser. The export lives in the settings, and the phone app usually hides it. Open the AI you already use and sign in. Find **Settings** (top-right, under your name). Look for **Data controls**, then a button that says **Export**. Confirm, and it emails you a download link, usually within minutes. Open the link, download the **.zip**, and open it. The **conversations** file inside is your history.

KEEP IT SAFE

That file has your business inside it. Keep it on your computer. Do not post it or email it around.

02 Load it into your new assistant

Open your new assistant and upload or paste that conversations file. Tell it in one plain line: "This is how I have been working. Read it and remember how I run my business." Then fill in what the history does not cover: what you sell, your prices, your service area, the two or three clients you deal with most, and how you want it to answer you (short, or detailed). That is the whole setup. You only do it once.

03 What changes the moment it is loaded

It stops making you explain your business, because the background is already there. Your regular jobs come back worded the way you actually word them, not the generic version. Answers match the length you like. And it picks up your quirks: the client who always pays late, the supplier you never use, the way you write a quote.

Set the language per job, once.

The same question, asked in French and in English, does not come back the same. A published study of more than 300,000 real conversations found the French answers come back warmer, shorter, and readier to just do the task. The English answers come back more careful and more detailed. **Pick the language per job and tell the assistant once.** A quick client quote: French, warm and short. A tricky supplier problem: English, slower and thorough. With your history loaded, you set this a single time and forget it.

When you want the full setup done on your real work.

This export is the first hour of how I set up an assistant for a business. I come in person, three short sessions, working on your actual files and jobs.

- 01 **Session 1.** We load your history and your business, so it starts knowing your world.
- 02 **Session 2.** We build your handful of repeated jobs, live, so they run on their own.
- 03 **Session 3.** Voice input, your answer-length settings, and a one-page cheat sheet so you can run the whole thing yourself.

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

I have built myself a customer. From \$350 CAD, and it stays yours to keep. Three sessions, in person, on your real work.