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What I Know This Week

What we learned this week, so you don't have to

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Sorting the week, a tool to know and a cost check.

WORK SMARTER

Sort the week into three piles

Stop doing it. Let AI write the first draft. Hand it to a person who follows through.

Thirty minutes on Monday, before the phone starts ringing.

WORK SMARTER

Hand over in four lines

When it runs. What good looks like. Where the inputs live.

Then the line most people skip: where they stop and call you.

TOOLS WORTH KNOWING

The phone is now a software problem

Managed voice AI can handle interruptions and background noise.

You will hear it inside an AI receptionist pitch.

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TOOLS WORTH KNOWING

Two questions for any vendor

What happens when a caller interrupts?

Who listens to the calls afterward? No answer means you're buying a demo.

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MONEY AND RISK

More helpers, more review

AI agents use far more tokens than a chat, and every output still needs a reader.

If you can't read it as fast as it's made, you've built a bigger pile.

MONEY AND RISK

Find where work waits

Count the waiting before you add anything new.

Find one slow review step before you buy three more helpers.

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BUILT THIS WEEK

Keep the source apart from your opinion

Two columns in your notes: what the source said, and what you think.

It takes a minute and makes the notes easy to trust later.

PLAN TO TRY NEXT WEEK

Write your voice down

Paste five messages you sent to customers into Claude. Ask for a one-page description of how you write.

Save it as project instructions and compare drafts with and without.

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YOUR MOVE

Want help sorting your week?

Book a Foundations Discovery Call.

Which task would you hand over first?

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