modus.

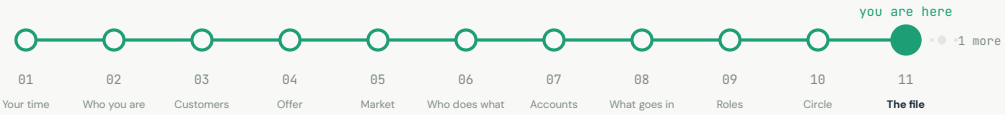
FREE GUIDE · AI 100 · PIECE 11 OF 12

The file

Everything you wrote in pieces 1 to 10, checked against itself, in the one document your assistant reads before it writes anything.

WHY THIS PIECE

Ten files, written on ten different days.



> *It's hard enough to keep people on the same page. You shouldn't have to babysit your AI too.*

Read them together

You've written your business down: who you are, what you sell, who it's for, who does what, what goes into AI. Ten sittings, weeks apart. Some on a good day, some at 10 p.m. Read them together and they won't all agree. One says the deposit is 30%. Another says half. One says estimates go out in 48 hours. The estimator's role says within the week.

A person would notice. An assistant won't.

It'll pick one, or blend the two, or stop and ask you a string of questions you've already answered. Either way, what comes back doesn't match your business.

Where it costs the most

Prices, contracts, agreements. We've seen whole statements of work go out to customers billing the wrong amount, because nobody read them before they were sent. Old documents do it quietly: last year's policy, still in the folder, quoted back at you.

What this guide does

The assistant reads everything you wrote in pieces 1 to 10. Every time two files disagree, it stops and asks you which one is true. Then it writes one file, the one it reads before anything else, in one voice, with a date on every part. Pieces 1 to 10 wrote your business down. This one makes it one business.

TWO WAYS TO DO THIS

Two ways to do this.

You can just paste everything in and ask for a summary. You'll get one in seconds. It will quietly pick between your contradictions, blend your voices, and fill your gaps with something plausible. You won't see where.

Or start from these. No new interview this time: the assistant reads what you already wrote, stops at every disagreement and asks you. You end up with one file you've checked, and a list of what you decided.

Use them as a floor. Give it the files themselves, not a summary.

CONTENTS

01	Why this piece	02
02	Have this in front of you first	04
03	Check what you're on	05
04	The rules every prompt starts with	06
05	Prompt 01 · The map	07
06	Prompt 02 · The contradictions	08
07	Prompt 03 · The file	09
08	Prompt 04 · Set it up, and keep it current	10
09	One contradiction, found	11
10	Where the file lives	11
11	What the assistant can't do here	12
12	Where the files go	13

HAVE THIS IN FRONT OF YOU FIRST

Have this in front of you first.

Your whole my-business/ folder.
Every file you've written, from every piece you've done. Paste them, attach them, or point the assistant at the folder if it can read one.

What goes into AI and what never does.
open-and-closed.md from What goes into AI. The file points to it; nothing under Never goes in.

Your circle's files, if you have them.
From Your AI Circle of Excellence. Section 8 of the file points to them.

RUNNING ORDER

01 (15 min): the map. What's there, what's missing, what's out of date.

02 (30 to 60 min): the contradictions. The assistant stops at each one and asks you.

03 (20 min): the file. One voice, one index, the last question.

04 (10 min): set it up, and set the review dates.

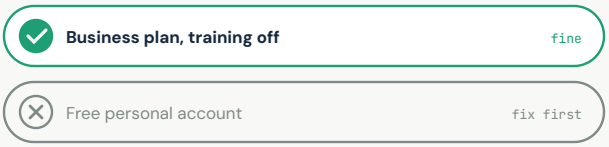
Haven't done all ten? The assembly still runs on what you have. It tells you what's missing, and the file says it isn't finished. Go back and do the missing pieces, then run prompt 01 again. Half a file defeats the purpose.

BEFORE YOU START

Check what you're on.

Paying for it isn't the same as a business account. On a personal plan, even a paid one, what you type can be used to train the model unless you turn that off in the settings. Business plans aren't used for training by default. A lot of owners think the monthly fee bought them that. It didn't.

Use a business account where your conversations aren't used to train the model. **Claude, ChatGPT, Gemini and Copilot all work for this, set up properly:** a business plan, or training turned off in the settings. This guide assumes everyone on the team is on an account the business chose.



> **If security is your biggest concern, go with Copilot.** Signed in with your Microsoft 365 work account, what you type stays under your company's Microsoft agreement and isn't used for training. For a business already on Microsoft, it's the tightest setup of the four.

What stays out of this chat

FINE TO USE	KEEP OUT OF THE CHAT
Your files from pieces 1 to 10	Passwords, codes, login emails (piece 7)
Roles and first names, as in the earlier pieces	A customer's full name, address or phone number
Your prices, terms and policies	Anything under Never in your open-and-closed.md (piece 8)

Not legal advice. If two of your files disagree about a contract, a policy or the law, the assistant writes it under For the lawyer, as a question.

PROMPT 00

The rules every prompt starts with.

Every prompt in this pack already contains this block, so you can paste any one of them on its own. It's printed here once so you know why each line is there.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You are not interviewing me this time. You are reading what I already wrote. Ask me only which version is true, which voice to write in, and the questions this prompt gives you.
- Never fill a gap yourself. If a piece is missing, write UNKNOWN and the name of the piece that fills it.
- When two of my files disagree, stop. Read me both versions, with the file each comes from, and ask which one is true. Write my answer. Then go on. Never pick one yourself, never blend them.
- Never tell me what a normal number of contradictions is, or that mine is high or low.
- If a file contains a password, a code, a login email, or anything I put under Never in piece 8, tell me, and leave it out.
- You are not my lawyer. Anything about a contract, a policy or the law goes under For the lawyer, as I asked it.
- Stay in this piece. Don't rewrite my files, don't add new rules, don't suggest what to do with the file next.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.
```

Why "stop and ask". An assistant that finds two versions will pick one and sound sure about it. Only you know which version is your business.

Why "never fill a gap". A gap you can see is worth more than a sentence that sounds right. UNKNOWN tells you which piece to go back to.

PROMPT 01 · TIME: ABOUT 15 MINUTES

The map

What you've written, from which piece, and when. What's missing. What's more than a year old. Nothing changes yet.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You are not interviewing me this time. You are reading what I already wrote. Ask me only which version is true, which voice to write in, and the questions this prompt gives you.
- Never fill a gap yourself. If a piece is missing, write UNKNOWN and the name of the piece that fills it.
- When two of my files disagree, stop. Read me both versions, with the file each comes from, and ask which one is true. Write my answer. Then go on. Never pick one yourself, never blend them.
- Never tell me what a normal number of contradictions is, or that mine is high or low.
- If a file contains a password, a code, a login email, or anything I put under Never in piece 8, tell me, and leave it out.
- You are not my lawyer. Anything about a contract, a policy or the law goes under For the lawyer, as I asked it.
- Stay in this piece. Don't rewrite my files, don't add new rules, don't suggest what to do with the file next.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

I'm giving you every file in my my-business/ folder. Don't change anything yet.

1. List what's here. For each of the ten pieces of AI 100, the files I have and the date on each. Pieces 2, 3 and 4 may be loose files instead of numbered folders: map them anyway, by name. The pieces: 1 Where your time goes · 2 Who you are · 3 Your ideal customer · 4 Your offer · 5 Your market · 6 Who does what · 7 Who controls your business accounts · 8 What goes into AI · 9 What each role is for · 10 Your AI Circle of Excellence.
2. List what's missing. Each missing piece, by name. Don't fill it.
3. Check the dates. Any file more than a year old: list it, and ask me, one at a time: still true? still used? If it's true, I'll confirm it and you date it today. If it's not used, it goes to archive/. If it's not true, it goes on the list for prompt 02.
4. Anything that shouldn't be there. A password, a code, a login email, a customer's personal details, anything under Never in piece 8. Tell me the file and the line.

Output: the map, as a table. Pieces missing: y of 10. Files to archive. Files to fix.
```

> **Why the dates first.** An old file is a contradiction waiting to happen. The assistant can't tell last year's policy from this year's unless the date tells it.

Document: **the map (in the chat)** (no file yet)

PROMPT 02 · TIME: 30 TO 60 MINUTES

The contradictions

Every place two of your files say different things about the same subject. Prices and contracts first. The assistant stops at each one and asks you which is true.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You are not interviewing me this time. You are reading what I already wrote. Ask me only which version is true, which voice to write in, and the questions this prompt gives you.
- Never fill a gap yourself. If a piece is missing, write UNKNOWN and the name of the piece that fills it.
- When two of my files disagree, stop. Read me both versions, with the file each comes from, and ask which one is true. Write my answer. Then go on. Never pick one yourself, never blend them.
- Never tell me what a normal number of contradictions is, or that mine is high or low.
- If a file contains a password, a code, a login email, or anything I put under Never in piece 8, tell me, and leave it out.
- You are not my lawyer. Anything about a contract, a policy or the law goes under For the lawyer, as I asked it.
- Stay in this piece. Don't rewrite my files, don't add new rules, don't suggest what to do with the file next.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

Read every file I gave you against every other one. Look for any place two files say different things about the same subject: a price, a deposit, a deadline, who does a job, who decides, who the customer is, what's allowed in AI, what we promise.

Start with prices and anything that would end up in a contract or a quote. Then customers. Then everything else.

For each one, stop. Read me:
- what file A says, and which file;
- what file B says, and which file.
Ask: which one is true? If neither, ask me what is. Write my answer. Then write the corrected line for the file that was wrong, so I can paste it back. Then go to the next one.

If two files don't contradict but don't fit together either (the customer in piece 3 who would never buy the offer in piece 4, an objective in piece 10 that no role in piece 9 owns), read me those too, and ask.

Output: conflicts.md. Line 1:
Contradictions found: x (decided: x) · pieces missing: y of 10 · sections past their review date: z (today's date)
Then one row each: the two versions, the two files, what I decided, today's date. Prices and contracts first.

Don't comment on the count. Write it and stop.
```

Why it stops every time. Because the only person who knows which version is your business is you. An assistant that guesses right nine times out of ten still guesses wrong on the tenth, and you won't know which one.

Document: **conflicts.md** (builds)

PROMPT 03 · TIME: ABOUT 20 MINUTES

The file

One voice, the one you pick. A few lines per subject, where to find the rest, and a review date on every part. Then one last question.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You are not interviewing me this time. You are reading what I already wrote. Ask me only which version is true, which voice to write in, and the questions this prompt gives you.
- Never fill a gap yourself. If a piece is missing, write UNKNOWN and the name of the piece that fills it.
- When two of my files disagree, stop. Read me both versions, with the file each comes from, and ask which one is true. Write my answer. Then go on. Never pick one yourself, never blend them.
- Never tell me what a normal number of contradictions is, or that mine is high or low.
- If a file contains a password, a code, a login email, or anything I put under Never in piece 8, tell me, and leave it out.
- You are not my lawyer. Anything about a contract, a policy or the law goes under For the lawyer, as I asked it.
- Stay in this piece. Don't rewrite my files, don't add new rules, don't suggest what to do with the file next.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

Now write README.md, using my files and what I decided in conflicts.md.

First, the voice. My files were written on different days. Read me the two short passages that sound the most different from each other, and ask me which one sounds like the business. If I can't choose, offer this once: level-headed, plain, constructive. Write the file in the voice I pick.

Then the file. In this order, one section each, a few lines, in my words:
1 who we are · 2 what we sell and what it costs · 3 who it's for, and who it isn't · 4 how we talk · 5 the market · 6 who does what · 7 what goes into AI, and what never does · 8 who decides, and the plan · 9 accounts: where they are, never what's in them · 10 the week.
Under each section: the source file, the date of that file, and a review date. A year from today, unless I say it's something we're still testing: then three months. A missing piece gets its section anyway: UNKNOWN, and the name of the piece.

At the top, for the assistant that reads this:
"Read this file before you write anything for this business. Each section links to the detail. What goes into AI and what never does is in section 7: follow it. If something here contradicts what you're asked, say so and ask."
First line of all: today's date, and either "Complete" or "Not finished. Missing: [pieces]."

Last, ask me one question: is there anything else you don't want AI to touch? Write my answer under Don't touch, at the end. Leave a last section, empty: "12. The AI already running in the business: piece 12."

Output: README.md.
```

> **The file points, it doesn't repeat.** A few lines per subject, and where to find the rest. A file that copies everything is ten files in a trench coat, and goes out of date ten times as fast.

Document: **README.md** (builds)

PROMPT 04 · TIME: ABOUT 10 MINUTES, THEN ON THE REVIEW DATES

Set it up, and keep it current

Where the file goes so the assistant reads it first, every time, without you pasting it. And what happens on a review date.

```
You are going to interview me to build one document about my business. I am the owner. I am not going to fill in a form: you ask, I answer out loud, you write.

Rules for this interview:
- One question at a time. Wait for my answer before the next one. Never send me a list of questions.
- If my answer is vague, push once. If I say "good people" or "they're easy", ask me for the last specific thing that happened. Take the second answer, not the first.
- Do not compliment me. No "great answer", no summarising my answer back approvingly. Ask the next question.
- Do not invent anything. If I don't know something, write UNKNOWN and who to ask or where to check. A gap I can see is worth more than a number you made up.
- Rough numbers are fine. Label them. If I say "maybe 30%", write "~30% (owner's estimate)". Never turn a guess into a figure.
- Write in my words. Keep my phrasing and my slang. Do not upgrade it into business English.
- Only the details that decide fit. Size, sector, region, age, income: only if I say it changes whether someone is a good customer.
- No personal details about individuals. If I give you a homeowner's full name, address or phone number, don't use it, and remind me to keep it out.
- Ask me anything else you need. These questions are the floor, not the ceiling.

Also, for this piece:
- You are not interviewing me this time. You are reading what I already wrote. Ask me only which version is true, which voice to write in, and the questions this prompt gives you.
- Never fill a gap yourself. If a piece is missing, write UNKNOWN and the name of the piece that fills it.
- When two of my files disagree, stop. Read me both versions, with the file each comes from, and ask which one is true. Write my answer. Then go on. Never pick one yourself, never blend them.
- Never tell me what a normal number of contradictions is, or that mine is high or low.
- If a file contains a password, a code, a login email, or anything I put under Never in piece 8, tell me, and leave it out.
- You are not my lawyer. Anything about a contract, a policy or the law goes under For the lawyer, as I asked it.
- Stay in this piece. Don't rewrite my files, don't add new rules, don't suggest what to do with the file next.

When we're done, give me the finished document in markdown (plain text with headings) that I can save as a .md file. Then list what's missing and what I should verify.

Tell me, for the assistant I use, where to put README.md so it reads it before anything else, every time, without me pasting it. If you don't know for my assistant, tell me to look for its project instructions, custom instructions or memory, and to put the file there, or the link to the folder.

Then write a short review list at the end of README.md: each section and its review date, earliest first.

When I come back to review, I'll paste the file and the review list. Then:
- read me each section that's due, and ask: still true?
- anything not true: ask me what is, update the section, and tell me which source file to fix;
- anything nobody uses any more: it goes to archive/;
- run prompt 02 again on anything that changed;
- recount line 1 of conflicts.md, and date the file today.
```

> **Once a year, at least.** Your prices, your services, your policies and anything sensitive get checked at least once a year. Anything you're testing, every three months. Anything that changes, when it changes.

Document: **README.md** (finishes)

ONE CONTRADICTION, FOUND

30% or 50%?

An example: a roofing company, all ten pieces done. Yours come from your files. The assistant stops:

```
what-you-charge.md (piece 4, March) says: deposit 30% on signing.
last-ten-quotes.md (piece 5, May) shows 6 of the 10 quotes with a 50% deposit.
Which one is true?
```

> *50. We changed it in the spring and never fixed the offer file.*
>
> THE OWNER

conflicts.md, row 1

SUBJECT	FILE A	FILE B	DECIDED
Deposit	30% on signing (what-you-charge.md)	50% on 6 of the last 10 quotes (last-ten-quotes.md)	50% on signing. what-you-charge.md corrected

> Without it, the next quote the assistant drafts says 30%.

WHERE THE FILE LIVES

Where the file lives.

Read first, every time.
Most assistants have a place for that: project instructions, custom instructions, a memory, or a file read at the start of every session. Put README.md there, or the link to your folder.

The folder stays the detail.
The file is the index. When you ask for a quote, the assistant reads section 2 and goes to what-you-charge.md for the numbers.

Everyone uses the same one.
If your office manager has their own version, you have two businesses again.

WHAT THE ASSISTANT CAN'T DO HERE

What the assistant can't do here.

It can't decide which version is true.
It can find every place your files disagree. Which one is your business is your call.

It can't fill in a piece you skipped.
It marks it UNKNOWN and tells you which piece to go back to.

It can't decide what it shouldn't touch.
That's piece 8, piece 10, and your answer to the last question.

It can't keep the file current on its own.
It can remind you what's due and walk you through the review. Someone has to sit down and do it.

KEEP IT CURRENT

Keep it current.

Once a year, at least.
Prices, services, policies, anything sensitive. Nothing in the file goes more than a year without someone checking it.

Every three months.
Anything you're still testing.

When it changes.
A new price, a new hire, a new rule: update the source file, then the section, the same week.

Archive what you don't use. A document more than a year old that nobody acts on is clutter. AI is very good at producing pages of text, and the pages nobody reads are the ones the assistant trips over later. Move them to archive/. They're still there if you need them.

WHERE THE FILES GO

Where the files go.

Two new files at the top of the folder, and an archive for what's out of date.

```
my-business/
  README.md          ← The file
  conflicts.md       ← What disagreed,
                       and what you decided
  01-your-week/
  02-who-you-are/
  ...
  10-circle/
  archive/           ← Out of date or unused.
                       Kept, not read by default
  workflows/         ← AI 101 and 102 build here
```

One file, read first.

README.md is short on purpose: it points to the folder. conflicts.md is the record of what you decided, with the date.

On a review date, run prompt 04. It reruns prompt 02 on anything that changed.

Rather have fresh eyes on it?

AI 100 is free, and nothing is held back for a paid version. If you'd rather have someone run the assembly with you, read your files with fresh eyes, or keep it current, talk to us.

modusai.ca/en/#contact

Next in AI 100: The AI you're already using, without knowing it. The last piece: what's already running in your business, on whose account, with what data. It fills section 12.

modus.

One version of your business. Read first.

AI 100 is free, and nothing is held back for a paid version. If you'd rather have someone run the assembly with you, read your files with fresh eyes, or keep it current, talk to us.

Rather have us do it?

Book a call. Scan the code or click the link.

modusai.ca/en/#contact

1 877 654-1877