

LESSON 23 WORKBOOK

AI Automation for Beginners

Module 3: AI for Making Money

Name		Date	
Automation Project		Status	■ Not Started ■ In Progress ■ Complete

Lesson Purpose

Learn how AI automation can reduce repetitive work, improve efficiency, connect apps and services, and help individuals and businesses save time while increasing productivity.

Before You Begin

- I completed Lesson 22.
- I understand basic AI workflows.
- I will review every automation before relying on it for important tasks.

My Main Goal

Exercise 1

List five repetitive tasks that could be automated using AI.

Exercise 2

Design a simple workflow showing how information moves from one step to another using AI automation.

Exercise 3

Identify three benefits and three possible risks of relying on automated AI systems.

Practical Automation Activity

Choose a personal or business process such as email management, customer inquiries, content publishing, scheduling, or data collection. Use an AI tool to design an automation plan and record how it would improve efficiency.

Prompt Practice

Prompt: "Act as an AI automation consultant. Design a beginner-friendly workflow that automates my repetitive tasks, explains each step, and recommends suitable AI tools."

Key Takeaways

My Practical Action Step

Reflection

Completion Checklist

- Completed all workbook exercises.
- Designed an AI automation workflow.
- Identified tasks to automate safely.
- I am ready for Lesson 24.

Next Step

Continue to **Lesson 24 – Building Your First AI Income Stream.**