

Your First Week with a Family Assistant

Seven small steps, about 10 to 15 minutes a day. Tick each one off.

☐**Day 1: Pick one assistant and set the house rule**

Notes:

Tell it: read, sort and draft freely, but ask me before you send, buy, book or cancel anything.

☐**Day 2: Give it one real job**

Notes:

Try 'What does each kid need for Friday?' Ask it to say the request back in its own words first.

☐**Day 3: Hand it a checklist**

Notes:

Lunches, permission slip, gym bag. Ask it to mark each one pass or fail.

☐**Day 4: Keep what worked**

Notes:

Ask it to save Day 2 or Day 3 as a named routine you can rerun, like 'Friday prep'.

☐**Day 5: Start a quiet morning brief**

Notes:

One brief at a set time, say 6:30 AM. If nothing changed, it says nothing.

☐**Day 6: Connect one account**

Notes:

Your calendar or your email, on the official sign-in page. Never type passwords or codes in chat.

☐**Day 7: Look back, choose what's next**

Notes:

Ask what it ran and what it caught this week. Pick one routine to add next week.

The one rule for every day: your assistant can read, sort and draft. Anything that sends a message as you, spends money, books, cancels or submits waits for your yes.

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