

The AI Employee Playbook

Find the first job worth handing over, put a number on it, and see how an AI employee gets built in 14 days.

ONE JOB	One clear responsibility inside your business.
24/7	The job keeps moving outside your team's paid hours.
14 DAYS	The first AI employee is built, tested and put live.

For small to medium service businesses, from growing operators to established teams approaching \$30m in annual revenue.

An AI employee owns one job.

It is custom-built around one responsibility inside your business. Lead follow-up. Admin. Reporting. Inbox triage. The first build starts with the job costing you the most money or time.

A good first job

Happens often, follows clear rules and ends in a result you can check.

A bad first job

Changes every time, depends on missing information or has no agreed finish line.

Your role

Explain the work, approve the DESIGN and join one call a month.

Elite's role

DIAGNOSE, DESIGN, DEPLOY, manage and fix the AI employee.

The point is not to add another tool. The point is to get one valuable job handled without hiring another person.

Measure the bottleneck before you build.

Use your own numbers. Do not estimate a dramatic saving to make the idea look better. A useful baseline makes the first 30 days easy to judge.

1

How many times does the job happen each week?

Your number: _____

2

How many minutes does one run take?

Your number: _____

3

How long does the work wait before anyone starts?

Your number: _____

4

How many leads, quotes or jobs die while it waits?

Your number: _____

5

What is one completed result worth?

Your number: _____

Simple baseline: weekly hours = times per week x minutes per run / 60.

Four jobs worth checking first.

LEAD FOLLOW-UP

Outcome: Every qualified enquiry gets worked while the person still cares.

Measure: Response time, contact rate, bookings and won work.

ADMIN

Outcome: Routine updates, reminders and paperwork stop reaching the owner.

Measure: Runs per week, minutes per run, errors and exceptions.

REPORTING

Outcome: The week ends with one decision-ready report.

Measure: Hours spent building reports and decisions delayed.

INBOX TRIAGE

Outcome: The inbox becomes a short list that genuinely needs a person.

Measure: Messages handled, time to first response and items escalated.

What 60 seconds can change.

This is an illustrative workflow, not a client case study. It shows the difference between an enquiry worked in 60 seconds and one left untouched for 3 days.

09:47:08

ENQUIRY

A customer asks whether you can take on work this week.

09:47:24

CHECK

The AI employee checks the rules and asks the next useful question.

09:47:41

ACTION

A booking or quote step is offered within the approved limits.

09:47:56

RESULT

The owner gets one summary after the work has moved.

The number to verify in your business is not whether the AI replied. It is whether faster, consistent follow-up created more qualified conversations and booked work.

The 4D Framework

01

DIAGNOSE

We find the actual bottleneck. Not the one you think you have. The one costing you money.

02

DESIGN

We map the AI employee, show you exactly what it does, and get your sign-off before we build a thing.

03

DEPLOY

We build it, test it, and put it live. 14 days.

04

DEVELOP

Every month we measure what it is doing, find the next constraint, and build the next one.

Your part: one call to start and one call a month. Elite handles the technical work.

Live in 14 days. Measured inside 30.

DAY 1

DIAGNOSE

Choose the job, baseline the number and confirm access.

DAYS 2 TO 4

DESIGN

Map the inputs, rules, human approvals, exceptions and finish line.

DAYS 5 TO 13

DEPLOY

Build, connect, test and correct against agreed cases.

DAY 14

LIVE

Put the first AI employee live after the acceptance checks pass.

DAY 30

DEVELOP

Compare the result to the baseline and decide the next constraint.

Which job should go first?

Score each candidate from 1 to 5. The highest useful score is usually the best place to start.

Question	Score
Does it happen at least every week?	/ 5
Does waiting cost money or owner time?	/ 5
Can the rules be written down?	/ 5
Can a person check the result?	/ 5
Is the source information reliable?	/ 5
Would handing it over matter inside 30 days?	/ 5
TOTAL	/ 30

START WITH DIAGNOSE

Bring the job that keeps landing back on your desk.

Reply to the email with the job you want to hand over first. We will help you check whether it is clear, repeated and measurable enough to build.

REPLY WITH THE FIRST JOB

elite systems ai | DIAGNOSE DESIGN DEPLOY DEVELOP