



NEURAL INFINITY | FREE IMPLEMENTATION PREVIEW

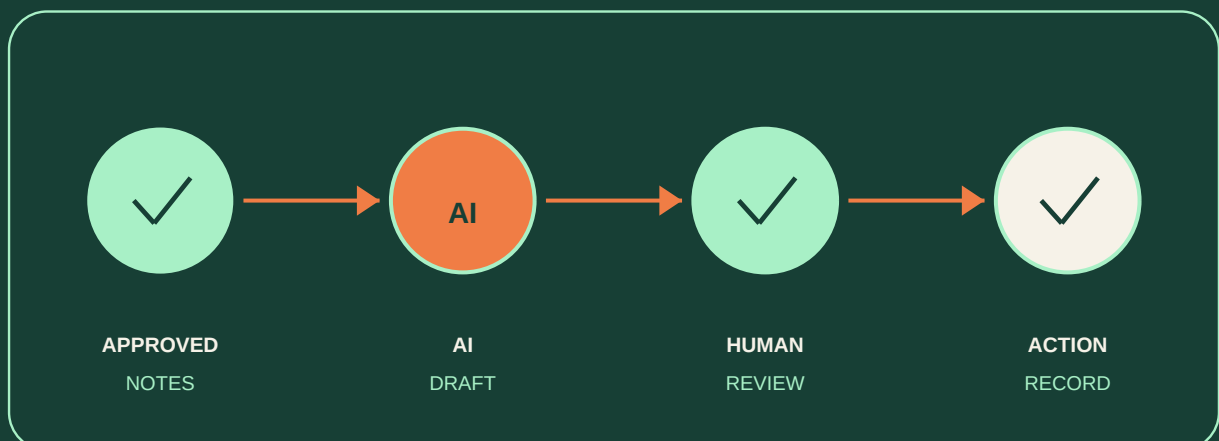


FREE QUICK START | 2026

Build Your First AI-Assisted Routine

A practical 20-minute setup for turning meeting notes into a structured, reviewable action draft.

No coding required. AI prepares the draft; a person approves the result.



01

Choose work that is easy to check

Start with one frequent, text-based, low-risk task. Meeting-to-actions works well because every output can be checked against the original notes before it is shared.

FREQUENT

It happens every week and follows a familiar pattern.

RULE-GUIDED

A clear checklist separates a useful draft from a weak one.

LOW-RISK

AI prepares a draft; it does not decide price, policy, or commitments.

EASY TO CHECK

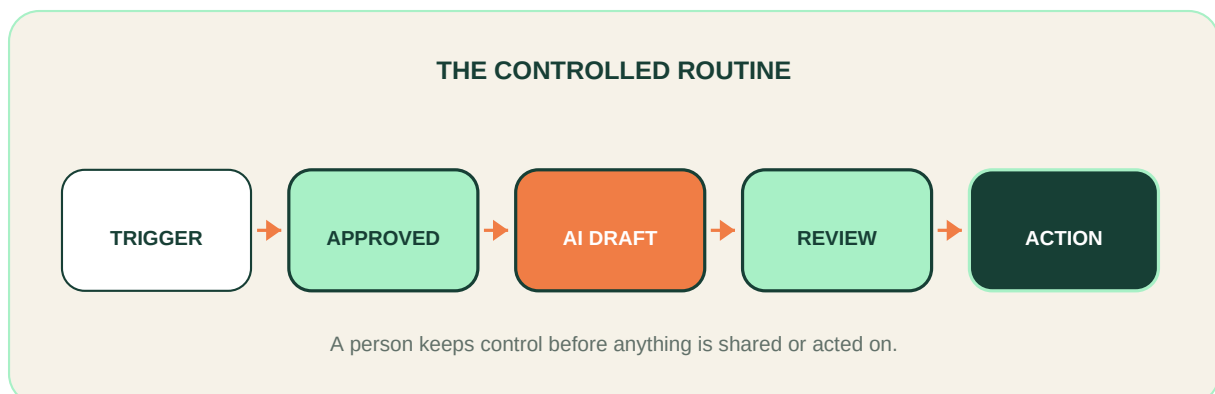
A person can compare every claim with an approved source.

Your starter routine

TRIGGER	Approved meeting notes are available.
INPUTS	Redacted notes, attendee list, and essential project context.
OUTPUT	Decisions, actions, owners, dates, blockers, and open questions.
APPROVER	The meeting owner checks the draft before it becomes an action record.
DONE WHEN	Every claim traces to the notes; missing owners or dates say UNCONFIRMED .

Before using AI

Remove passwords, payment data, government identifiers, health information, confidential legal material, and unnecessary personal details. Use only a business-approved AI tool whose current data controls fit your organization.



02

Copy, test, and check

The prompt below creates a controlled draft. It forbids invented facts and forces missing information into a visible review queue.

STARTER PROMPT | MEETING TO ACTIONS

You are a careful operations assistant. Turn the approved meeting notes below into a draft action record. Use only the supplied notes. Do not infer agreement, owners, due dates, facts, or commitments. If information is missing, write **UNCONFIRMED**.

Output exactly:

1. DECISIONS CONFIRMED
2. ACTIONS - action, owner, due date, and supporting source phrase
3. RISKS OR BLOCKERS
4. OPEN QUESTIONS
5. NEEDS CONFIRMATION
6. SOURCE CHECK - list anything not directly supported

APPROVED INPUTS:

[Paste redacted meeting notes here]

Run the 60-second human check

CHECK FACTS

Every statement traces to the notes.

CHECK COMMITMENTS

No price, scope, date, or outcome was invented.

CHECK PRIVACY

Every included detail is necessary and approved.

CHECK TONE

The record is clear, neutral, and appropriate.

CHECK ACTION

Each task has one owner and a next step.

CHECK EXCEPTIONS

Unclear points are labeled instead of guessed.

Do not send or publish the draft until all six checks pass.

03

Measure before you scale

Test the routine on three past meetings. Keep it only when the draft is faster to review than recreating the record and material errors are not increasing.

TEST	OLD MIN	DRAFT + REVIEW	CORRECTIONS	MATERIAL ERROR?
1				
2				
3				

Keep testing only if review is faster, correction rates stay acceptable, and a manual fallback remains available.



READY FOR THE COMPLETE SYSTEM?

Turn one useful draft into six repeatable routines.

The full Service Business AI Routine Kit includes 30 structured prompts, six editable SOPs, a five-day rollout, approval and privacy controls, an ROI calculator, and a pilot log.

\$49 one-time | Single-business license

[GET THE COMPLETE KIT >](#)

AI output requires human review. Results vary; no revenue, savings, or productivity outcome is guaranteed.

