



AI SYSTEMS.
CREATIVE INTELLIGENCE.
BUILT FOR THE NEXT
ERA OF INNOVATION.

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AI Chief of Staff Starter Checklist in 14 Days.

Find the first workflow worth turning into AI staff.
Score the bottleneck, pick the first build, and keep
human approval where it belongs.

**Pulse AI Studios builds practical AI
systems for operators with real work.**

Synthetic host. Transparent AI. Real operators behind
the build.

AI SYSTEMS.

CREATIVE
INTELLIGENCE.

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NEXT ERA OF
INNOVATION.

Do not start with tools.

Start with the repeated workflow already costing time, money, attention, or reputation. The best first AI staff member is not the flashiest. It produces a useful output every week.

Outputs before tools

Name the weekly deliverable before picking software.

One workflow first

Build the narrow workflow that hurts enough to matter.

Human approval stays

Draft, route, brief, and prepare. Humans approve.

Receipts matter

Leave a trail: what it did, what it used, what needs review.

The 10-Point Bottleneck Checklist

#	Question	0	1	2	3
1	I repeat this task every week.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The task has a clear input and a clear output.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	The task does not require my final judgment until the end.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	The task has examples an AI can learn from.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	The task creates delays when I am busy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	The task affects sales, client service, delivery, or follow-up.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	The task currently lives across too many tabs, docs, or inboxes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	The task has a standard format I already use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	The task would be valuable even if AI only got it 80 percent right.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	The task can be reviewed quickly by a human before sending.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Scorecard

0-8

Do not automate yet.

Clarify the output first.

9-17

Workflow Pack candidate.

Start small.

18-24

7-Day AI Workflow Sprint candidate.

Clean up one narrow workflow.

25-30

Agent Team Build candidate.

Scope the build.

Six workflows worth testing first

Inbox triage

Sort, summarize, flag urgent items, and draft replies for approval.

Meeting follow-up

Turn notes into tasks, recap emails, and next-step reminders.

Lead response

Draft first replies, qualify fit, and route promising prospects.

Client prep

Pull context, summarize history, and create a briefing before calls.

Content repurposing

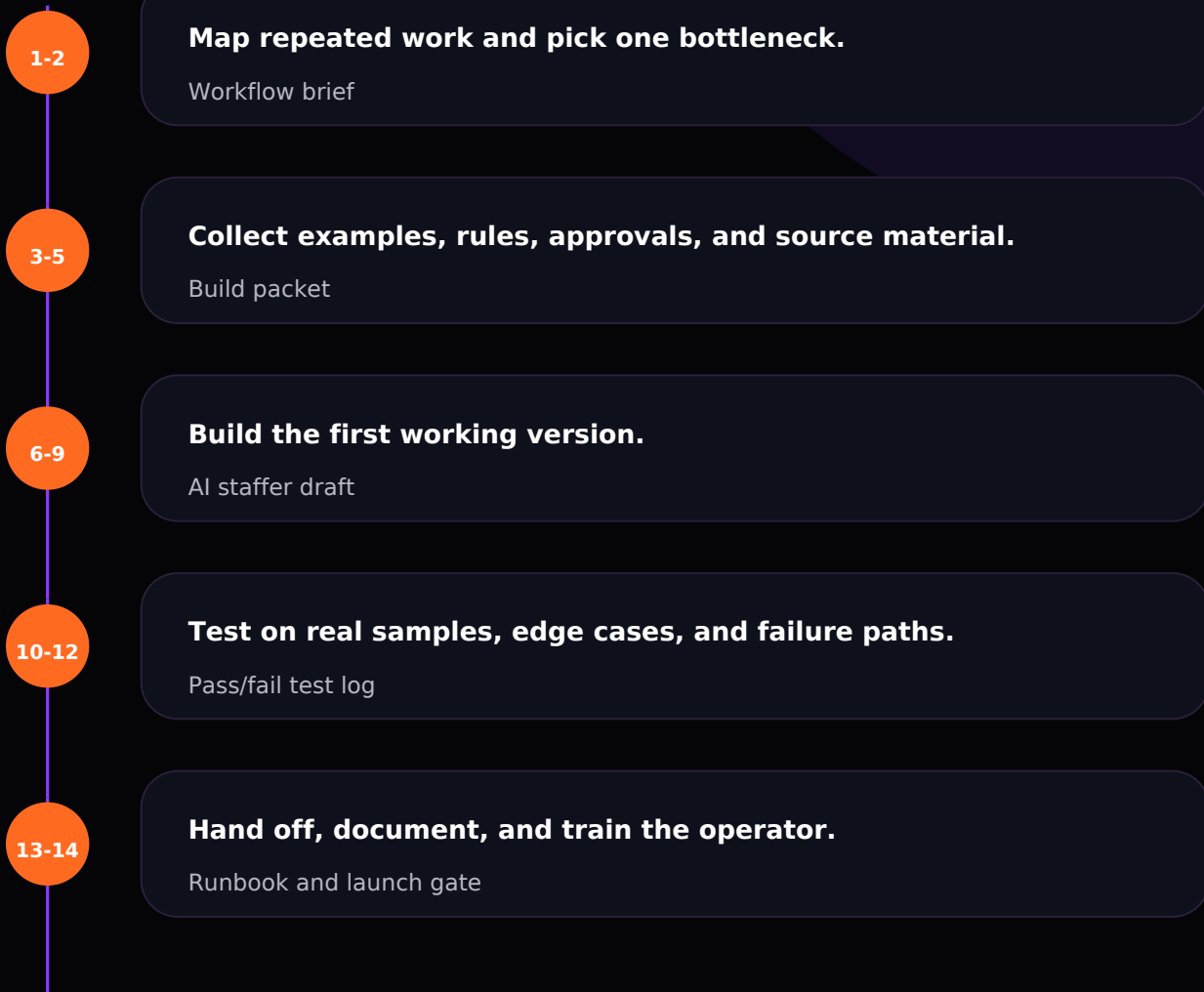
Turn one idea into posts, emails, scripts, and follow-up assets.

Friday report

Summarize wins, misses, open loops, and next week priorities.

The 14-Day Build Map

The timeline matters because it forces the first build to stay narrow.



Launch after the workflow is documented, tested, and reviewable.

The goal is useful AI staff, not automation theater.

The Trust Gate

Before calling any AI staffer ready, make sure the operating system exists around the model.

Role definition

Approved tools

Private memory rules

Source lookup

Tests

Logs

Permissions

Receipts

Human approval

Next step: Book an AI Systems Audit

We will map your first one to three workflows and identify the fastest safe build.

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