

The Agentic AI Implementation Workbook

[Turn AI From a “Chatbot” into Your Digital Employee]

By Sir Samuel Obi/Dskils

Most people use AI to ask questions. High-level entrepreneurs use AI to **execute tasks**. This workbook is your step-by-step blueprint to building "Agentic" systems that work for you 24/7—even while you sleep.

Phase 1: The Replaceable Task Matrix (Auditing Your Life)

Stop wasting your mental energy on "robot work." In this section, we teach you how to audit your daily business routine to find the gold.

- **The Audit:** Identify every repetitive task in your inbox, social media, and operations.
- **The Matrix:** Use our proprietary "Replaceable Task Matrix" to categorize tasks by **Value vs. Automation Ease**. You'll know exactly which tasks to hand over to AI today.

Phase 2: The Top 10 "Agentic" Command Vault

We don't give you simple questions; we give you **Workflows**. This section contains 10 master prompts designed for:

- **Automated Sales:** Qualify leads without lifting a finger.
- **Proactive Support:** Resolve customer issues before they escalate.
- **Smart Content:** Turn one idea into a week's worth of global marketing assets.

Phase 3: The Global Connection (Gemini/ChatGPT + Zapier)

Learn the "plumbing" of the digital economy. We provide a click-by-click setup guide to connect your AI directly to your business tools.

- **The Workflow:** Link your AI to **Google Sheets** and **Email** via **Zapier**.
 - **The Result:** A system where data flows in, the AI processes it, and the result is saved automatically—zero manual entry required.
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The "Context-First" Prompting Framework

Stop getting "average" results from AI. We teach you the **R.G.C. Method** used by top-tier prompt engineers:

- **Role:** Giving the AI a specific professional identity.
 - **Goal:** Defining the exact "Win" for the task.
 - **Constraints:** Setting the boundaries to ensure the AI stays on brand and accurate.
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Featured Tool: The "Customer Support Triager"

Included in this workbook is a ready-to-use, copy-and-paste Master Prompt.

- **What it does:** It acts as your digital receptionist. It reads incoming emails, analyzes the tone and intent, and automatically tags them as **Urgent, Inquiry, or Spam**.
 - **The Benefit:** You only open your inbox for the things that actually make you money.
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The 2026 Safety Checklist: Hallucination-Proofing

In a global market, your reputation is everything. This checklist ensures your AI never goes "rogue."

- **Fact-Checking Protocols:** How to force AI to cite its sources.
 - **The Verification Loop:** Simple steps to ensure every AI output is professional, human-sounding, and 100% accurate before it ever reaches a customer's eyes.
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Why Buy This Workbook?

You aren't just buying a PDF; you are buying **Time**. By implementing even 10% of this workbook, you will reclaim hours of your week to focus on what matters: **Scaling your global business**.

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