AiGen

10 AI Agents That Run My Life

What my AI team actually does for a real small-business owner, and how to start with one.

From the owner of AiGen, a real estate and small-business owner in Georgia

START HERE

Why I built an AI team

I sell real estate in Georgia and run a few small businesses on the side. Like most owners, I was the bottleneck. Every follow-up, every file, every “I'll get to it this weekend” ran through me.

So I started handing jobs to AI agents, one at a time. Not a magic system and not a robot that runs the business for me. Just a set of helpers, each with one clear job, that do the first draft of the work so I can spend my time on the parts that need a person.

This guide walks through the 10 jobs my agents do today. For each one you'll see what it does, a real example from my own work, and a simple way you could start with one this week using nothing more than a chat-style AI tool and a copy-paste prompt.

The one rule that makes it work: you stay in control

My agents draft. I approve. Anything that:

- goes out under my name,
- spends money, or
- touches a client

waits for my yes. That's not a limitation; it's the reason I trust the setup. You get the time back without handing over the keys.

HOW TO READ THIS GUIDE

Skim the team on the next page, pick the one job that would help you most, and try just that one. You don't need all ten. I didn't start with ten either.

THE TEAM AT A GLANCE

Ten helpers, one job each

Each agent has a narrow job and clear rules. That's what keeps them useful and keeps surprises to a minimum.

1 The Manager (Chief of Staff)
Coordinates the whole team of agents.

2 Contact Cleanup
Cleans up a messy contact list: finds duplicates, merges them and labels everyone so the list is actually usable.

3 Podcast Producer
Produces and publishes a podcast end to end: episode, captions, thumbnails and chapter markers.

4 AI Video Host
Makes presenter-style videos with an AI avatar, so I can put out video without setting up a camera every time.

5 Website & Engineering
Builds, tests and ships web pages and tools for the business.

6 Money Tracker
Tracks household accounts, due dates and payoff goals.

7 Community Watcher
Checks an online community I belong to (podcasters) every day and pings me only when something is worth answering.

8 Prospect Researcher
Researches businesses on the public web and drafts a first message for each one.

9 Real Estate Assistant
Helps with listings, content and follow-through for my real estate business.

10 Health & Local Concierge
Fitness and health reminders, plus finding local places and appointments.

Same rules for every agent

Drafts are fine. Sending, spending or contacting a client needs my approval. No passwords or account numbers in prompts. When in doubt, ask me.

A REAL DAY, BEYOND THE TEN

Smaller helpers pick up everyday chores too. On one real night, an agent cleared 500 bulk emails out of my inbox. It was a reversible cleanup (archived, not deleted). The next morning, another drafted a holiday plan for a merch shop I run and prepped printable gift packs and new product mockups. None of it went live until I reviewed it.

1 The Manager (Chief of Staff)

I call her Miranda

Runs the team

WHAT IT DOES

Coordinates the whole team of agents. She keeps a daily brief of what's going on and routes each piece of work to the agent that should handle it.

A REAL EXAMPLE

My day starts with Miranda's brief instead of a pile of tabs. When something comes up, it goes to her first, and she hands it to the right agent instead of me juggling it.

START WITH ONE

You don't need a team to get value here. Start with a simple daily brief.

COPY-PASTE PROMPT

```
Here is my calendar and to-do list for today: [paste]. Give me a short daily brief: my top 3 priorities, anything with a deadline in the next 3 days, and one thing I can drop or hand off. Keep it under 150 words.
```

2 Contact Cleanup

One-time win

WHAT IT DOES

Cleans up a messy contact list: finds duplicates, merges them and labels everyone so the list is actually usable.

A REAL EXAMPLE

My Google Contacts list had 3,060 contacts. The agent found 294 duplicate groups, merged them down to 2,723 contacts, and labeled them all.

START WITH ONE

Export your contacts to a spreadsheet first and keep a backup copy. Let AI suggest; you approve the merges.

COPY-PASTE PROMPT

```
Here is an export of my contacts: [paste or attach]. List groups that look like the same person (same phone, email or very similar name). Do not delete anything. Then suggest 5-8 simple labels I could use, like Client, Vendor, Friend.
```

3 Podcast Producer

Host: Miranda (AI-generated)

Content

WHAT IT DOES

Produces and publishes a podcast end to end: episode, captions, thumbnails and chapter markers.

A REAL EXAMPLE

It produced and published 8 episodes of *The AiGen Brief* on RSS.com and YouTube. To be clear: the host, Miranda, is an AI-generated voice and character, and we say so.

START WITH ONE

Pick one piece of the job, like show notes and chapter markers, and let AI handle it from a transcript.

COPY-PASTE PROMPT

```
Here is the transcript of my episode: [paste]. Write a 2-sentence episode description, 5 chapter markers with timestamps from the transcript, and 3 title ideas under 60 characters.
```

4 AI Video Host

Built with HeyGen

Content

WHAT IT DOES

Makes presenter-style videos with an AI avatar, so I can put out video without setting up a camera every time.

A REAL EXAMPLE

We use it for trailers, quick tips and short clips. We label these as AI-generated.

START WITH ONE

Write one short tip script first. You can read it yourself on your phone or give it to an avatar tool.

COPY-PASTE PROMPT

```
Write a 45-second video script for small-business owners about [one tip]. Hook in the first line, one practical step, and a simple ending. Plain spoken language, no hype.
```

5 Website & Engineering

I call him Nikola

Builds things

WHAT IT DOES

Builds, tests and ships web pages and tools for the business.

A REAL EXAMPLE

Nikola built and deployed tryaigen.com on Vercel with a working Stripe checkout and an automated test suite (246 tests passing).

START WITH ONE

You don't need code to start. Ask for a clear plan for one simple page, then build it in whatever tool you already use.

COPY-PASTE PROMPT

```
I run a [type of business] in [town]. Plan a one-page website: headline, 3 short sections, one call to action, and the questions a first-time visitor would want answered. Use plain words.
```

6 Money Tracker

I call him Bud Fox

Never moves money

WHAT IT DOES

Tracks household accounts, due dates and payoff goals. Checks Stripe for sales three times a day. Files tax documents into a clean packet for my CPA.

A REAL EXAMPLE

Instead of hunting through email at tax time, documents get filed into one organized packet as they come in. **Bud never moves money without my OK.**

START WITH ONE

Start with a bill calendar. Don't paste account numbers or passwords into any AI tool. Names and dates are enough.

COPY-PASTE PROMPT

```
Here are my monthly bills with due dates and amounts (no account numbers): [list]. Put them in a calendar order, flag any two due in the same week, and remind me what's coming up in the next 7 days.
```

7 Community Watcher

Quiet until it matters

WHAT IT DOES

Checks an online community I belong to (podcasters) every day and pings me only when something is worth answering.

A REAL EXAMPLE

I don't scroll the group anymore. I get a heads-up when there's a question I can actually help with, and I write the answer myself.

START WITH ONE

Decide what “worth my time” means first. That's the real work; the checking is easy.

COPY-PASTE PROMPT

```
Here are today's posts from a group I'm in: [paste]. I can help with [your topics].
Show me only the posts where I could give a genuinely useful answer, with one line on
why. Skip everything else.
```

8 Prospect Researcher

I call him Jordan

Nothing sends without my yes

WHAT IT DOES

Researches businesses on the public web and drafts a first message for each one.

A REAL EXAMPLE

Jordan does the homework and writes a draft that's specific to that business. **Nothing sends without my yes**, and I edit plenty of them.

START WITH ONE

Research one business you'd like to work with and draft one helpful message, not a pitch.

COPY-PASTE PROMPT

```
Here is a business's public website: [link or pasted text]. Summarize what they do in
3 bullets, name one thing I could genuinely help with, and draft a short, friendly
first message that offers something useful first. No hard sell.
```

9 Real Estate Assistant

I call her Milla

Day job

WHAT IT DOES

Helps with listings, content and follow-through for my real estate business.

A REAL EXAMPLE

Milla drafts listing copy and content and keeps follow-ups from slipping. Anything that touches a client, I review before it goes out.

START WITH ONE

Turn your rough notes into a first draft, then make it yours. Check it against your local rules before you publish.

COPY-PASTE PROMPT

```
Here are my notes on a property: [beds, baths, features, neighborhood]. Write a warm, accurate listing description under 150 words. Describe the home, not the buyer, and don't exaggerate anything.
```

10 Health & Local Concierge

I call him Dr. Arnold

Personal

WHAT IT DOES

Fitness and health reminders, plus finding local places and appointments.

A REAL EXAMPLE

Reminders to move, stretch and keep up with routines, and help finding a local spot or booking an appointment so it doesn't sit on my list for weeks. It's a reminder system, not a doctor.

START WITH ONE

Start with one habit and one reminder. Keep any medical questions for a real professional.

COPY-PASTE PROMPT

```
I want to build one simple habit: [walk 20 minutes / stretch / drink more water]. Give me a realistic weekly plan, and write 3 short, friendly reminder messages I can set on my phone.
```

YOUR TURN

Start with one agent this week

If you only try one, try the daily brief (Job 1). It's low-risk, it helps on day one, and it teaches you how to give an AI clear instructions.

1. **Pick one job.**
   Choose the task you put off most often. One job, not five.

2. **Write the rules in plain words.**
   What it should do, what it should never do, and when to ask you first.

3. **Use the prompt from that page.**
   Paste it into the AI tool you already have and fill in the brackets.

4. **Check its work every time at first.**
   AI can sound sure and still be wrong. Read before you trust.

5. **Keep the approval step.**
   Drafts are free. Sending, spending and client contact wait for your yes.

6. **Run it for a week, then adjust.**
   Tighten the instructions where it missed. That's where it gets good.

RULES I GIVE EVERY NEW AGENT

COPY-PASTE STARTER RULES

```
Your job: [one sentence]. You may: read what I give you and write drafts. You may not: send anything, spend money, contact anyone or delete anything. If you're unsure, ask me. Keep answers short and tell me what you're not sure about.
```

THANKS FOR READING

Start with one.
Stay in control.
Add the next when you're ready.

AiGen is where I share what's working with my own AI team: the setups, the prompts and the lessons, for small-business owners who want the help without the hype.

Want more ideas like the ones in this guide? Come see what we're building.

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The AiGen team