

AI BUSINESS OPERATING SYSTEM

30-Day Action Plan

Thirty days, one chosen task, no new software - a focused path from reading to first implementation.

The 30-Day Action Plan

Thirty days, one chosen task, no new software. This is not a summary of the book; it is the shortest path to a first result that survives, drawn from Chapters 1 to 5 — the first five steps of the Implementation Spine. Do not add to it. The businesses that fail in the first month fail by attempting more than this.

One rule for the whole month: nothing sends, files or publishes without a person reading it first. You are building judgment about the output, and you cannot build it from work you did not read.

Week 1 — Capture

Chapter 1. About two hours across the week. No tools.

Day	Do this
1–5	Every person in the function writes down every task that repeats, as it happens, however small. Ninety seconds counts. Do not filter, do not score yet. Memory produces eight to twelve tasks; a week of writing produces thirty to fifty
5	Collect the lists into one. Count them. The gap between what people remembered and what they wrote down is the leverage this month is about

End of week 1: a complete capture. Nothing scored, nothing chosen.

Week 2 — Score, rank, choose the stack

Chapters 1 and 2. About three hours.

Day	Do this
8	Score every captured task against DRIP — Defined, Repeatable, Independent, Predictable — with the person who does the task present. One point each
9	Rank: by DRIP score, then within each band by minutes reclaimed per week (frequency × time per instance). This is Worksheet 1.1 — the ranked queue. Gate 1 passed when at least one task scores 3/4 or 4/4
10	Choose one task from the top of the queue that you personally

	touch. Not the most visible. The one the ranking says
11	Name your four rungs for that task — where it is captured, how it connects, what computes, where the verified result is stored. Worksheet 2.1
12	Write your Store data rules: what personal data may reach permanent record, on what basis, for how long, and what must never be pasted into a model. Gate 2 passed

End of week 2: a ranked queue, one chosen task, four named rungs, written data rules.

Week 3 — Brief

Chapter 3. About two hours.

Day	Do this
15	Write the prompt for your chosen task in BRIEF: Background, Role, Instructions, Examples, Format. Worksheet 3.1
16	Write the RULES block — six lines, the longest section. Name at least one specific failure this exact prompt must never produce. Add: if required information is missing, stop and say so rather than guessing
17	Run it on three real cases from last month. Read every output in full
18	Patch one line — the rule that addresses the failure you saw most. Run again
19	Gate 3 passed when it has produced acceptable output twice in a row on real material. Save it as version 2, dated

End of week 3: one working prompt, tested, versioned.

Week 4 — First build, and the first artefact

Chapters 4 and 5. About three hours.

Day	Do this
22	Write one KPI entry for the task — the number that will tell you it worked, with its formula. Chapter 7 shows the full sheet; one row is enough now. Gate 4 passed
23	Build the task at Level 1 or Level 2 (Appendix J): AI drafts, a named person approves every output before anything leaves. Chapter 4's inbox triage is the model even if your task is not email
24	Create the Business Brain: one place, one owner, at your Store rung. Not a new product — the drive you already have

25	Score the two or three documents your chosen task depends on against ARS, with the person who uses each one. Anything 5 or above enters the Approved Documents Register with its status. Worksheet 5.1. Gate 5 passed
26	Put a review date in a calendar that is not only yours

End of week 4: one task running with a human at the gate, one KPI, and a Business Brain with its first artefact in it. That is the DECIDE phase complete and the BUILD phase begun.

What you deliberately have not done

Not done	Why
Bought or subscribed to anything	The Stack Ladder's biggest returns come from connecting what you already have (Ch 2)
Let anything send automatically	You have not yet built judgment about the output (Ch 4)
Built a second thing	Two half-finished automations return less than one finished one
Automated anything customer-facing without a named checkpoint	Spine step 8 is not optional (Ch 3)
Skipped the data rules	The Store rung is where data-protection obligations become concrete (Ch 2)