Comnexiom

DIGITAL JEDIS · AI QUICK WINS CHECKLIST

10 places a Digital Jedi can save your team hours this month

A Digital Jedi is an AI Employee that Comnexiom sets up, trains and manages on top of the email, calendar and tools you already use. Everything it drafts waits for your OK.

How to use this list: check every box where your team still does the work by hand. Checked two or more of the first three? That is exactly what the Starter crew does.

LEADERSHIP & ADMIN

- [ ] 01 **Your morning brief**
  CHIEF OF STAFF
  Starts your day with open loops, today's meetings and drafted replies in one message.
  Try this month: Ask for a brief of everything waiting on you before 8 AM.

- [ ] 02 **Inbox triage**
  INBOX MANAGER
  Sorts the inbox daily, flags what needs you and drafts the replies.
  Try this month: Let it draft replies to routine requests. You approve, edit or toss.

- [ ] 03 **Meeting follow-up**
  MEETING FOLLOW-UP ASSISTANT
  Turns each meeting into a recap, action items and a follow-up email.
  Try this month: Send the recap the same day, after every client call.

SALES & MARKETING

- [ ] 04 **Prospect research**
  SALES DEVELOPMENT REP
  Researches ideal-fit prospects and drafts first emails.
  Try this month: Pick one industry. Get a short list and a first-touch email for each.

- [ ] 05 **Proposals and quotes**
  PROPOSAL WRITER
  Turns discovery notes into branded proposals and quotes.
  Try this month: Hand over the notes from your last discovery call.

- [ ] 06 **Social posts**
  SOCIAL MEDIA MANAGER
  Drafts LinkedIn, Facebook, Instagram and X posts in your voice.
  Try this month: Approve a month of posts in one sitting.

- [ ] 07 **Showing up in AI answers**
  SEO & AI-SEARCH SPECIALIST + VISIBILITY AUDITOR
  Checks whether AI assistants recommend you and writes briefs built to rank in Google and AI answers.
  Try this month: Get a short list of what to fix on your website.

CLIENTS & OPERATIONS

08
Client check-ins and reviews
CLIENT SUCCESS MANAGER

Drafts check-ins, upsells, win-backs and review requests.

Try this month: Reach every client you have not talked to in 90 days.

09
Reminder and confirmation calls
PHONE CALLER

Makes reminder and confirmation calls, then reports back.

Try this month: Confirm next week's appointments without picking up the phone.

10
Answers from your own documents
KNOWLEDGE DESK

Answers your team's questions from your documents, with sources.

Try this month: Load your handbook and service guides. Let staff ask it first.

HOW IT WORKS

1 Discover
We learn how your business runs and where time is slipping away.

2 Build
We set up the right Digital Jedis on your existing email and calendar.

3 Train
Each one learns your services, voice, pricing and documents.

4 Go live
Your team starts work. Everything outgoing waits for your OK.

5 Monthly tune-up
We review results, trim waste and sharpen what works.

WHERE TO START

1 ROLE	3 DIGITAL JEDIS	6 TO 8 DIGITAL JEDIS	ALL 19 ROLES
Single Digital Jedi	**Starter**	**Growth**	**Full Team**
Any one specialist role from this list.	Chief of Staff, Inbox Manager and Meeting Follow-Up. 30-day pilot available.	Starter plus sales, proposals, marketing and social media roles.	Every role, overseen by the Workforce Designer and Usage Controller.

Plus your AI subscription, billed to you directly: you own your AI account. Already have computers, email and a website? Keep them. No IT contract, hardware swap or website rebuild required. Starting a new business from scratch? Ask about Startup Launchpad.

OUR PROMISES

Nothing goes out without your OK.
Every email and every post is drafted for your review. You approve it, edit it or toss it.

They work as one coordinated team.
A hot lead goes to the Chief of Staff for booking, Follow-Up writes the recap and the Proposal Writer drafts the quote.

Ready to meet your AI team?

Book a free 30-minute AI Workforce Call.

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