FREE GUIDE

The 4-Day AI Setup

Save 20 Hours a Week

A simple, no-tech-skills plan to put Meta AI to work in your business — using free tools you already have.

By Part-Time Entrepreneur Mindset

Four days. Three free tools. Twenty hours back every week.

DAY 0

Claim 1 billion bonus tokens

Start your AI employee with a full tank — free.

Muse runs on tokens — the fuel for your AI employee. My invite code adds 1 billion tokens that never expire (~3 years of daily use, free) — and I get the same bonus when you redeem it.

My invite code

E9HT98

1. **Join.** Go to muse.ai/join and create your Muse account (US/Canada, 18+).
2. **Open Settings.** In Muse, open Settings and find “Redeem invite code”.
3. **Enter the code.** Type E9HT98 and confirm — within 48 hours of joining.

DON'T MISS THE WINDOW

The 48-hour window is strict: redeem the code the same day you join, then check your token balance in Settings to confirm the bonus landed.

Code used up? DM me INVITE on Instagram.

FROM THE LAB

Why we made this

Everyone talks about AI like it's magic. It's not — it's plumbing. The people getting 20 hours a week back aren't smarter than you. They just did the setup: their messages answer themselves, their content gets made in batches, their calendar books itself, and everything is locked down.

That's what these 4 days are. One system per day, in plain language, no tech degree required. Do them in order, check the boxes, and by Friday your business runs quieter than it ever has.

— The Lab

THE 4-DAY AI SETUP

Why this matters

What 4 days of setup buys you.

If you run a business alone, admin work eats your day: answering the same customer questions, making content, scheduling calls. It adds up to 4.5 hours a day.

This guide hands that work to AI — and gets it down to about 45 minutes a day. That's 20+ hours a week back.

The 3 tools you'll use

1. **Meta AI assistant.** Answers questions, writes text, creates images. Lives inside WhatsApp, Instagram, Facebook, and Messenger. Free.
2. **Meta Business Agent.** Auto-replies to customer messages 24/7 on Messenger and WhatsApp Business. Free to start.
3. **Muse.** Your AI agent: reads email, schedules calls, handles routine admin. Free tier covers daily use.

DAY 1

Customer messages on autopilot

Goal: never manually answer “how much?” again.

1. **Open Business Suite.** On desktop go to All Tools → Meta Business Agent. (Or Tools → Meta Business Agent in the WhatsApp Business app.)
2. **Connect your channels.** Link your WhatsApp Business number and Instagram DMs.
3. **Teach it your business.** Upload a simple doc with your FAQs: prices, services, hours, refund policy.
4. **Switch on auto-replies.** Let it handle common questions instantly, day or night.
5. **Set the safety net.** Tricky, custom, or high-value messages route straight to your inbox for a personal reply.

TIP

Start with your 10 most-asked questions. That covers about 80% of incoming messages.

DAY 2

Your content creation kit

Goal: a week of on-brand content in one sitting.

1. **Open the studio.** Go to vibes.ai, or open the Vibes studio inside the Meta AI app.
2. **Save your brand ingredients.** Upload your photo or logo, brand colors, and a background you like. Save them as reusable ingredients.
3. **Run the loop: Discover → Create → Remix.** Find a trending style, generate your version, then remix it with your brand ingredients.
4. **Build short clips.** Generate 5-second clips, extend to 9, add a voiceover or trending music on the timeline.
5. **Post everywhere.** Send finished clips to Reels and Stories.

TIP

Batch it: one focused hour on Sunday gives you content for the whole week.

DAY 3

Your AI scheduling assistant

Goal: no more back-and-forth “when are you free?”

1. **Connect calendar + email.** Link them inside Muse so the agent can see your real availability.

2. **Paste this setup prompt.** Copy the text below into Muse:

> *“You are my scheduling assistant. Meetings are 30 minutes. My hours: Mon–Thu, 9am–4pm EST. Max 3 calls a day. Leave 15 minutes between calls. Require 24h notice. Before offering times, ask about the client's goals and timeline. Offer 2–3 specific slots. Never send invites without my explicit approval.”*

3. **You approve, it executes.** Muse drafts replies and holds slots — nothing sends without your explicit OK.

TIP

The approval rule is the whole trick: AI does the work, you make every decision.

DAY 4

Lock it down

Goal: private, safe, and under your control.

Your 4-day checklist

1. **Turn off AI training.** In Settings → Data controls, opt out of training on your chats.
2. **Clean the memory.** Remove any sensitive topics from the agent's memory when you're done with them.
3. **Pay safely.** For subscriptions and software, use single-use virtual cards (Stripe Link) locked to one merchant and amount.
4. **Keep approvals on.** Every purchase needs your on-screen confirmation. Nothing moves without you.

- [ ] Day 1: Business Agent connected, FAQs uploaded, escalation set
- [ ] Day 2: Brand ingredients saved in Vibes, first clips generated
- [ ] Day 3: Calendar + email connected, scheduling prompt pasted
- [ ] Day 4: Privacy toggles set, virtual cards ready

Done? You just bought back 20 hours a week.

WHAT'S NEXT

Keep going

This guide is the starting point, not the finish line.

You now have AI handling your messages, your content, and your calendar. The next step is learning to use it to earn — and that's what we teach every day.

Follow for daily AI tips

1. **Facebook.** Part-Time Entrepreneur Mindset — AI and business systems, daily.
   mvle.nl/FB-ptem

2. **Instagram.** @parttimeentrepreneurlab — put your phone to work.
   mvle.nl/Insta-lab

Have a question?

DM me the word ROADMAP on Instagram and I'll point you to your next step.