

O P E R A T O R G U I D E

Grok Bot for Small Business: Standing Duties That Run Without You

A Grok Bot is a persistent agent with memory and tools. It can run on a schedule or when triggered. For owners the highest-value uses are standing duties, not one-off chats. It keeps a narrow job running while you are elsewhere.

01 What it is good for

- ☐ Weekly operating rhythm. Pull numbers, summarize what moved, flag what is stuck, and drop a short brief every Monday.
- ☐ Intake and follow-up. Read new form submissions, draft the first reply or the internal task, and keep a running list of open items.
- ☐ Content and guide maintenance. Draft or update short guides, FAQs, or email sequences based on questions that actually come in.
- ☐ Research on demand. Competitive checks, regulatory updates, or supplier comparisons that you would otherwise do manually.
- ☐ Handoff documents. Keep a living operations brief that a new hire or fractional operator can read on day one.

02 What it is not good for

It does not make the final decision on pricing, hiring, or strategy. It does not handle exceptions that have never happened before. It does not replace a person who still needs to own the outcome.

03 Where to start

Pick one recurring task that is already written down. Give the bot a narrow job and a clear definition of done. Keep a human in the loop for anything that leaves the business or affects a customer. Measure success by hours returned, not by features.

Start with a process that is already written. A bot cannot run what still lives in someone's head.

04 What to do next

Write down one recurring task you do every week. Define what done looks like. Give that job to a bot. Review the first few outputs. Then decide if it stays.