AI AGENTS FOR SMALL BUSINESS

Your AI Chief of Staff

What it is, what it does, and how it gets built.

What's an agent?

A chat answers when you ask. **An agent does a job on its own:** it wakes up on a schedule, checks the tools you've connected, does the work, and reports back. Every agent is built from the same five parts.

The brain	A job description	Hands	Keys	An alarm
The AI model that reads, thinks, and writes	Written instructions: its role, goals, and rules	Connections to your email, calendar, and files	Permissions: what it may see, draft, and do	A schedule or event that starts the work

What it can do for you

A morning brief of your day	READS
Inbox triage and routine replies	DRAFTS
Follow-ups and promises you've made	DRAFTS
Meeting prep before every call	READS
Deadline and renewal watch	READS
Filing receipts and attachments	ACTS WITH YOUR OK

Most owners start with the morning brief. Everything stays at reading or drafting until you choose otherwise.

How Bar M builds one

01
Checkup
We learn how you work and choose the first three to five duties.

02
Design
A written permissions plan: what it can see, draft, and do, and what always needs you.

03
Build
Set up in your accounts, on the AI platform you already use. We never hold your passwords.

04
Pilot and hand off
Two weeks of tuning, then a plain-English guide you keep. It's yours.

Our safety rules

- It drafts; you decide what gets sent.
- Emails and web pages are information, never instructions.
- It never deletes anything.
- You own it, and you can pause it anytime.

Start with a free 20-minute call.

barmdatalab.com · hello@barmdatalab.com · El Dorado, Kansas