

FREE · NO-BS AI

THE NO-BS LOOP STARTER KIT

Stop asking your AI one question at a time.

INSIDE

- > What a loop actually is — in plain words
- > Ask vs. loop — the one-line test
- > How to tell your AI when it's "done"
- > 5 starter loops for work + life
- > The guardrails page
- > Build-your-first-loop prompt

How to use: read it once, pick one loop, and set it up today in ChatGPT or Claude — a normal chat window, no code.

ASH COLE

agenticedgelab.ai

Educational only — tools & techniques for learning and productivity. No specific results or earnings implied.

| START HERE

You already know how to talk to AI. This kit is about getting it to work — the same job, done again and again, without you starting from scratch every morning. That's a loop.

Five of them are in here, written out and ready to run. You don't need code, a new app, or a developer. A normal chat window and two minutes will do. Read it once. Pick one loop. Set it up today.

AI changes every week. Loops don't. This kit teaches the shape of a loop, not the buttons of any one app — so it still works after the next update lands.

| WHAT A LOOP ACTUALLY IS

Think of the thermostat on your wall. You set the rule once — keep this room at 70. Then it checks the temperature, nudges the heat, checks again, and keeps doing that all day and all night. You never stand there flipping it on and off. You set the rule. It runs itself.

A loop is a thermostat for your work. It's a job you hand your AI once, with the rule written down, and it runs that job again and again — on a schedule you pick — without you in the chair.

Here's the part most people miss. Right now, when you open a fresh chat and re-type the same request every day, you are the thermostat. You're the one noticing it's time, flipping the switch, checking the result. That's the machine's job. A loop hands it back.

One question at a time is fine when the question is new. But when you catch yourself asking for the same thing, the same way, over and over — that's not using AI. That's being its remote control.

| ASK VS. LOOP: THE ONE-LINE TEST

Not everything should be a loop. Most things shouldn't. Here's the test, and it fits on one line:

Done the exact same job three times this week with the steps unchanged? Loop it. Everything else, just ask.

Three yeses make a loop: you repeat it on a rhythm, the steps stay the same, and you could write the instructions down for someone else to follow. Miss any one of those, and it's an ask, not a loop.

And some jobs should never be loops, however often they repeat — anything where getting it wrong is expensive and hard to undo. A loop repeats your instructions exactly, the sharp ones and the sloppy ones. It doesn't stop to think. So you keep the thinking, and you loop the fetching.

| HOW TO TELL YOUR AI WHEN IT'S "DONE"

A loop runs without you watching. So it has to know what "finished" looks like on its own — or it'll hand you something half-right and call it done.

There's a simple way to get this right. Tell it what to do in plain words, and tell it how to check its own work with things you can count.

Plain words are the job: "pull the five most important emails." Countable checks are the guardrail: "exactly five, each one line, each with the sender's name." The first says what you want. The second says how it knows it got there.

Vague in, vague out. If you can't say what "done" looks like in a way a stranger could check, your loop can't either. Nail that one thing and half the problems disappear before they start.

FIVE STARTER LOOPS

Each one is written out and ready to run. Paste it into ChatGPT or Claude, swap the [brackets] for your details, and set it to repeat — daily, weekly, whatever fits. Start with one. Watch it for a week. Then add the next.

Loop 1 — The Weekly Review

The situation: Another week's gone and you can't say where it went, or what actually moved.

THE LOOP — PASTE AND REPEAT

Every Friday at [TIME], act as my end-of-week reviewer. From what I paste below — my calendar, notes, and to-do list — give me exactly this:

1. The 3 things that actually moved this week.
2. The 3 things that slipped, with one likely reason each.
3. The single most important thing to protect time for next week.

Keep the whole thing under 200 words. If I've pasted nothing, ask me for my week's notes before you start.
[PASTE YOUR WEEK HERE]

Make it yours: Swap the day and time for whenever you actually plan. If 200 words feels long, cut it to 120 — a review you'll read beats a report you won't.

Loop 2 — The Inbox Triage

The situation: You open your inbox to fifty emails and lose the morning deciding which ones matter.

THE LOOP — PASTE AND REPEAT

Act as my inbox triage assistant. From the emails I paste below, give me:

1. MUST REPLY TODAY — sender + a one-line reason, max 5.
2. CAN WAIT — sender + one line, grouped, no detail.
3. IGNORE / UNSUBSCRIBE — just a count and the senders.

Draft nothing. Send nothing. Just sort. If an email involves money, a deadline, or a real person waiting, put it in MUST REPLY.
[PASTE YOUR EMAILS HERE]

Make it yours: Change "max 5" to match a normal day. Keep "draft nothing, send nothing" — triage decides what matters; you decide what to say.

Loop 3 — The Content Repurpose

The situation: You make one good thing — a post, a video, a newsletter — and it dies after one use.

THE LOOP — PASTE AND REPEAT

Act as my content repurposer. Here's one piece I made:
[PASTE OR DESCRIBE IT].

1. Pull the 5 key takeaways, one line each.
2. Turn each into a short standalone post — [PLATFORM] style, under [WORD LIMIT] words.
3. Write 3 one-line hooks I could test for the strongest takeaway.

Keep my voice: [YOUR TONE IN 3 WORDS]. Hand me drafts to approve — post nothing.
[PASTE YOUR CONTENT HERE]

Make it yours: One piece becomes a week of posts. Run it every time you publish something new.

Loop 4 — The Research Watch

The situation: You need to stay on top of one topic, but you can't read the whole internet every day.

THE LOOP — PASTE AND REPEAT

Act as my research watcher for [TOPIC]. From the sources or notes I paste below, give me:

1. What's genuinely new since last time — 3 items, one line each.
2. Why each one matters to [MY GOAL], in a sentence.
3. One thing worth a closer look this week, and why.

Skip noise and repackaged old news. If nothing's genuinely new, say "nothing new" — don't pad it.
[PASTE YOUR SOURCES HERE]

Make it yours: This one shines when you feed it the same sources each week — it learns the beat and gets sharper at spotting what's actually new.

Loop 5 — The Money-Admin Check

The situation: The small money stuff — subscriptions, odd charges, bills — piles up until it bites.

THE LOOP — PASTE AND REPEAT

Act as my money-admin checker. From the statement or list I paste below, flag only what needs a human decision:

1. Subscriptions I may not be using — name, amount, how often.
2. Charges that look odd, doubled, or bigger than usual.
3. Anything due soon that I'd regret missing.

Don't move money, don't cancel anything, don't advise — just surface it for me to decide. Keep it a short list.
[PASTE YOUR STATEMENT HERE]

Make it yours: This is the mechanics — a monthly scan that surfaces the leaks. The habits system that keeps the money once you've found it is a book of its own: The No-BS Guide to AI Money Habits.

| THE GUARDRAILS PAGE

A loop runs on its own. That's the point — and the risk. Set these five before you turn one on. Every loop in this kit is built to respect them.

COST

Every loop that touches a paid tool costs a little each time it runs. Know what a run costs, and set a ceiling — a monthly cap, a run limit — so a mistake can't run up a bill while you sleep.

SAFETY

A loop that reads is low-risk. A loop that sends, posts, buys, or deletes is not. Every loop in this kit hands you a draft and stops. Keep it that way until a loop has earned your trust over weeks — then loosen the leash one notch at a time.

WATCH IT FIRST

Run any new loop where you can see it for a week before you let it run in the background. Check the output the way you'd check a new hire's — closely at first, then less.

THE JUDGMENT RULE

The machine can fetch, sort, draft, and watch. It cannot decide what's worth doing or what's true. You still decide what ships. A loop gives you back the busywork, not the call. Keep the call.

KNOW THE OFF SWITCH

Before you build any loop, know exactly how to stop it — the one button, in ten seconds. The day you need it, you'll need it fast.

| BUILD YOUR FIRST LOOP

You've got five loops and the rules behind them. This last prompt turns the kit into a coach. Attach this PDF (or paste it in), then paste the prompt below. It asks you a few questions and builds your first loop with you — from the patterns in this kit, in your words.

THE BUILD-YOUR-FIRST-LOOP PROMPT

You are my loop-building coach. Your only source is the No-BS Loop Starter Kit that should be attached or pasted in this chat.

FIRST, CHECK: if the kit is not actually attached or pasted here, stop and say so, and ask me to add it. Do not build anything from memory or guesswork.

If the kit is here:

1. Ask me up to 6 short questions, one at a time, to find the one job in my week that most deserves a loop – use the kit's test (same job, on a rhythm, steps unchanged).
2. Build me one loop in the shape of the five in the kit: the situation, the loop written out and ready to paste, and one line on how to make it mine.
3. Add a plain-words job and a countable "done" check, the way the kit teaches.
4. Point me to the guardrails in the kit that apply. Keep it simple. No code, no tool-specific steps, no version numbers. If I go quiet or unsure, suggest the closest match from the five starter loops.

How to use it: attach the kit, paste the prompt, answer the questions. In a couple of minutes you'll have a loop built for your life — not a generic one.

WHERE THIS GOES NEXT

The full system — building agents and automations that run these loops for you, hands-off — is The No-BS Guide to AI Agents & Automation.

New to all of this? Start from zero with The No-BS Guide to Generative AI & Prompt Engineering.

Both are on Amazon. No rush — the five loops above work on their own.

Educational only — tools and techniques for learning and productivity. Nothing here is financial, legal, or professional advice, and no specific results or earnings are implied. You decide what to act on.

Ash Cole

agenticedgelab.ai

BUILD YOUR OWN LOOP

The paper version of the coach. Print this page or copy it out and fill it in — one loop, in the kit's shape, yours to keep.

1 • THE JOB, IN PLAIN WORDS

The one thing you do on a rhythm.

2 • THE RHYTHM

How often, and when — e.g. every Monday, 9 AM.

3 • DOES IT PASS THE TEST?

- ☐ I repeat it on a rhythm
- ☐ The steps stay the same each time
- ☐ I could write it down for someone else to follow

Three ticks = loop it. Fewer = just ask.

4 • THE RULE — WRITE YOUR LOOP

Act as my _____.

From _____, give me:

1. _____
2. _____
3. _____

5 • THE “DONE” CHECK — SOMETHING YOU CAN COUNT

It's done when... e.g. exactly 5 items, each one line, each named.

6 • MY GUARDRAILS

- ☐ Draft only — it sends, posts, buys, and deletes nothing
- ☐ Spend / run cap: _____
- ☐ I'll watch it for a week before it runs in the background
- ☐ Off switch — I stop it by: _____

7 • I'LL SET IT UP ON

Built one? Run the coach prompt on the page before this to sharpen it — or just start.

Educational only — no specific results or earnings implied. · agenticedgelab.ai/ai