

The Entrepreneur's Office Manager

A free AI office manager for your small business, whatever it sells. Make a bot in Grok, paste a short message from **ancreationoffice.com/entrepreneur/**, and it starts setting itself up, asking you questions as it goes. Then: "Tell me about your business."

What it keeps for you

	What you get
A one-page business plan	What you sell, to whom, at what price, how customers find you, what it costs to run, break-even, and the one number to watch this month. Pricing for services as well as products.
Customers, quotes and invoices	Every possible sale with its next step and date, quotes that go out on time, numbered invoices, and a friendly reminder drafted when one is overdue. You do the sending.
Money each month	A short check at the start of each month: what came in, what went out, cash in the bank, how many months it lasts, and what's still owed to you.
A compliance calendar	Licenses, permits, annual reports, estimated and sales taxes for your state and town, each date traced to the agency's own page, with a reminder before it's due.
Records for tax time	An expense ledger and a mileage log, asked about as things happen and sorted at year end for your accountant.
Ready for your meetings	Tell it who you're meeting: a lender, an investor, an accountant, an insurance agent, an attorney, a buyer, a possible partner. It builds the packet that person will want, and a prep sheet for you.

How it works

It asks one question at a time and keeps everything in a private folder you choose (Google Drive or OneDrive works best), not in chat memory. It keeps the facts you give it apart from its estimates, never invents a number, and sends nothing without your yes, and leaves signing, paying and filing to you: it prepares the work, and you decide. On your own money it helps you do the work yourself; when other people's money, a contract, the law or safety is involved, it tells you when to bring in an accountant, attorney or other professional.

Status: Experiment. It's new and still being tried, so check its work. Inventing a product too? Its sister product, the Inventor's Project Manager, runs the product side, and the two share one folder.

Who built it, and what it costs

Mike Maier, Advance Now LLC: 30+ years running plants, launching products and building the systems behind them. **It's free.** You need at least a SuperGrok subscription and somewhere to keep the folder. Every instruction is open on GitHub (mminwi/an-creation-office).

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