Answer Library Kit

Canonical answers · published at the doorways · triage for the rest

The two moves that end the treadmill

Canonical answers

Each repeated question answered ONCE, at your best — complete, honest about limits, in your voice. You finalize every word.

Publication at the doorways

FAQ home base · auto-replies and bios · the asking surfaces (order forms, product pages) · content.

The triage card

STANDARD	It's in the library Canonical answer + warm personal line — seconds
EDGE	Genuinely new question You answer (money gate if stakes) — then INTO the library
ESCALATION	Complaint · refund · upset tone · big opportunity YOU, personally, from the first word — no templates

High-stakes rule

For safety, money, and promises: the canonical answer is reviewed once at FULL attention and reused verbatim — which beats fifty tired improvisations. Consistency is the safety feature.

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Library entries 1–3

Q1 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

Q2 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

Q3 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

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Library entries 4–6

Q4 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

Q5 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

Q6 — THE QUESTION (their wording):

THE CANONICAL ANSWER (complete · honest · yours):

PUBLISHED AT:

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What to do with this document

Your next steps

- [ ] Sweep 4–8 weeks of real messages and run the library builder
- [ ] Finalize every canonical answer word by word — full attention on high-stakes entries
- [ ] Publish the FAQ home base and position the top-3 answers at their doorways
- [ ] Every new question: answer twice — the asker AND the library

Keep going (free)

Every lesson of the Automation Academy is free at braintrain-ai-academy.com/automation-academy — problems first, tools second. This worksheet feeds directly into the next lesson of the module.

A NOTE FOR LATER

Later in this academy, documents like this one become your Automation Blueprint — a written plan of everything you want built. You can build it yourself with what these lessons teach. And if you would ever like help designing it around your specific situation, BrainTrain AI Coach can guide you step-by-step. For now: run the worksheet. That is the whole assignment.