Document-on-Demand Builder

Three ingredients + draft → shape → check — the end of the blank page

The method

Recurring documents are assembled, not invented: gather three ingredients, let AI draft in your proven structure, shape as an editor, then check numbers first. Novel thinking still gets the blank page — this kit is for the twelve-times-a-year documents.

The three ingredients

1 · THE TEMPLATE

Your actual best past version, blanks marked — not a description. It carries sections, order, tone, and length.

2 · THE SOURCE MATERIAL

This period's real information, gathered by checklist BEFORE drafting.

3 · THE STANDARD

Audience · length cap · tone · the anti-invention rule (never invent — mark gaps ASK).

The check — strict order

1. NUMBERS — verify every figure against the source. No exceptions.
2. COMPLETENESS — did anything from the source silently vanish?
3. TONE — does it sound like you, for this audience?

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Your document kit — one per recurring document

DOCUMENT: _____ **HOW OFTEN:** _____

TEMPLATE — where my best past version lives + the blanks I marked:

SOURCE CHECKLIST — the 3–6 things I always need before drafting:

THE STANDARD — audience · length cap · tone · anti-invention rule:

SHAPE NOTES — my usual editor instructions (what AI drafts always need from me):

TIME LOG — blank-page time before vs. assembly time now:

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Mini-recipes — the big three

THE RECURRING REPORT

Template: last period’s, numbers blanked · Source: this period’s data by checklist · Extra AI job: "flag anything unusual vs last period" — it drafts the what, you supply the why · Review: numbers → completeness → tone.

THE PROPOSAL

Template: your best-ever ACCEPTED proposal · Source: this client’s situation and scope notes · Standard: mirror the client’s own words; no deadlines or prices without your explicit input · Review: heaviest — every commitment gets your careful read.

THE STATUS UPDATE

Template: your standard format · Source: tracker + meeting archive (fills itself — your Lesson 2 system feeds this one) · Standard: short, scannable, honest about blockers · Review: 2 minutes — framing + numbers.

The compounding move

After every shipped document: save the finished version as the new template. Each cycle absorbs this period’s improvements — the same loop as your Reply Library and standing blocks.

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What to do with this document

Your next steps

- [ ] Build one kit for the document whose blank page you dread most (page 2)
- [ ] Next time it's due: gather by checklist → assemble → shape → check numbers first
- [ ] Ship it, log the time, and save the result as your new template
- [ ] Stretch: build a second kit — it will take half as long

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.