

My Grok Bot Setup *for Agents*

A simple, step-by-step guide for agents who are new to AI.

BY TINA CAUL

Start here

First, get your Grok Bot at **x.ai/bot**.

Agents are being told they need to do it all now. Sell homes. Answer every email. Post every day.

You don't have to do it all by yourself. A Grok Bot can help you stay organized and save time. You don't need to be techy. You just need to follow the steps.

Here's exactly how I set up mine.

STEP 1

01

Connect your tools

Your Grok Bot will ask for permission to use your Gmail and your Google Drive. You just tap yes.

It sets up the connections for you. No technical stuff. You never type a password into the chat.

STEP 2

02

Give it access, like I did

I gave my Grok Bot access to my Gmail and my Drive. Then I asked it to set up my folders and organize my Drive.

It did it for me.

> PASTE THIS IN:
>
> You have access to my Gmail and my Google Drive. Help me get organized. Start by setting up my folders.

STEP 3

03 Make 3 folders

Your bot makes 3 folders:

1. Inquiries
2. Listings
3. Closings

It moves your emails and files into the right folder, so you can find them fast.

STEP 4

04 Sort your new emails

Your bot reads new emails and sorts them by what they're about. It tags the important ones. It flags anything urgent, so nothing slips.

> **PASTE THIS IN:**
>
> Every morning, sort my new emails into Inquiries, Listings and Closings. Tag the important ones. Flag anything urgent at the top.

STEP 5

05 Get a short to-do list

Each day, your bot makes a short list of what to do. Things like:

- [ ] Check new leads
- [ ] Save listing photos
- [ ] Send 3 client updates

Short and simple. You know what to do the second you sit down.

STEP 6

06

Keep your Drive tidy

Your bot puts each file in the right folder. It gives files plain names you can read, like `Listing-1234-Promo.pdf`.

No more digging for that one file.

STEP 7

07

Read your morning summary

Every morning, your bot sends you a short summary. What's new. What you need to do today.

> **PASTE THIS IN:**
>
> Every morning at 7 AM, send me a short summary of what's new and my top things to do today.

STEP 8

08

Tell it what you like

Your bot will ask what you like and what you don't. Answer it. It gets better at sorting your emails and files over time.

STEP 9

09

Check in and fix it

If something isn't right, just tell your bot. Say it like you'd say it to a person. *"Put this kind of email in Listings."* It changes its rules so it works better next time.

STEP 10

10 Let your bot handle your videos

This is the one everyone asks me about. If I were still selling and knew I had to do social media, I would never edit a video again.

MAKE 3 MORE FOLDERS IN DRIVE:

1 Raw.

Drop your phone videos here. That's your only job.

→

2 Finished.

Your bot puts the edited clip here.

→

3 Processed Raw.

Your bot moves the raw video here when it's done.

Here's what your bot does:

- Checks 1 Raw two times a day
- Cuts the dead air and long pauses, and keeps your real voice
- Makes it tall for phones and adds captions
- Puts a hook at the top, never over your face
- Writes a caption for Instagram, Facebook, LinkedIn and TikTok

Then you say yes. Twice.

1.

Your bot sends you the clip and captions. You say yes.

2.

It loads them into Buffer as drafts. Nothing posts until you say yes again.

Film once a week. Approve once a week. Spend the rest of your time with your clients.

A few tips

01 Most agents aren't used to having help like this yet. That's okay.

02 Start with Steps 1 to 3. Add one step a week.

03 Repeat the steps as much as you need. You'll always know what to expect from your bot.

Want to build this *with me?*

Every Friday at 10 AM ET, I go live and show agents how to use AI in their business. I'll set it up with you, step by step. It's free.

tinacaul.org/friday

TINA CAUL