

The Beginner Setup Checklist

Everything to switch on before you create anything — done in one evening.

A FREE resource from DigitalSavvyHQ

Before You Start

This checklist gets your AI content workspace fully switched on — accounts created, tools connected, first outputs saved. Work top to bottom. Nothing here should take more than 90 minutes total.

Section 1 — Your AI Engine

- ☐ Create an account with one AI engine: ChatGPT, Claude, or Gemini (pick one — see the Tool Stack Guide)
- ☐ Upgrade to the paid tier (\$20/month) — free tiers throttle you right when you need them most
- ☐ Turn off "improve the model" / training-data sharing in settings, especially before pasting anything client-related
- ☐ Run 3 test prompts related to your content pillar and save the 2 best outputs

Section 2 — Your Content Operating System

- ☐ Create a free Notion account
- ☐ Duplicate or build the AI Content OS template (included in this toolkit)
- ☐ Add your first 3 content ideas to the Ideas Bank
- ☐ Set your content pillars (3-5 max) inside the workspace

Section 3 — Visual & Prompt Layer

- ☐ Create a free Canva account and bookmark Magic Studio
- ☐ Save the 50 Content Creation Prompts pack somewhere you'll actually reopen it (not a random download folder)
- ☐ Build one visual asset end to end — a graphic, carousel cover, or quote card

Section 4 — Automation (Optional — Week 2)

- ☐ Create a free Zapier or Make.com account
- ☐ Pick one Make Workflow Blueprint from this toolkit and build it end to end
- ☐ Test the automation once with real (or dummy) data before relying on it

Section 5 — Distribution & Delivery

- ☐ Create a free Beehiiv account (this is DSHQ's canonical email tool)
- ☐ Publish one welcome email, even a short one
- ☐ Create a free Stripe or Gumroad account — before you need it, not after

Section 6 — The 20-Minute Content Batch

- ☐ Write or record one pillar piece (500–800 words or a 10-minute walkthrough)
- ☐ Run it through the Content Repurposing Map to generate 3–5 micro-assets
- ☐ Schedule at least one repurposed asset for this week

DONE LOOKS LIKE

One AI engine account (paid). One Notion workspace live. One Canva asset made. One automation tested. One email sent. One piece of content repurposed. That's a fully switched-on system — everything after this is repetition.

Next Step: The DSHQ Vault

Every item on this checklist has a deeper, pre-built version inside The Vault — full Notion systems, 100+ prompts, and automation checklists ready to import.

vault.digitalsavvyhq.com