

NEXTLINQ SOLUTIONS INC

PRACTICAL GUIDE · SMALL BUSINESS EDITION

# The Grok Bot Playbook

## AI Teammates for

# Small Business

How to set up, organize, and safely run AI teammates for e-commerce, services, and local business operations.

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### READ THIS FIRST

This is an independent educational guide from Nextling Solutions Inc. It is **not** an official Cursor or xAI product manual. Facts about Grok Bot are summarized from public documentation available in October 2026 (sources listed at the end of this guide). Product names, plans, pricing, limits, and screens change frequently. Before you buy, configure, or rely on a feature, confirm the current details at [cursor.com/docs/grok-bot](https://cursor.com/docs/grok-bot) and [x.ai/bot](https://x.ai/bot).

**Who this is for**

Owners and operations managers at small businesses — online stores, service firms, and local businesses — who want AI help that actually finishes routine work, while keeping a human in charge of anything that sends, spends, publishes, or deletes. Read it as a self-serve operator guide; Section 10 is the optional path if you want Nextling (an AI consultancy) to stand it up or run it with you.

# What is a Grok Bot?

A Grok Bot is an AI teammate with its own computer. You message it like a colleague, give it a job, and it works across your apps and websites until the task is done — then comes back when it needs your approval.

Grok Bot's public materials describe Bots as "AI teammates with names, jobs, and context that compounds over time." Each Bot works on a **persistent cloud computer** with a browser, a filesystem, and a terminal, so tasks finish in your real tools instead of ending as a chat draft you have to copy and paste.

## Four ideas that make it different

### It has a computer

Bots use connected apps where available and operate a real browser and desktop for everything else. The computer lives in the cloud, not on your laptop.

### It keeps working

Work runs on the cloud computer, so closing the app, your laptop, or your phone does not stop a running task or a scheduled routine.

### It remembers its job

A named Bot keeps its memory, files, browser sessions, and preferences across sessions instead of resetting on every task.

### It works in a team

Bots can run in parallel, message each other, share context in group chats, and hand off tasks — so you are not the router between tools.

## How it compares

|                    | Chat-only AI assistant                               | Grok Bot                                                                    |
|--------------------|------------------------------------------------------|-----------------------------------------------------------------------------|
| Where work happens | In the chat window; you copy results into your tools | On a cloud computer with browser, files, terminal, and connected apps       |
| When it works      | While you are in the conversation                    | In the background and on schedules, even with your laptop closed            |
| Context            | Often resets per conversation                        | Each named Bot keeps role context, preferences, and summaries of prior work |
| Team model         | One assistant                                        | Many role-focused Bots that can coordinate and hand off work                |

### NOT THE SAME AS THE GROK APP

Grok (the chat app from xAI) and Grok Bot are two different apps. Grok Bot signs in with a Cursor account, and its usage is metered separately from any limits you see in the Grok chat app.

## What it is good for in a small business

- **Multi-step routine work** that spans a few tools: pull data, compare, summarize, draft, and leave it for review.
- **Recurring checks:** daily order or inbox triage, weekly spending reviews, competitor price scans.

- **Websites without an integration:** a Bot can operate many browser-based tools directly, and hands you any step that needs a human (logins, CAPTCHAs, payment checks).
- **Preparation before execution:** drafts, shortlists, reconciliations, and reports that a person approves before anything goes out.

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## SECTION 02

# How Grok Bots work

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Six building blocks explain almost everything a Bot can do — and the limits you should plan around.

### 1. One shared cloud computer per account

All of your Bots use the **same** cloud computer: its files, browser sessions, and app logins are shared, which makes handoffs work without repeating setup. Each Bot gets its own screen, so several can work in parallel (one computer-use task per screen at a time). The official docs are explicit that these screens are **work surfaces, not security boundaries**: if you sign in to a site with one Bot, every other Bot on your account can reach it too. Between different users, isolation is strict.

- **Browser** for websites and web apps, including ones without a connector.
- **Filesystem** with a shared /workspace folder for durable project files.
- **Terminal** for scripts, data processing, and generating files (spreadsheets, PDFs, CSVs).

### 2. Connected apps (connectors / MCP)

Connected apps give Bots a structured, more reliable way to work with services such as Gmail, Google Calendar, Google Drive, Notion, and Slack than clicking through a website. Grok Bot supports the same MCP servers, plugins, and skills as Cursor, and you can connect more than one account per service. Connected apps are account-wide (available to every Bot you run), and OAuth tokens are held on Cursor's connector backend rather than on the computer.

### 3. Skills

A **skill** is a reusable set of instructions for how to do a task: steps, decision rules, expected output, and safety boundaries. Skills are available across your Bots. You can ask a Bot to save a process you just completed as a skill, or — where available — use **Teach a task** to demonstrate a browser workflow once and have the Bot draft a skill from it.

### 4. Routines and triggers

A **routine** tells one Bot when to run a workflow: on a schedule (for example, every weekday at 8:00 AM) or after a supported event, such as a matching Slack message or GitHub notification. Routines run in the cloud while your laptop is closed. A test run does real work, so test with safe inputs.

### 5. Multi-bot coordination

Bots can message each other asynchronously, and you can put two to six Bots in a group chat with one shared outcome. Use @ to hand a request to one teammate. The docs recommend a **single owner at each stage**; parallel

handoffs create duplicate work and noisy updates.

## 6. Approvals and Auto Review

When an action needs approval, the conversation shows the proposed operation and its inputs, with **Allow once**, **Always allow** (saves a matching rule), and **Deny**. Behind those prompts, **Auto Review** is an independent review model that evaluates risky actions — shell commands, app calls, computer use, routine changes, and delegation — and can let an action proceed, require approval, or deny it. You can write your own rules in plain language (for example, "ask first before sending any external email").

### SENSITIVE STEPS STAY WITH YOU

For passwords, passkeys, two-factor codes, CAPTCHAs, and payment or identity checks, the Bot hands you the computer. You complete only the blocked step and tell it to continue. The Bot does not type your credentials or see your password. Never paste passwords or one-time codes into ordinary chat; use the secure secret request where supported.

## SECTION 03

# Setup in under an hour

You do not need a workflow builder. Setup is mostly a conversation: create a Bot, describe the job, and grant access as it asks.

## Step 1 — Get access (about 10 minutes)

Public sources list several ways to get Grok Bot access. At the time of writing these include:

- Tiers on **The X Subscription** (Premium, Super, Ultra), per the Grok Bot help center and [x.ai/bot](https://x.ai/bot) pricing.
- Eligible **paid individual Cursor plans** and the **Cursor Teams** plan.
- Linking an eligible individual **SuperGrok** tier or **X Premium+** account to a Cursor account, or signing in with a seat on a self-serve **Grok Business** plan.
- **Enterprise** access through a sales/account team.

Usage is metered weekly and resets each week. Some plans offer extra paid usage; you can set monthly caps. **We deliberately do not quote prices here** — check [x.ai/bot](https://x.ai/bot) and the Plans and billing page in the Cursor docs for current tiers and pricing.

## Step 2 — Install and sign in (about 10 minutes)

- Download the desktop app (macOS, Windows, Linux) from the Grok Bot page of the Cursor dashboard. Install the mobile app from the App Store (the help center also lists Android).
- Sign in with your Cursor account. There is no separate Grok Bot login; company SSO applies if you use it.
- After a short intro, your first Bot (named "Grok Bot") opens a chat with you.

### Step 3 — Create your first role-focused Bot (about 10 minutes)

Each Bot has three settings — **Name**, **Title**, and **Description** — which you can set in chat or in the Bot's details. Give each Bot **one primary job** in its first message, including its sources and approval boundaries, and ask it to remember them. A focused Bot builds more useful context than a catch-all helper.

#### EXAMPLE FIRST MESSAGE

Your name is Ops Desk. Your title is Daily order operations. Your job: each morning, review yesterday's orders and customer emails, flag anything late, damaged, or unusual, and give me a short prioritized list with links. Draft replies but never send them, and never issue refunds or change orders without my approval. Remember this for future work.

### Step 4 — Connect your tools (about 15 minutes)

Open **Connect apps** in the sidebar or follow an in-chat Connect card, then finish the provider login in your browser. Common small-business starting points:

- **Email and calendar:** Gmail and Google Calendar, or Outlook and Outlook Calendar.
- **Files:** Google Drive, Docs, Sheets, or OneDrive.
- **Accounting / CRM:** the docs list connectors such as QuickBooks Online, Zoho CRM, and Zoho Books.
- **Your store platform** (for example Shopify): use a connector if one is available to you; otherwise the Bot can work in the admin website after you sign in on its computer.

**Grant access as asked.** When a Bot reaches a site that needs a login, it hands you the computer; you sign in once, and the session persists for future tasks (shared across your Bots).

### Step 5 — Give it a real first task (about 10 minutes)

Pick something that spans a few tools and has a clear finish line. Review the result, correct it, and only then save it as a skill or routine.

#### FIVE-MINUTE FIRST RESULT

Summarize this document in five bullets. List every date, decision, and open question in a separate section, and cite the section for each item. Don't change the source file.

#### DESKTOP AND MOBILE

The phone app connects to the same Bots, conversations, routines, and cloud computer as desktop. From your phone you can message Bots, watch and take over the computer, approve actions, and pause or resume routines. Teaching by demonstration, testing routines, and updating the computer stay on desktop.

## SECTION 04

# Building a small ops desk

Think of Bots as specialists on a small team. Each one owns a job, a set of tools, and a clear line it must not

cross without you.

The official guidance: create a separate Bot when work has a **distinct goal, set of tools, working style, approval boundary, or recurring schedule**. Describe each role in operational terms — what it owns, what it produces, and what it must never do without approval.

A starter roster for a small business

| Role                | Owns                                                                     | Default boundary                                            |
|---------------------|--------------------------------------------------------------------------|-------------------------------------------------------------|
| Ops / Orders        | Order exceptions, fulfillment issues, stock alerts, daily ops summary    | Never refunds, cancels, or edits orders without approval    |
| Inbox & Calendar EA | Email triage, reply drafts, scheduling, travel options                   | Drafts only; never sends or accepts invites without OK      |
| Money (look-only)   | Spending summaries, subscription audits, invoice checks, anomalies       | Read-only; never pays, transfers, or cancels                |
| Research Analyst    | Competitor scans, vendor comparisons, market questions with sources      | Cites every claim; separates facts from assumptions         |
| Marketing / Sales   | Lead lists, outreach drafts, content drafts, campaign reports            | Never posts, publishes, or sends without approval           |
| Specialist tracker  | A narrow domain: equipment maintenance, crew schedules, compliance dates | Reports and reminders; never marks work complete on its own |

The router (COO / Chief of Staff) pattern

As the roster grows, add one coordinator Bot that you talk to first. It knows who owns what and hands requests to the right specialist, then summarizes results back to you. This keeps you out of the role of switchboard operator.

- **One owner per stage.** The router assigns; the specialist executes; the router reports.
- **Group chats for shared outcomes.** Put two to six Bots in one thread when a project needs visible handoffs (e.g., research → draft → review).
- **Judgment calls escalate.** A specialist can ask the coordinator — and the coordinator asks you for anything consequential.

EXAMPLE GROUP-CHAT KICKOFF

@Research gather pricing and shipping terms for our top five competitors and link every claim. @Marketing turn the findings into a one-page positioning draft. @COO check the draft against the sources and list only blocking issues. Don't publish anything.

## One Bot or several?

### Start with one Bot when...

- You are still learning what to delegate
- Tasks share the same tools and boundary
- Volume is low and nothing runs on a schedule yet

### Split into a new Bot when...

- A job has its own schedule or routine
- The approval boundary differs (e.g., money vs. drafts)
- Instructions for one job keep confusing another
- You want a clean, reviewable history per job

### REMEMBER THE SHARED COMPUTER

Splitting Bots organizes work and memory, but it does **not** wall off access. Every Bot can use the same files, browser logins, and connected apps. Enforce boundaries with written rules, approvals, Auto Review, and least-privilege accounts — not with separate Bots.

## SECTION 05

# Playbooks by use case

Seven short recipes. Each is a generic pattern you can adapt — start with a one-time run, review the result, then save it as a skill and schedule it.

### E-COMMERCE

## A. E-commerce / Shopify-style store operations

**Pattern:** an Ops Bot reviews orders, inventory, and customer messages each morning and returns an exceptions list. It prepares actions; you approve them.

- Flag orders that are late, unfulfilled past your SLA, or have address problems.
- Watch low-stock items and draft reorder suggestions for your supplier.
- Compare product listings against your price sheet and list mismatches.

### EXAMPLE PROMPT

Every weekday at 7:30 AM, open the store admin and list orders older than 2 days that are still unfulfilled, plus any SKU with fewer than 10 units. Give me a table with order links and a suggested next step for each. Don't change orders, inventory, or prices. If you can't reach the store, tell me instead of using yesterday's data.

### SUPPORT

## B. Customer support & storefront assistants

**Pattern:** a support Bot answers from **tool-backed sources** (order status, your policies, your catalog) rather than memory, qualifies leads before handing them to a human, and drafts every outbound reply for approval.

- **Tool-backed answers:** require it to look up the current order or policy and link the source in each draft.
- **Lead gate:** collect the basics (need, timeline, budget range, contact) before routing to you.

- **Human approval before send or spend:** refunds, discounts, and replies stay drafts until approved.

#### EXAMPLE PROMPT

Work the support inbox. For each new customer email, look up the order, check our returns policy doc, and draft a reply that cites the policy section. Label anything that asks for a refund over \$50 or mentions a chargeback as "Needs owner." Draft only — never send, refund, or offer discounts without my approval.

### RESEARCH

## C. Research & competitive scans

**Pattern:** a Research Bot produces sourced, reviewable briefs on a schedule or on demand.

#### EXAMPLE PROMPT

Each Monday, check the websites of these six competitors for price changes, new products, and shipping or return policy changes since last week. Return a table with what changed, a direct link, and the date you checked. Separate confirmed facts from guesses. If nothing changed, reply with one line saying so.

### FINANCE

## D. Finance & subscriptions (look-only)

**Pattern:** a "look-only CFO" Bot reads accounts, statements, and invoices, then reports. It never moves money and never cancels anything without an explicit OK.

- Monthly subscription audit: list recurring charges, last-used signals, and renewal dates.
- Flag duplicate charges, price increases, and unusual spend versus last month.
- Reconcile a transaction export against your expense policy and cite policy sections.

#### EXAMPLE PROMPT

On the 1st of each month, review last month's business card and bank transactions. List every recurring charge with amount, vendor, and whether it went up. Flag anything that looks duplicated or unfamiliar. You are read-only: never pay, transfer, cancel, or change any account. If you think something should be cancelled, ask me first and show the evidence.

### INBOX · CALENDAR · TRAVEL

## E. Calendar, inbox, and travel

**Pattern:** an executive-assistant Bot triages email, proposes meeting times, and prepares travel options — you approve sends, invites, and bookings.

#### EXAMPLE PROMPT

Every morning at 8, summarize my unread email into: needs my reply, FYI, and can archive. Draft replies for the first group in my voice. Check my calendar for conflicts this week and propose fixes. Don't send email, accept invites, or book anything without my approval.

#### TRAVEL PREP

I need to be in Denver for a client meeting on the 14th by 10 AM. Find three flight options and two hotels within 15 minutes of the address in the invite. Show prices and cancellation terms. Don't book — leave me the options.

## F. Aviation / equipment maintenance tracking (generic)

**Pattern:** a specialist tracker Bot keeps a maintenance and crew log in a spreadsheet or shared doc, watches due dates, and sends reminders. Useful for aircraft, vehicles, kitchen equipment, or any asset with inspection intervals.

- Track hours, cycles, or calendar intervals per asset and compute what is coming due.
- Summarize upcoming inspections and parts to order; flag overdue items prominently.
- Keep a dated change log; the Bot reports, a qualified person signs off.

### EXAMPLE PROMPT

Maintain the "Equipment Log" sheet. Every Friday, list every item due within 30 days or 25 operating hours, and anything overdue at the top in bold. Draft a parts list for the due items. Never mark an inspection complete or change a recorded value — only a qualified person does that. Note anything in the log that looks inconsistent.

### SAFETY-CRITICAL WORK

For regulated or safety-critical maintenance, a Bot is a reminder and record-keeping aid only. Airworthiness and sign-off decisions remain with qualified, certificated people and your official records.

## G. Lead generation & outbound drafts

**Pattern:** a Sales Bot researches prospects overnight, scores them against your ideal customer, and leaves a review list of drafts in your voice.

### EXAMPLE PROMPT

Find 15 local businesses in [city] that match our ideal customer: [description]. Use only public information. For each, give the website, a contact path, and one sentence on why they fit. Draft a short, personalized intro email for the top five in my voice. Skip anyone already in our CRM. Leave everything as drafts for me to approve by tomorrow morning.

## SECTION 06

# Best practices

Routines earn trust the way people do: automate preparation first, keep execution behind approval, and expand autonomy only after a track record.

### 1. Draft before send

Make "draft, don't send" the default for every Bot that touches customers, vendors, or the public. Ask for reviewable artifacts: drafts, spreadsheets with defined columns, documents with source links.

### 2. Put approval gates on consequential actions

- Keep **sending, purchasing, deleting, publishing, and production changes** behind approval.

- Write the boundary into the request itself — the docs call this the strongest boundary.
- Add narrow Auto Review rules ("ask first before sending any external email"). Avoid broad ones ("allow everything in the browser").
- Never approve an action whose target or effect you can't identify. Approvals from background work expire after about 10 minutes, so turn on notifications for Bots that need you.

### 3. Be usage-conscious with routines

- Usage is metered weekly. Schedule only what is valuable at that frequency (daily vs. weekly).
- Use narrow event triggers; avoid listeners like "every new message," which create noise and consume usage.
- Set spending caps where your plan allows. A cap does not stop a Bot mid-run, so a running task can go slightly past it.
- For day-to-day prompt hygiene, period-end checks, and how to spend leftover allocation, see **Section 08 — Token & cost optimization**.

### 4. Give every job one clear owner

One Bot owns each recurring job and each stage of a handoff. Overlapping owners produce duplicate work and conflicting updates.

### 5. Practice memory hygiene

- Use memory for stable preferences and role context — not for facts that change.
- Keep changing facts (prices, balances, inventory) in the source system, and ask the Bot to reopen the current source for consequential decisions.
- Correct stale assumptions directly ("From now on..."), and don't rely on memory alone for safety rules — back them with approvals.

### 6. Don't treat Bots as a security boundary

- All your Bots share one computer, its logins, and your connected apps. Don't put a credential on it that some Bot shouldn't use.
- A Bot acts as you and can never hold more access than you. Use least-privilege accounts (e.g., read-only finance logins) where possible.
- Outside content — web pages, emails, documents — can try to steer an agent (prompt injection). Controls reduce but don't eliminate that risk; another reason to keep consequential actions behind approval.
- When a project ends: pause or delete routines, sign out of sites, revoke connected apps, and remove sensitive files. Deleting a Bot does not remove files or browser sessions.

### 7. Verify before you publish or pay

Ask for results that separate **facts found in source systems**, **assumptions**, **actions completed**, **actions awaiting approval**, and **open questions**. Check source links yourself before anything goes public or money moves.

## SECTION 07

# Usage tips

### How to brief a Bot

A strong request states five things. Use them as a checklist:

| Element            | Ask yourself                                  |
|--------------------|-----------------------------------------------|
| <b>Outcome</b>     | What does "done" look like?                   |
| <b>Sources</b>     | Which inboxes, sheets, sites, or apps matter? |
| <b>Constraints</b> | Dates, budgets, tone, what to skip?           |
| <b>Deliverable</b> | A table? A doc with links? Drafts in Gmail?   |
| <b>Stop point</b>  | Where must it pause for your approval?        |

Tell it what each attachment is and how to use it. For lasting rules, say "remember this"; for one-off instructions, just ask.

### Routines vs. one-shots

- **Start as a one-shot.** Run the task once, review, and correct.
- **Save a skill** once the method is reliable (sources, rules, output format, approval points).
- **Then schedule a routine**, confirming the owning Bot, schedule and time zone, input source, expected result, approval boundary, and what happens if a source is missing.
- Use **Test** after creating or editing a routine — and remember a test does real work.

### Connectors vs. the browser

#### Prefer a connector when...

- One exists for the service (Gmail, Calendar, Drive, Slack, Notion, accounting tools)
- You want reliability and structured data
- You'd rather not keep a browser login on the shared computer

#### Use the browser when...

- No connector exists (many supplier portals, admin panels)
- The task is visual or multi-page
- Expect occasional blocks, CAPTCHAs, or expired sessions — the Bot hands those to you

### Save skills from demonstrations

Where **Teach a task** is available (it is rolling out gradually), open the computer view in a one-to-one chat, describe the result, and perform the workflow once; recording covers visible interaction for up to ten minutes and no microphone audio. Treat the result as a draft: add decision rules, failure handling, and approval boundaries, then test it on a safe input before scheduling. If the control isn't visible, ask the Bot to create a skill from written instructions and a completed task.

## Keep monitors quiet when nothing changes

For watchers (prices, stock, inbox, competitor pages), tell the Bot to stay silent or send a single line when there's no change, and to report source failures instead of reusing old data. You'll actually read the alerts that matter.

### EXAMPLE MONITOR RULE

Check the supplier portal every morning for price changes on our top 20 SKUs. Only message me if a price changed by more than 3% or a SKU went out of stock. If the portal is unreachable, tell me once — don't guess.

## Other quick tips

- A direct message from you takes priority over background work. Send **"Stop now"** to halt immediately (it doesn't undo completed actions).
- Reply in a thread when feedback applies to one result; ask the Bot to revise the existing file rather than create copies.
- Use pinned Bots and sidebar sections to group Bots by function or business unit.
- If a site blocks the cloud computer, the help center describes a setting to route traffic through your own desktop.

## SECTION 08

# Token & cost optimization

Grok Bot usage is metered. Treating it like a weekly (or monthly) budget — not an infinite chat tab — keeps the team productive without burning allocation on noise. The goal is two-fold: spend less on redundant work, and make sure unused capacity does not expire unused.

### What “usage” means here

Plans meter Bot work on a weekly cycle (and some offer monthly spend caps). Exact units, resets, and prices change — check your Cursor / xAI plan page and [the Grok Bot FAQs](#). This section is operating practice, not a pricing quote.

### Day-to-day efficiency

- **Keep prompts tight.** State outcome, sources, constraints, deliverable, and stop point (see Section 07). Paste only the slice of context the Bot needs — not whole threads “just in case.”
- **Reuse saved notes instead of re-pulling history.** Put stable rules in the Bot’s memory or a short skill. For changing facts (prices, balances, inventory), point at the live source once rather than pasting yesterday’s dump again.
- **Prefer connectors over wandering browser sessions** when a connector exists; batch browser work into one focused pass instead of many short round-trips.
- **Stay silent when nothing changed.** Watchers and digests should report only deltas (or a single “no change” line). Empty noise still costs usage and attention.
- **One clear owner per job.** Duplicate Bots researching the same question burn allocation twice.
- **Set per-Bot expectations.** Give high-volume Bots (inbox, shop ops) narrow scopes; save heavier research and design for intentional batches. Where the product allows, use account spend caps as a backstop — remember a mid-run task can slightly overshoot a cap.

### EXAMPLE STANDING RULE (COORDINATOR BOT)

Default to radio-style updates. Stay quiet on no-change monitor runs. Prefer revising an existing Page or draft over creating a new copy. For research or design that can wait, queue it for the end of the usage period if we still have headroom.

### Check usage at the end of each period

Do not only react when you hit a limit. Near the end of each token / usage period — **weekly or monthly, depending on your plan** — open the usage view and ask:

1. How much allocation is left before reset?
2. Which Bots or routines consumed the most — and was that intentional?
3. Are any scheduled jobs too frequent for the value they return?
4. Is leftover capacity about to expire unused?

Make this a short recurring habit for the coordinator Bot (or the owner): a period-end usage check so the team maximizes allocation instead of leaving unused tokens on the table.

Put leftover tokens to work

When the period is ending and headroom remains, spend it on durable work you would have done anyway — not busywork. Practical batches for a small ops desk:

| Batch type                | Examples (adapt to your roster)                                                                                            |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Heavier research          | Competitive scans, supplier comparisons, market notes — save as a Page or memo for the next decision cycle (research Bot). |
| Design & creative backlog | Social variants, price-sheet refreshes, avatar or mockup options held for review (design Bot).                             |
| Ops maintenance           | Inbox triage catch-up, catalog/content hygiene, stale-routine audit, connector health notes (ops / inbox Bots).            |
| Reports & summaries       | Weekly P&L narrative, order themes, prospect pipeline digest — artifacts you can reopen later (finance / sales Bots).      |
| Pre-built drafts          | Outbound email drafts, FAQ updates, playbook or SOP revisions parked for human approval (coordinator + specialists).       |

RULE OF THUMB

Leftover usage should produce **assets you keep** (Pages, drafts, skills, cleaned routines) — not extra chatter. Still respect approval gates: period-end batches draft and stage; they do not auto-send, publish, or spend money.

Quick checklist

- Tight briefs; no redundant context dumps.
- Memory / skills for stable rules; live sources for changing facts.
- Quiet monitors; usage-conscious routine schedules.
- Period-end usage review (weekly or monthly per plan).
- If headroom remains: research, design, maintenance, reports, or pre-built drafts — then stop.

## SECTION 09

# Grok Bots from the driver's seat

A differentiator worth naming: you can run your AI teammates hands-free from a Tesla, through the car's Grok assistant (voice powered by Grok Voice 3.0). Owners who customize the experience often treat it like a named cabin partner — for example, “Eve.” The pattern feels closer to Iron Man talking to Jarvis than to typing into a chat app.

### Why this matters for small businesses

Public write-ups about Grok Bots usually stop at the desktop and phone. Few people are talking about the closed loop of **voice tasking in the car → Bots working in the cloud → status back while you drive → Pages opening on the vehicle browser for review**. That loop is a real operating edge for owner-operators who spend time on the road.

### Talk to your Bots through the car

Tesla's in-car Grok (summoned with “Hey Grok” or the steering-wheel mic, where software and connectivity allow) can use Connectors and Grok Bot for hands-free work. In practice, that means you can ask the cabin assistant to send a task to your coordinator Bot — for example Kai — or to another specialist, and have status relayed back while you drive.

#### EXAMPLE VOICE ASKS

“Hey Grok — tell Kai to check overnight Shopify orders and text me only if something needs me.”

“Ask Kai for a radio update on today's open customer inquiries.”

“Have Penny pull a cash snapshot and leave a draft for me to review tonight.”

Vehicle requirements and account rules change. Per Tesla Support (as of late 2026): basic Grok needs an AMD processor, software 2025.26+, and Premium Connectivity or Wi-Fi; Connectors and Grok Bot need newer software, a signed-in Grok account, and SuperGrok for Bot. Confirm in your car: ask Grok what it can do after each software update. See [tesla.com/support/grok](https://tesla.com/support/grok) and [x.ai/news/grok-voice-3](https://x.ai/news/grok-voice-3).

### Review Bot Pages on the Tesla screen

Your Bots can build interactive Pages — design drafts, internal reports, playbooks, scenario tools. A practical cabin workflow:

1. Ask Eve (or Grok) to have Kai prepare or refresh a Page.
2. When the link is ready, open it in the vehicle's browser so you can skim while parked or as a passenger.
3. Give voice feedback (“approve,” “change the third recommendation,” “hold publish”) and let Kai update the Page.

That turns drive time into review time without forcing you back to a laptop for every draft.

## The Jarvis-like loop (highlight)

### DIFFERENTIATOR

Desktop chat is useful. A persistent ops desk you can **talk to from the car**, that keeps working while you drive, then **puts the work on the screen in front of you**, is a different class of experience. Nextling treats this Tesla + Grok Bot pattern as a signature capability for owner-led businesses — not because the underlying products are secret, but because almost nobody is packaging the end-to-end habit yet.

| Step          | What happens                                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Speak</b>  | You ask Eve / Grok in the car to task Kai or a specialist.                                                        |
| <b>Work</b>   | Bots run on the cloud computer (connectors, browser, files) while you stay on the road.                           |
| <b>Relay</b>  | Status comes back by voice or a short update — especially for customer, sales, or production items that need you. |
| <b>Review</b> | Open the Bot-built Page on the Tesla browser; mark up decisions by voice.                                         |

### Practical guardrails

- **Safety first.** Only interact with the screen when it is legal and safe. Prefer voice while driving; save detailed Page review for parked or passenger time.
- **Same approval rules.** Voice does not bypass draft-before-send or money/publish gates. Eve relays; you still approve consequential actions.
- **Name your coordinator.** A single hub Bot (like Kai) keeps voice handoffs clean: one place Eve talks to, one place that routes specialists.
- **Don't invent features.** Exact handoff phrases and browser behavior depend on Tesla software and your Grok account. Treat the recipes above as operating patterns to practice, then confirm what your car supports today.

## SECTION 10

# Nextling can run this for you

Sections 01–09 are the operator how-to — you can implement them yourself. This section is the optional consultancy path: how to engage Nextling Solutions as an AI consultancy when you want setup, custom builds, or ongoing ops help. Keep reading only if that path is useful; nothing here is required to use Grok Bots.

### DRAFT PRICING — CONFIRM BEFORE PUBLISH

Dollar bands below are **illustrative placeholders for Jack Pei to confirm or rewrite**. They are not live quotes, contracts, or public price cards. Grok Bot / Cursor / xAI subscription fees are separate and paid by the client to those vendors.

## Services menu

| Offer                            | What you get                                                                                                            | Typical fit                  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Grok Bot team setup</b>       | Discovery, role roster, coordinator pattern, connectors, first skills/routines, approval rules, handoff doc.            | Owners starting from zero    |
| <b>Custom Bot development</b>    | Specialist Bots (ops, research, finance look-only, sales drafts, etc.) with skills, memory hygiene, and test runs.      | Clear single-workflow pain   |
| <b>Intake / Drip-style flows</b> | Shared answer model, conversational guide, results/recommendations concept, lead-gate alignment with your store tools.  | E-commerce / quote-led shops |
| <b>Token optimization audit</b>  | Usage review by Bot/routine, quiet-monitor rules, period-end habit, leftover-capacity backlog plan.                     | Teams already burning usage  |
| <b>Playbook workshop</b>         | Half- or full-day working session: brief your team on this playbook, pick first jobs, leave with owners and next steps. | Owner + 1–3 operators        |
| <b>Ongoing ops retainer</b>      | Managed desk support: routine care, new skills, weekly radio digest, escalation to you only when needed.                | Want Nextling in the loop    |

## Engagement models

| Model                   | How it works                                                                                               | Illustrative band (DRAFT)                             |
|-------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Project</b>          | Fixed scope, milestones, acceptance checklist. Best for setup, custom Bot, intake design, audit, workshop. | About \$1,500–\$12,000 per project depending on depth |
| <b>Monthly retainer</b> | Reserved hours or named outcomes each month (routine care, digests, improvements). Cancel with notice.     | About \$2,500–\$8,000 / month                         |
| <b>Hybrid</b>           | Project to stand up the desk, then a lighter retainer for care-and-feeding.                                | Project band + retainer band above                    |

Bands assume a small-business scope (roughly one coordinator + a few specialists). Multi-brand, heavy custom code, or regulated industries are scoped separately. Client pays their own Grok Bot / connector / software subscriptions.

Expectations by offer (timeline & deliverables)

| Offer              | Timeline (typical)               | You get                                                                                     |
|--------------------|----------------------------------|---------------------------------------------------------------------------------------------|
| Team setup         | 1–3 weeks                        | Live roster, connected apps, 1–3 production routines, written runbook, recorded walkthrough |
| Custom Bot         | 3–10 business days               | Bot profile, skills, test results, approval rules, sample week of outputs                   |
| Intake / Drip flow | 2–4 weeks (design → draft build) | Field model, conversation script, results wireframe; build only after your OK               |
| Token audit        | 3–5 business days                | Usage findings, cut/keep list, period-end checklist, backlog for leftover tokens            |
| Workshop           | Half or full day (+ prep)        | Agenda, workshop notes, prioritized first-30-days plan                                      |
| Ops retainer       | Month-to-month                   | Agreed cadence (e.g. weekly digest), routine health, staged drafts for your approval        |

Who does what

You (the client) own

- Business goals, priorities, and final yes/no on send, spend, publish, delete
- Vendor accounts and billing (Grok Bot, Shopify, Google, etc.)
- Access grants and revokes; brand voice for customer-facing copy
- Subject-matter truth (prices, legal, promises to customers)

Nextling owns

- Architecture: roster, skills, routines, approval design
- Implementation and testing inside the agreed scope
- Documentation and training for your operators
- On retainer: care, improvements, radio updates — still staging consequential actions for you

How engagement usually runs

1. **Fit call (30–45 min)** — goals, tools, constraints; we recommend DIY vs project vs retainer.
2. **Short proposal** — scope, model, draft band, timeline, what we need from you.
3. **Kickoff** — access checklist, success criteria, communication rhythm (radio-style updates by default).
4. **Build / shadow** — Nextling implements; you approve samples before anything customer-facing goes live.
5. **Handoff or retain** — runbook + training, or ongoing managed desk.

Start a conversation

Email [jack@nextling.com](mailto:jack@nextling.com) with one painful weekly workflow and the tools it touches. Or visit [www.nextling.com](http://www.nextling.com). Prefer to DIY? Skip this section and use Section 11’s first-week checklist.

SECTION 11

# Getting help & next steps

## Official resources

| Resource                                                                          | Use it for                                                          |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <a href="https://cursor.com/docs/grok-bot">cursor.com/docs/grok-bot</a>           | Product overview, getting started, working with Bots, security      |
| <a href="https://cursor.com/help/grok-bot/faqs">cursor.com/help/grok-bot/faqs</a> | Access, plans, usage limits, sign-in, troubleshooting               |
| <a href="https://x.ai/bot">x.ai/bot</a>                                           | Product page, current pricing tiers, downloads                      |
| <a href="https://x.ai/bot/guides/grok-bot-101">x.ai/bot/guides/grok-bot-101</a>   | Walkthrough of bot anatomy, routines, permissions, multi-bot chains |
| <a href="https://status.cursor.com">status.cursor.com</a>                         | Service status (Grok Bot row)                                       |

## Your first week, in five steps

1. Pick **one** recurring task that costs you an hour a week and spans two or three tools.
2. Create a Bot for it with a name, title, description, and a written "never without approval" list.
3. Connect only the apps that task needs. Run it once by hand and review every output.
4. Save the method as a skill; schedule it as a routine with a quiet-on-no-change rule.
5. After two clean weeks, add the next role — and a coordinator once you have three or more.

### Prefer a partner instead of DIY?

See **Section 10 — Nextling can run this for you** for the services menu, engagement models, and expectations. Nextling is an AI consultancy: we set up and optionally operate Grok Bot desks with approval gates from day one.

**Contact Jack Pei** · [jack@nextling.com](mailto:jack@nextling.com) · [www.nextling.com](https://www.nextling.com)

## Sources

Grok Bot facts in this guide are summarized from these public pages as viewed in October 2026: [cursor.com/docs/grok-bot](https://cursor.com/docs/grok-bot); [cursor.com/docs/grok-bot/get-started](https://cursor.com/docs/grok-bot/get-started); [cursor.com/docs/grok-bot/work](https://cursor.com/docs/grok-bot/work); [cursor.com/docs/grok-bot/security](https://cursor.com/docs/grok-bot/security); [cursor.com/help/grok-bot/faqs](https://cursor.com/help/grok-bot/faqs); [x.ai/bot](https://x.ai/bot); [x.ai/bot/guides/grok-bot-101](https://x.ai/bot/guides/grok-bot-101). Tesla / Grok Voice facts: [tesla.com/support/grok](https://tesla.com/support/grok); [x.ai/news/grok-voice-3](https://x.ai/news/grok-voice-3); [x.ai/stories/tesla](https://x.ai/stories/tesla). Cabin workflows that combine voice tasking, Bot Pages, and in-car browser review are Nextling operating patterns illustrated for readers; confirm current vehicle software and account requirements before relying on them. Token and cost practices in Section 08 are Nextling operating guidance for metered Bot usage; confirm current plan meters, resets, and caps in your account and the official FAQs. Use-case recipes and example prompts are generic patterns written by Nextling Solutions for illustration; they are not official examples, case studies, or performance claims.

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