Recommended prep-work checklist before Sunday (about 15 minutes).

Subscriptions: None required. Every exercise works on a free account. A paid ~$20 plan unlocks two optional items (section D).

Reading: None.

Prerequisites: A laptop, free accounts on ChatGPT, Claude, and Google, and the five things in section C.

A. MUST DO ~15 minutes. Needed to build anything.

- [ ] **Laptop, fully charged, charger in the bag.** Phones will work only for a few activities.
- [ ] **Sign up for ChatGPT for Clinicians,** free for verified US physicians, NPs, PAs, and pharmacists. Go to **chatgpt.com/cfc-plan**, sign in or create an account, verify with your NPI (takes a few minutes), accept the agreement, and choose "Get started with ChatGPT." Your clinician chats stay separate from your personal ChatGPT chats. Practice staff: a regular free ChatGPT account works.
- [ ] **Also make a free Claude account** at claude.ai. It is the easiest way to put Sunday's website online.
- [ ] **Know your login.** Save it in your password manager, then **turn off model training** in ChatGPT (Data controls) and Claude (Privacy).
- [ ] **Bring the five things** in section C, with zero patient information on them.

B. SHOULD DO 20 minutes. Each one ties to a module.

- [ ] **Google account, logged in on the laptop.** Needed for Gemini Notebook (formerly NotebookLM), the podcast-from-a-PDF in the Study Machine module. Open notebook.google.com once to ensure it works.
- [ ] **A password manager,** if you do not have one. 1Password, Bitwarden (free), or the one built into your phone.
- [ ] **Freeze your credit** at Equifax, Experian, and TransUnion. Free, ten minutes, and it is on the Self-Defense card.

C. BRING THESE FIVE THINGS FROM THE OFFICE

No patient information on any of them.

- [ ] **The one crucial task that lives only in your most important employee's head.** Just its name on a sticky note is fine. "How Maria handles new patient intake." This becomes your first standard operating procedure (SOP).
- [ ] **One patient handout you use frequently.** Like the gout diet sheet, as a PDF or a paper copy you can photograph. You will rewrite it at a 6th grade reading level in five minutes.
- [ ] **One guideline or paper as a PDF on your laptop.** Any published, public document you have been meaning to read. It will become a mini podcast episode and ten flashcards.
- [ ] **The names of your five top referring physicians** in a note on your phone. Names only, no patients.
- [ ] **An open mind and belief in yourself.** If you can Google something, you can AI something.

D. NICE TO HAVE optional, about 20 dollars

- [ ] **A paid tier on Claude (Pro) or ChatGPT (Plus).** What it is required for: scheduled tasks in Claude or ChatGPT, which run an agent for you on a timer (One Bot, One Job). Free accounts have no timer, so you paste the prompts in manually. It also lets the AI do the unclaimed money searches for you. Searching MissingMoney.com yourself is free and covers every state except Hawaii.
- [ ] **A likeness-video account** (HeyGen or similar) for the Referral Engine's video thank-yous. You record about 60 seconds of yourself talking, and HeyGen turns it into a talking video of you that says whatever you type. Record at home where it is quiet. The free plan is enough for now as it provides three one-minute videos a month, with a small watermark.

E. WHAT YOU DO NOT NEED

- [x] Coding, a terminal, or GitHub.
- [x] EHR access. Nothing on Sunday touches a chart.
- [x] Prior AI experience. The first module assumes you have never typed into a chatbot. If you have, you will be made a table captain.

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Every module, prompt, and handout.

1. **AI Self-Defense for Private Practice** PROTECT
2. **Front Office Autopilot** OPERATE
3. **Vibe Coding Playground** PLAY
4. **The Referral Engine** GROW
5. **The Study Machine** LEARN
6. **One Bot, One Job** DELEGATE

> No patient information goes into any AI chatbot, free or paid, ChatGPT for Clinicians included. The only exception is a tool where your practice has signed a business associate agreement (BAA), the HIPAA contract that makes a vendor legally responsible for your patients' data. If you do not know whether you have one, you do not. Everything on this page needs zero patient data.