

DBR AI LEVERAGE LAB · SPECIAL CLASS · MANUS AI · FULL-COLOR FIELD EDITION

Manus AI: Your 24/7 Digital Employee

Turn plain-English instructions into finished projects, recurring workflows, and practical prospecting support.

Built to turn clear ideas into useful, responsible action.

Turn plain-English instructions into finished projects, recurring workflows, and practical prospecting support. This edition preserves and organizes the supplied training material into an easy-to-study magazine experience.

01 · FIND THE SIGNAL

Use the source guidance to identify the ideas, prompts, examples, and decisions that can improve your next workweek.

02 · APPLY WITH JUDGMENT

Review all client-facing language, validate relevant facts, and keep human responsibility in every important decision.

03 · TURN IT INTO A HABIT

Take one useful idea from this guide and make it part of a repeatable rhythm rather than a one-time experiment.

09 · MAGAZINE PAGES

Designed for online reading, printing, discussion, and action inside the DBR AI Leverage Lab library.

MANUS AI Your 24/7 Digital Employee

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What Is Manus Ai?

Manus is not a chatbot. It is an AI agent - an autonomous digital employee that does not just answer your questions, it completes entire projects for you. While ChatGPT and Claude give you answers and leave the work to you, Manus takes the task, plans the steps, executes the work, and delivers finished results.

The difference between traditional AI and Manus is the BIG DIFFERENCE difference between a consultant who gives advice and an employee who gets the job done.

At \$39/month, Manus can replace agencies, freelancers, and hours of manual work that would otherwise cost thousands of dollars and weeks of your time.

THE AGENTIC ADVANTAGE | Why Manus is different

Traditional AI Manus AI

Responds to your question Plans and executes multi-step tasks

You do the work after getting the answer Manus does the work for you

One prompt -> one answer One prompt -> a finished project

You must stay in the loop Works autonomously while you sleep

Gives you a recipe Cooks the entire meal

THE 7 BUSINESS SUPERPOWERS | Use cases producers can understand fast

1. Build Websites in Minutes 2. Create Custom Apps Voice prompt a website and it is built, designed, and Stripe- Describe a client portal, booking system, CRM, or dashboard payment-ready in about 20 minutes. and Manus builds it in under an hour.

3. Infinite Content Machine 4. Spy on Competitors Research top content in your niche and create a 30-day social Build a competitive intelligence report: pricing, positioning, media calendar with captions, hooks, and calls to action. ads, website structure, and offers.

5. Automate Hiring 6

5. Automate Hiring 6. Generate Leads at Scale Searches sources, scores candidates, finds contact info, and Provide a target profile and get qualified leads with company drafts personalized outreach. data plus personalized outreach drafts.

7. Revive Dead Deals Scans your CRM for prospects with no activity in 30+ days and creates re-engagement messages.

Yes - Manus Can Schedule Tasks

Scheduled Tasks let Manus run an automation on a recurring schedule, unattended. You set it up once in plain English, then Manus executes it automatically at the time you specify.

SCHEDULE TYPES | Examples + best use cases

Schedule Type Example Best Use Case

Daily Every day at 9 AM News summaries, daily metrics

Weekdays Only Every weekday at 8 AM Business reports, prospecting

Weekly Every Monday at 10 AM Competitor tracking, team updates

Monthly On the 1st at 9 AM Monthly reports, billing analysis

Custom Every Tue & Thu at 2 PM Specific recurring workflows

One-Time Tomorrow at 3 PM Delayed execution

HOW TO SET UP A SCHEDULED TASK | Plain-English setup

Step 1 Go to Settings -> Scheduled Tasks in your Manus dashboard.

Step 2 Click New Scheduled Task.

Step 3 Describe the task in plain English - be specific about what, when, and output format.

Step 4 Set the time and frequency.

Step 5 Test it once manually before activating the recurring schedule.

Step 6 Save and activate.

PRO TIPS FOR SCHEDULED TASKS | Make the robot behave before it drinks coffee

Timezone Output Always specify the timezone, such as 7 AM EST or 7 PM PT. Define the output clearly: Email me a 5-bullet AM PT. summary.

Field Notes 03

Time Range Test First Include ranges for research: news from the past 24 Run the task manually once before turning on hours. recurring automation.

How To Connect Manus To Gmail

Manus connects to Gmail through its Connectors feature - a secure OAuth integration that gives Manus permission to read, draft, and send emails on your behalf without ever sharing your password.

STEP-BY-STEP GMAIL SETUP | Connect once, automate after

Step 1 Log into your Manus account at manus.im.

Step 2 Navigate to Settings -> Connectors. This may also be labeled Apps in the interface.

Step 3 Locate Gmail in the connector list and click Enable.

Step 4 Click Authorize, sign in through Google, and grant permissions.

Step 5 Return to Manus and test: Check my Gmail inbox and summarize the last 10 emails.

Step 6 Once confirmed working, you are ready to automate.

WHAT MANUS CAN DO WITH GMAIL | Once connected

Inbox Priority Draft Replies Read and summarize incoming emails by priority. Create personalized replies based on the context.

Flag Hot Messages Search Inbox Identify messages that need your attention today. Search by topic, sender, date, or keyword.

Prospecting Emails CRM / Sheet Logging Prepare and send scheduled prospecting emails. Log email activity to a Google Sheet or CRM automatically.

YOUR MORNING PROSPECTING EMAIL AUTOMATION | Set it once

This is the workflow that changes everything for producers. Set it up once and wake up every morning with personalized prospecting emails already prepared or sent, depending on your approval rules.

Field Notes 04

Every weekday at 6:30 AM, do the following: (1) Open my prospect tracking sheet at [paste your Google Sheet link], (2) identify the top 5 prospects who have not been contacted in the past 7 days, (3) research each prospect - their business, recent news, industry challenges, and relevant updates, (4) draft a PROMPT personalized prospecting email for each one that opens with something specific about their business, leads with genuine value, and includes a soft CTA inviting a 15-minute conversation, (5) send each email from my Gmail account, (6) log the outreach in column F with today's date and a one-line summary.

Manus As Your Ai Chief Of Staff

Beyond email, Manus functions as a proactive executive assistant that manages your daily workflow. It can connect through integrations such as Gmail, Slack, Telegram, Google Drive, Notion, Calendar, CRMs, and more.

- Reviews your calendar and prepares a briefing for your day.
 - Reads your emails and surfaces what needs your attention.
 - Prioritizes your task list based on urgency and business impact.
 - Sends team updates through Slack or Telegram.
 - Suggests daily actions based on your goals and current pipeline.
- MANUS VS. TRADITIONAL BUSINESS | The numbers

Task Traditional Cost Traditional Time Manus Cost Manus Time

Website \$3,000-\$10,000+ 2-4 weeks \$39/mo ~20 min

App Development \$10,000-\$50,000 2-6 months \$39/mo Under 1 hr

Content Planning Variable 12-15 hrs/mo \$39/mo 15 min

Market Research Variable 20 hrs \$39/mo 30 min

Recruiting \$5,000-\$10,000 15-25 hrs \$39/mo 45 min

Lead Generation Variable 30-60 hrs \$39/mo 1-2 hrs

Dead Deal Recovery Lost revenue Weekly manual \$39/mo 45 min/mo

YOUR ACTION PLAN - DO THESE TODAY | Four moves before you leave

Field Notes 05

Create your Manus account at manus.im. Run your first task:

Research the top 5 Action 1 prospecting strategies for [your target market] and give me a one-page summary.

Connect Gmail: Settings -> Connectors -> Enable Gmail -> Authorize with Google -> Action 2 test with: Summarize my last 5 emails and flag anything that needs a response today.

Set up your first scheduled task. Start with draft-only mode until you trust the Action 3 workflow.

Action 4 Join the full 12-week program at dreamslab-aileverage.manus.space.

Every weekday at 7 AM, check my Gmail for any urgent messages, summarize my top 3 priorities for the STARTER TASK day, and draft 3 prospecting emails for [your target market]. Email me the daily summary and save the draft emails to a Google Doc titled Prospecting Drafts - [today's date].

QUICK REFERENCE | Scheduled task examples for producers

Every weekday at 7 AM, check my Gmail for urgent DAILY MORNING BRIEFING messages, review my calendar for today, and email me a 5- bullet briefing of my top priorities.

Every Monday at 8 AM, research my top 3 competitors for WEEKLY COMPETITOR CHECK any new offers, pricing changes, or content they posted last week. Email me a summary.

Every weekday at 6:30 AM, draft 5 personalized prospecting DAILY PROSPECTING emails for [target market] based on my prospect list in [Google Sheet]. Send from my Gmail.

On the 1st of every month, scan my CRM/tracking sheet for MONTHLY PIPELINE REVIEW deals with no activity in 30+ days. Draft re-engagement emails for the top 10 and save them as drafts in Gmail.

Field Notes 06

Every Sunday at 9 AM, research the top trending topics in financial services and insurance this week. Create 5 social WEEKLY CONTENT CREATION media post drafts I can use Monday through Friday. Save to Google Drive.

KEY RESOURCES | Links to use in class

Resource Link

Manus AI Platform manus.im

DBR Fast Start Training dreamsfaststart.com

Renewals For Life renewalsforlife.com

B2B Income Calculator dreamsincal-lifetime.manus.space

Let the AI do the prep. You keep the judgment.

The advantage appears when the lesson becomes a habit.

Choose one idea from this guide, put it into a real workflow this week, and review it in your own voice and judgment.

ONE DECISION · ONE ACTION · ONE BETTER WEEK