Chatbot in 10 Minutes — Quick Checklist

This checklist helps you build a chatbot in 10 minutes using tools like ManyChat, Chatfuel, or Chatbase. Follow these steps to launch a bot that captures leads, answers FAQs, and engages users 24/7 — no coding required.

■ Quick Steps

- Pick a platform: ManyChat (Instagram, Messenger, WhatsApp) or Chatfuel (Messenger-first).
- Create your free account and connect your Facebook/Instagram page if required.
- Choose a template or start from scratch (Welcome message / FAQ bot).
- Add a greeting message with quick options (e.g., Shop, Support, Contact).
- Create 3–5 FAQ blocks with short, clear answers.
- Add a lead capture block to collect email or phone numbers.
- Set up a human handoff step for complex queries.
- Test the bot inside the platform before going live.
- Embed the chatbot widget on your website (copy-paste the script).
- Track performance (conversations, leads captured, conversions) and refine weekly.

■ Pro Tips

- Start small: 3–5 conversation paths are enough for a beginner bot.
- Keep replies short and clear — people scan, they don't read long texts.
- Always provide an option to speak to a human agent.
- Use integrations (Zapier/Make) to connect your bot to Google Sheets, Mailchimp, or Slack.
- Iterate weekly — update FAQs and flows based on real user interactions.

Your chatbot doesn't need to be perfect on day one. Launch fast, learn from real interactions, and refine as you go. In just 10 minutes, you can create a chatbot that saves time, captures leads, and engages users around the clock.