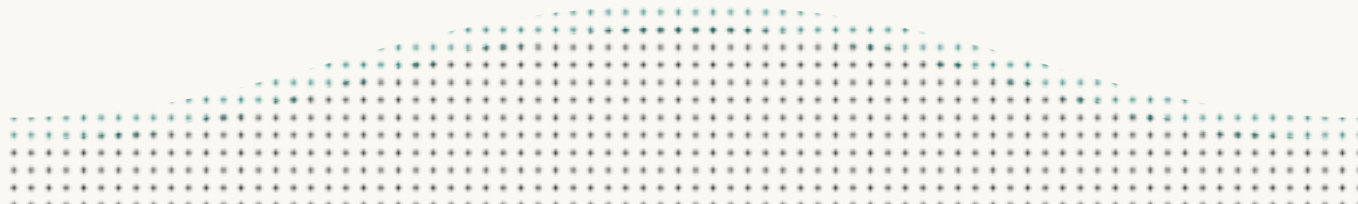




Stop using AI randomly

Six workflows you already do every week — each with the prompt to start it and the follow-up that turns a draft into real thinking.



README

What this is. Every prompt from the video, ready to copy and fill in with your own work, plus the one template worth memorizing.

How to use it. Page 2 is the template everything else is built on. Pages 4 to 6 are the six workflows, in the order worth learning them. Anything in a bordered box is copy-paste ready.

Where to start. Pick one workflow — the one that describes your worst hour of the week. Use it three times. Keep the version that works.

The one to memorize

It works for emails, updates, meeting prep, research, and slides. The real skill was never collecting prompts — it's describing your own work clearly enough that someone else could do it.

COPY-PASTE · THE MASTER PROMPT

Act as [role].
I need help with [task].
The goal is [goal].
The audience is [audience].
The tone should be [tone].
Here is the context: [paste your notes].
Give me [format].

If anything is missing, ask me before making it up.

What each line is doing

SLOT	WHY IT'S IN THERE
[role]	Sets the vocabulary and the standard. "Senior sales ops manager" produces different sentences than "assistant."
[task] [goal]	Separates what you're making from why it exists. Skip the goal and you get something technically correct and completely useless.
[audience] [tone]	Decides how much explaining to do. A note to your manager is not a note to a client.
[context]	Your rough notes, pasted in as they are. This is the line people skip, and then they blame the model.
[format]	Ask for the shape you want — three bullets, a table, a short email — or you'll get an essay.

- 1 **That last line matters more than it looks.** "Ask before making it up" stops AI from filling gaps with confident guesses — a cute quality in a friend, a risky one in a work document.
- 2 **You don't fill every slot every time.** Role, context, and format do most of the work. The rest are there for when the first answer comes back wrong.

Boring tasks you already do every **week**

Practice them in this order. Each one has the prompt to start with and the follow-up that turns a draft into real thinking. You don't need all six this week — you need one, used three times.

01

Messy email → clean one

When you need to say something hard clearly: a delay, a follow-up, a difficult update.

02

Notes → action items

When your notes look like they were taken during a mild emergency.

03

Chaos → status update

Every Friday, when your week is scattered across meetings, Slack, and notes to yourself.

04

Meeting prep in five

When you kind of know what the meeting's about but haven't organised your thoughts.

05

Think, don't just write

When you're choosing between two options, or want to pressure-test a plan before you commit.

06

Ideas → slide outline

Before you open PowerPoint. Get the story first, build the deck second.

How to actually practise one

THE THREE-USE RULE

Run the prompt. Edit what comes back and notice *what* you edited — that's the instruction you left out. Add it to the prompt and run it again. By the third use you'll have a version that fits how you work, and you'll stop starting from scratch.

Full prompts start on the next page. Every one of them is selectable text — copy it straight out of this PDF.

Communicating clearly

1 Turn a messy email into a clean one

When you need to say something hard clearly — a delay, a follow-up, a difficult update.

PROMPT

Act like a [your role, e.g. senior sales operations manager]. I need to send a short update to my [recipient] about [situation]. The tone should be clear, accountable, and focused on the next step. Include three things: what changed, why it changed, and what I'm doing next. Here are my rough notes: [paste notes].

FOLLOW-UP MOVE

"Make this 30% shorter and more direct." One line that fixes most AI writing.

WEAK PROMPT

"Write me an email saying the dashboard is delayed."

BETTER PROMPT

Role + situation + tone + structure + your notes → a draft you can actually edit.

2 Turn meeting notes into action items

When your notes look like they were taken during a mild emergency.

PROMPT

Turn these meeting notes into a clean summary. Use this format: bottom line, key decisions, action items, owners, deadlines, open questions. If an owner or deadline is missing, mark it as missing instead of making one up. Notes: [paste notes].

FOLLOW-UP MOVE

"List only the action items as a table: owner, task, deadline." Now it's forwardable as-is.

Reporting and preparing

3 Turn weekly chaos into a status update

Every Friday, when your week is scattered across meetings, Slack, and notes to yourself.

PROMPT

Turn these rough notes into a weekly status update for my manager. Use this structure: bottom line, completed work, current blockers, risks, and next steps. Keep it short. Make it sound like a professional update, not a formal report. Notes: [paste your running notes].

FOLLOW-UP MOVE · THE REAL VALUE

"What would my manager likely ask after reading this?" Answer those before they're asked and you stop having the same meeting twice.

4 Prep for a meeting in five minutes

When you kind of know what the meeting's about but haven't organised your thoughts yet.

PROMPT

Help me prepare for this meeting. I'm the [your role] supporting [project]. Give me a short brief with: the likely goal of the meeting, the main questions I should be ready for, risks or concerns that might come up, and three points I should make. Here is the context: [paste agenda, last email thread, or rough notes].

FOLLOW-UP MOVE

"What questions do I hope no one asks?" Surfaces the weak spots so you can answer them first.

Thinking, not just typing

5 Use AI to actually think

When you're deciding between two options, or want to pressure-test a plan before you commit to it.

PROMPT

I'm deciding between [option A] and [option B] for [goal]. Give me a side-by-side comparison covering cost, risk, implementation time, and long-term maintenance. Then tell me what you'd need to know from me to make a real recommendation instead of a generic one.

FOLLOW-UP MOVE

"Here's my plan: [plan]. What's the strongest argument against this?" Catches the blind spots most people miss.

6 Turn rough ideas into a slide outline

Before you open PowerPoint. Get the story first, build the deck second.

PROMPT

I need to create a 6-slide presentation for leadership about [topic]. The goal is to explain the current situation, the problem, the options, my recommendation, and the next step. Give me a slide-by-slide outline with one main message per slide.

FOLLOW-UP MOVES

"Make the slide titles sound like conclusions, not labels." Then: **"What data or proof would I need for each slide?"**

WEAK TITLE

"Timeline"

CONCLUSION TITLE

"The launch is at risk unless data cleanup finishes by Friday."

Two mistakes to avoid

Neither one is about the prompt. Both are about staying credible while you use this stuff.

MISTAKE ONE

Pasting the wrong thing

Don't paste sensitive company data into tools your company hasn't approved. Use approved tools, follow the policy, and when in doubt strip out names, customer details, and financials before you paste.

MISTAKE TWO

Trusting the first answer

AI can sound confident and still be wrong. Treat every answer like a draft from a smart intern — fast, useful, and occasionally making something up with the confidence of a TED speaker. You still own the details.

RECAP

You now have

- 1 One **master prompt** that covers emails, updates, meeting prep, research, and slides.
- 2 Six workflows for work you already do, each with the exact prompt to start it.
- 3 A **follow-up move** for every one — the line that turns a draft into real thinking.
- 4 Two guardrails that keep you credible: check what you paste, check what comes back.
- 5 The three-use rule, so a prompt gets better instead of getting abandoned.

Start with one workflow this week. Use it three times, improve the prompt, save the version that works. Do that with each one and you'll know exactly what AI is good at — because you'll have used it on real work.

MORE FREE WORKFLOWS AND PROMPTS

briandoai.com