

AI Work Starter Kit

Turn rough notes into a clear email and action list.

Your first useful result

Practice one small workflow with an approved text AI assistant. You will produce a checked team update and a reusable prompt. Budget about 10–15 minutes; this is a practice estimate, not a promised time saving.

Use this fictional source

Fictional team notes: The help-page text launches November 12. Dana drafts it November 6–8. Mo reviews it November 9–10. Link testing is required before launch. The testing owner and date are not agreed. A video is only an idea for a later release.

Start here

Read the fictional notes below. Return three sections: Decisions, Agreed actions, and Missing details. Use only the notes. Do not turn a suggestion into an agreement. For each action, list its owner and date, or Not agreed.

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What a good extraction preserves

Decision: launch the text help page November 12. Actions: Dana drafts November 6–8; Mo reviews November 9–10. Link testing is a prerequisite, with owner and date not agreed. Video is an unapproved idea. These are authored checking criteria, not a guaranteed model response.

Before entering real work

Use fictional practice data first. For actual work, use only an assistant and information you are allowed to use under your organization's rules. A privacy instruction inside a prompt does not change the service's data policy.

From notes to a draft

Copy the next two prompts into the same conversation.

2. Draft a useful email

Using those same notes, draft a short update to the team. Include a subject, the launch decision, agreed work, and one question to resolve the link-testing owner and date. Keep the body under 120 words. Do not promise a video or say testing is assigned. Return a draft only.

One illustrative email

Subject: Help-page launch: November 12

Team, the text help page is scheduled for November 12. Dana will draft November 6–8, and Mo will review November 9–10. We need to test the links before launch. Who will own testing, and what date can we agree? The video remains an idea for a later release.

3. Check the draft against the source

Compare the draft with the original notes. List any invented fact, changed date, unsupported commitment, or missing dependency. Quote the draft phrase being checked and show the supporting source phrase, or Not supported. Propose corrections. Do not call your own review independent verification.

Your human check

Compare the draft directly with the source. Confirm November 12, November 6–8, and November 9–10. Check that testing remains unassigned and that the video is not promised. The assistant can repeat its own mistakes: your source comparison is the final check. Sending and assigning work are separate actions you control.

Keep what works

Improve the wording, then save a reusable starting point.

4. Adjust one thing

Revise the email to sound friendly and direct. Preserve every fact, date, and uncertainty. Do not add apologies, reasons, approval, or commitments that the source does not supply. Return the revised draft and a short list of wording changes.

5. Make a reusable brief

Turn this successful task into a reusable template with placeholders for audience, deliverable, approved source facts, constraints, and acceptance checks. Leave placeholders visible. Include a rule to flag missing information and keep human review before sending. Do not invent replacement facts.

Try it once more

Change the fictional launch date to December 4, drafting to December 1, and review to December 2. Keep the testing details unagreed. Re-run your brief and check that every date changes correctly while missing details stay visible. An acceptable result preserves those three dates and asks about testing before launch.

Choose your next practice

If this workflow helps, the paid AI courses add a fuller worked exercise, answer criteria, quiz, reference sheet, editable prompt pack, and personal completion template. Start with Write Better AI Prompts for Everyday Work (\$6.99 before applicable tax). Buying is optional; keep and reuse this kit.

Further help

Official provider guidance below supports clear instructions, relevant context, and iteration. The examples and prompts in this kit are original and fictional.

[OpenAI prompting guidance](#)

[Google Workspace prompting tips](#)

[Explore the AI courses](#)