

ISSUE #101
30 DAYS
CHALLENGE

30-DAY AI AT WORK CHALLENGE

SPARK•ACADEMY
GUIDE

LEARN

Use AI for support. Keep your judgment in charge.

PRACTICE

Read, try, create, review, save.

TOOLS

- ASK
- CHECK
- SAVE

PRODUCE

30 LESSONS ^{AI} REAL OUTPUTS

TOOLS INSIDE

ChatGPT, NotebookLM, Gemini, Codex, and a capstone project.

DAILY RHYTHM

Explore and practice days build skill. Make-it-useful days turn skill into work.

ASK

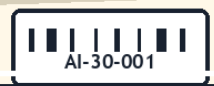
Start with purpose, audience, and context.

CHECK

Review facts, sources, safety, and tone.

SAVE

Build a work folder you can reuse.





Challenge at a Glance



A gentle 30-day path for confident, careful AI use

You are building confidence one day at a time.



Why

- Build confidence with AI.
- Keep judgment in charge.



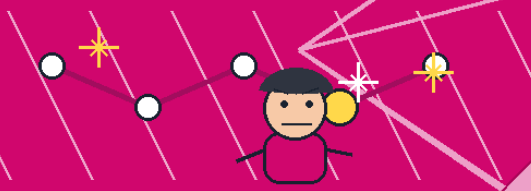
Tools

- ChatGPT
- NotebookLM
- Gemini
- Codex



Daily Pace

- About 30 minutes.
- Read, try, review, save.



Safety

- Use approved material.
- Verify facts and claims.



Work Folder

- Save a useful output each day.
- Build a reusable playbook.



Capstone

- Combine tools into one productivity package.



AI

Six-Step Daily Rhythm



The daily path from purpose to saved work

Start small. Keep judgment in charge.

WHY

Why

- Know why the skill matters.
- Connect it to real work.

KNOW

Know

- Learn what to watch for.
- Notice source, privacy, claim, or tool limits.

TRY

Try

- Use safe or mock material.
- Start with the quick version.



PROMPT

Prompt

- Copy a starter prompt.
- Add audience, purpose, and boundaries.

MAKE

Make

- Create one useful output.
- Use worked examples when included.

REVIEW

Review

- Check accuracy and risk.
- Save what you can reuse.





How to Use the Challenge



A small daily habit that compounds

Start small. Keep judgment in charge.

5 **5 Minutes**

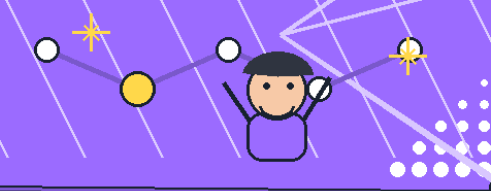
- Read the day.
- Notice the purpose and safety reminder.

20 **20 Minutes**

- Do the exercise.
- Use safe or mock material.

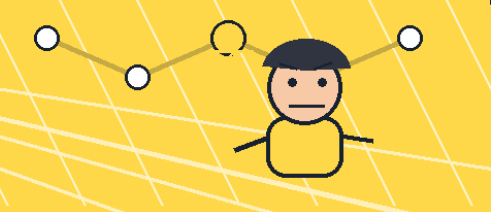
5 **5 Minutes**

- Check what you learned.
- Save the useful output.



PATH **Path**

- Why
- Know
- Try
- Prompt



PACING **Pacing**

- Skip ahead when needed.
- Go deeper when a topic matters.

#6 **Reflection**

- Add one sentence: What I learned today.



AI Rules of the Road



Move faster without skipping judgment

Fast work still needs careful review.



Privacy

- Do not paste sensitive material unless approved.
- Protect personal, customer, and workplace information.



Draft Status

- Treat AI output as a draft.
- You own the final decision.



Verify

- Check facts, numbers, names, dates, and claims.



Human Review

- Use subject-matter, legal, privacy, compliance, or appropriate review.



Claim Discipline

- Avoid unsupported certainty.
- Flag risky language early.



Voice

- Keep your own judgment, taste, and tone in charge.



AI

Compare, Challenge, Combine



Use multiple tools without losing the thread

Start small. Keep judgment in charge.

COMPARE

Compare

- Ask two tools the same task.
- Notice differences and gaps.

TEST

Challenge

- Ask one tool to critique another output.
- Look for missing proof or risk.

COMBINE

Combine

- Keep the strongest parts.
- Use your own judgment to decide.



TOOL

Tool Strengths

- ChatGPT drafts.
- NotebookLM grounds.
- Gemini fits Workspace.
- Codex translates tech.

BEST

Best For

- High-stakes messages.
- Ambiguous topics.
- Source-heavy work.

FINISH

Finish

- Review sources.
- Mark what needs approval.



AI

Build Your Prompt Library



Save what works so future work starts faster

Save the prompts that actually help.

SAVE

Collect

- Save prompts that helped.
- Do not worry about perfection.

SORT

Categories

- Writing
- Meetings
- Brainstorming
- Questions

INFO

Context

- Audience
- Purpose
- Tone
- Source boundaries

ASK

Follow Up

- What is missing?
- What should I verify?
- Make it clearer.

REFINE

Improve

- Revise prompts after each use.
- Keep only reusable patterns.



REUSE

Use Later

- Turn the library into a work-ready support system.



AI

AI Tool Starter Kit



Choose the tool based on the job

Pick the tool by the job.

CHATGPT

ChatGPT

- Draft, plan, brainstorm, revise, analyze.

SOURCE

NotebookLM

- Work from trusted sources.
- Use citations and learning aids.

GEMINI

Gemini

- Work inside Google Workspace.
- Think about search visibility.

CODEX

Codex

- Translate technical context.
- Prepare better engineering questions.

CHOOSE

Decision Rule

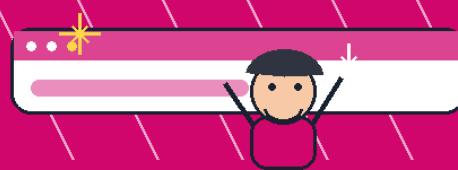
- Ask: what job am I doing?
- Then choose the tool.



RULES

Boundary

- Tool access varies.
- Data policy still matters.



AI

ChatGPT Reference



Your flexible thinking, drafting, and review partner

Draft it, then make it yours.

DRAFT

Draft

- Messages
- Briefs
- FAQs
- Plans

#2

Meetings

- Agendas
- Prep notes
- Follow-up
- Action items

#3

Brainstorm

- Angles
- Campaign ideas
- Questions
- Alternatives

TEST

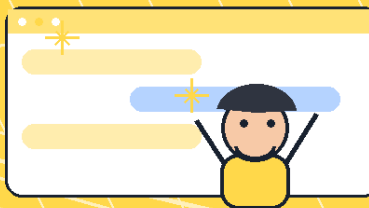
Pressure Test

- Risk
- Clarity
- Tone
- Unsupported claims

DATA

Files & Data

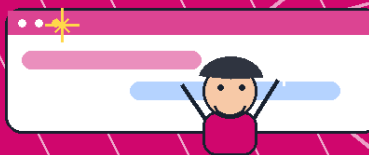
- Summarize
- Compare
- Chart
- Analyze when approved



#6

Settings

- Projects
- Custom instructions
- Connected apps if allowed



AI

NotebookLM Reference



Learn from selected sources

Let the sources keep you honest.

NOTE

Notebook

- Create one topic space.
- Keep sources focused.

SOURCE

Sources

- PDFs
- Websites
- Docs
- Slides

SOURCE

Grounding

- Use citations.
- Check the source before relying on it.

#4

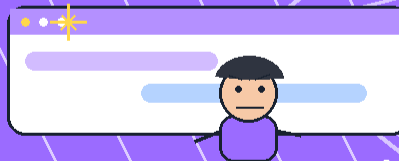
Learning Aids

- Summaries
- FAQs
- Glossaries
- Briefings

LIMITS

Limits

- Only knows the notebook sources.
- Gaps in sources create gaps in answers.



#6

Maintain

- Name notebooks clearly.
- Archive outdated material.





Gemini Reference



AI support where Google work already happens

Work where the document already lives.



Workspace

- Gmail
- Docs
- Slides
- Drive



Side Panel

- Summarize
- Draft
- Analyze
- Generate in context



Writing

- Emails
- Docs
- Outlines
- Shorter versions



Web Thinking

- Search intent
- SEO
- AEO
- FAQs



Permissions

- Access depends on account and admin settings.



Review

- Check before inserting into shared work.





Codex Reference



Use technical context without pretending to be an engineer

Ask clearer technical questions.

#1 **Translate**

- Explain technical material in plain English.

#2 **Questions**

- Prepare technical questions.

INFO **Context**

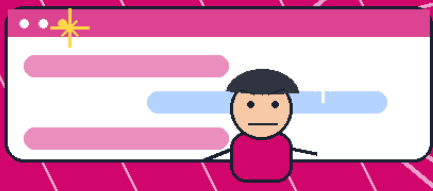
- Goal
- Constraints
- Files
- Tests

SAFETY **Safety**

- Do not expose secrets.
- Do not bypass review.

BEST **Best Use**

- Understand systems.
- Clarify limits.
- Spot risky wording.



REVIEW **Human Review**

- Engineering still owns technical truth.



AI

30-Day Work Folder



Turn daily practice into reusable work assets

Tiny saves become a real toolkit.

#1

Organize

- Use one folder, note, project, or workspace.

TOOLS

Tool Map

- Choose the right tool for the task.

PROMPT

Prompt Library

- Keep prompts that actually worked.

ASSETS

Work Assets

- Messages, meetings, outlines, briefs, and plans.

REVIEW

Review Notes

- Mark sources, claims, risks, and approval needs.



SYSTEM

Capstone + Playbook

- Combine tools into a reusable workflow.



AI

30-Day Learning Path



Six work areas that build toward the capstone

Each day adds one usable skill.

DAYS

Days 1-2

- Getting Oriented
- Purpose and tool map

DAYS

Days 3-13

- ChatGPT
- Writing, meetings, brainstorming, review, visuals

DAYS

Days 14-19

- NotebookLM
- Source-grounded learning and briefings

DAYS

Days 20-24

- Gemini
- Workspace and web visibility

DAYS

Days 25-27

- Codex
- Technical translation and better questions



DAYS

Days 28-30

- Capstone
- Productivity package and playbook



AI

Day 1: Understand Why This Challenge Exists



Getting Oriented | Explore and practice. | AI toolkit

Start small. Keep judgment in charge.

START

Start

- Area: Getting Oriented
- Focus: Explore and practice.
- Time: About 30 minutes

LEARN

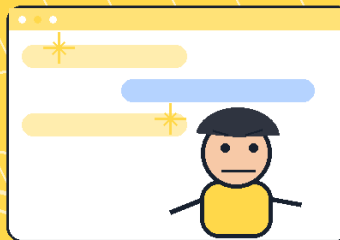
Learn

- AI is most useful at work when it helps you move without taking over judgment.
- Vocabulary: AI support layer, human review, responsible use

TRY

Try

- Start small: Pick one current task and decide whether AI should help you start, structure, review, or stay out of
- Quick version
- Save: A short "How AI Can Help Me at Work" note.



MAKE

Make

- Save: How AI Can Help Me at Work note
- Write a short note you can reread when deciding where AI belongs in a real task.
- five to seven realistic ways AI could help

CHECK

Check

- ✓ Do not let early excitement turn into overtrust.
- Would this use of AI help me think better, or only make something sound smoother?

SAVE

Next

- Save: Day 1
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 2: Create Your AI Tool Map



Getting Oriented | Explore and practice. | AI toolkit

Start small. Keep judgment in charge.

START

Start

- Area: Getting Oriented
- Focus: Explore and practice.
- Time: About 30 minutes

LEARN

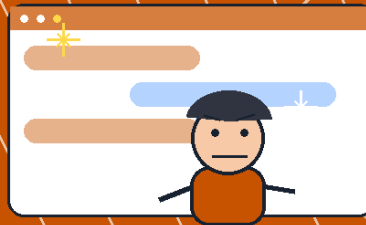
Learn

- Choosing the right AI tool should start with the task, not the product name.
- Vocabulary: tool fit, task match, data boundary

TRY

Try

- Start small: Choose one real task on your plate and name the tool you would try first, plus the boundary you
- Quick version
- Save: My AI Tool Map.



MAKE

Make

- Save: My AI Tool Map
- Build a simple decision aid for choosing a tool when a work task comes in.
- one section for each tool

CHECK

Check

- ✓ Risk: tool mismatch.
- Does this map help me choose a tool faster?

SAVE

Next

- Save: Day 2
- Review before sharing or reusing.
- Use the output in your work folder.





Day 3: Set Up and Walk Through ChatGPT



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes



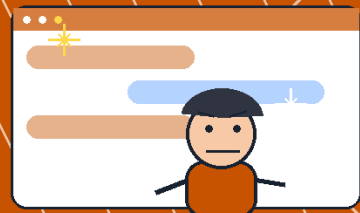
Learn

- Before relying on ChatGPT for real work, get familiar with what your account can actually do.
- Vocabulary: custom instructions, projects, settings



Try

- Start small: Open ChatGPT and find the settings, history, and input options before using any real work material.
- Quick version
- Save: ChatGPT Features I Found note.



Make

- Save: ChatGPT Features I Found note
- Write an orientation note that helps you find ChatGPT features again without losing time.
- a list of features you found



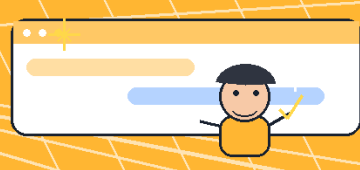
Check

- ✓ Risk: treating every visible feature as approved for work.
- Am I describing what I actually saw, not what I assumed?



Next

- Save: Day 3
- Review before sharing or reusing.
- Use the output in your work folder.





Day 4: Use ChatGPT for Writing Support



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes



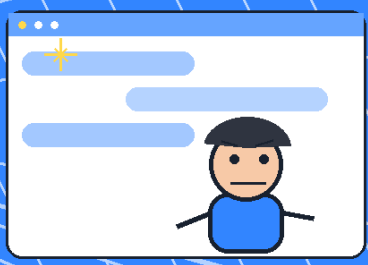
Learn

- ChatGPT can help with writing, but the message still belongs to you.
- Vocabulary: audience, tone, revision pass



Try

- Start small: Take one rough sentence from a safe or mock message and ask for three rewrites: concise, direct,
- Quick version
- Save: One reusable writing prompt and one revised message.



Make

- Save: one reusable writing prompt and final revised message
- a draft with a clear purpose
- a reader-friendly structure



Check

- ✓ Risk: changed meaning.
- Does this still sound like me?



Next

- Save: Day 4
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 5: Produce a Clear Written Message



ChatGPT | Make a useful work output. | ChatGPT

Draft it, then make it yours.

START

Start

- Area: ChatGPT
- Focus: Make a useful work output.
- Time: About 30 minutes

LEARN

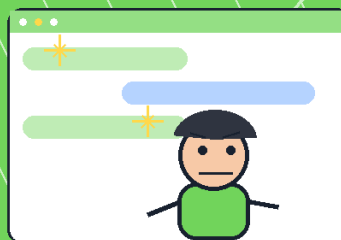
Learn

- Clear workplace messages need a spine: audience, reason for contact, essential context, main point, and next action.
- Vocabulary: purpose, key point, next step

TRY

Try

- Start small: Write the reader, reason, key context, and next action for one message before drafting the
- Quick version
- Save: Final team update draft and review-needs note.



MAKE

Make

- Save: final team update draft and review-needs note
- Build a message pattern you can adapt for an update, request, or follow-up.
- a clear opening sentence

CHECK

Check

- ✓ Risk: a polished message with a weak spine.
- Can I explain why this message exists?

SAVE

Next

- Save: Day 5
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 6: Use ChatGPT for Meeting Support



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.

START

Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes

LEARN

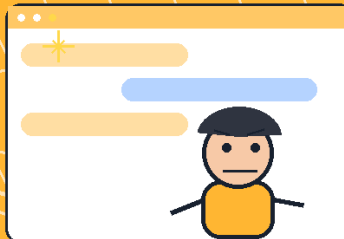
Learn

- Meetings are not isolated calendar events.
- Vocabulary: agenda, decisions, follow-up

TRY

Try

- Start small: Pick an upcoming meeting and write three questions that would make the meeting more useful.
- Quick version
- Save: Meeting agenda, stakeholder questions, and follow-up structure.



MAKE

Make

- Save: meeting agenda, stakeholder questions, and follow-up structure
- Choose one real meeting type and create enough structure to prepare and follow up cleanly.
- a meeting goal

CHECK

Check

- ✓ Risk: invented meeting certainty.
- Did AI invent decisions that were not in the notes?

SAVE

Next

- Save: Day 6
- Review before sharing or reusing.
- Use the output in your work folder.





Day 7: Produce a Meeting Prep and Follow Up Package



ChatGPT | Make a useful work output. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Make a useful work output.
- Time: About 30 minutes



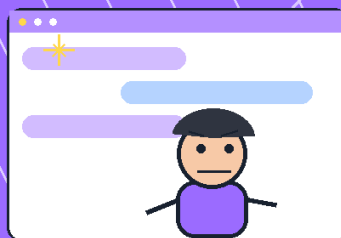
Learn

- A reusable meeting package helps when a meeting is important enough that preparation and follow-up both
- Vocabulary: owner, deadline, open question



Try

- Start small: Turn one recurring meeting into a reusable prep and follow-up template you would actually
- Quick version
- Save: Reusable meeting prep and follow-up package.



Make

- Save: reusable meeting prep and follow-up package
- Build a lightweight meeting template you can duplicate before a recurring meeting or
- a reusable prep section



Check

- ✓ Risk: making the meeting workflow heavier than the meeting.
- Would I actually use this template before a busy meeting?



Next

- Save: Day 7
- Review before sharing or reusing.
- Use the output in your work folder.





Day 8: Use ChatGPT for Brainstorming and Question Development



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes



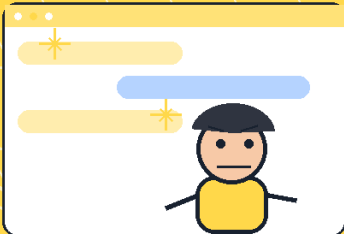
Learn

- Brainstorming with AI is useful when it gives you more angles to consider and better questions to ask.
- Vocabulary: diverge, rank, challenge



Try

- Start small: Ask for ten ideas, then choose three worth keeping and one you should reject.
- Quick version
- Save: Three strongest project framings and a question list.



Make

- Save: three strongest project framings and question list
- Create an idea-development note with options, selection reasons, and questions to
- at least ten raw ideas or angles



Check

- ✓ Risk: generic abundance.
- Are these ideas actually different from each other?



Next

- Save: Day 8
- Review before sharing or reusing.
- Use the output in your work folder.





Day 9: Produce a Project Framing and Question Set



ChatGPT | Make a useful work output. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Make a useful work output.
- Time: About 30 minutes



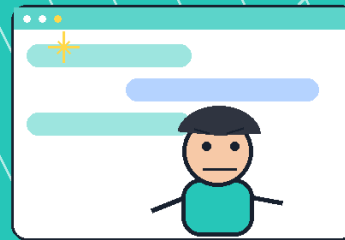
Learn

- A project frame turns possibilities into something stakeholders can react to before anyone invests in a full
- Vocabulary: angle, proof, stakeholder question



Try

- Start small: Take one idea and turn it into a testable framing with audience, proof needed, and open questions.
- Quick version
- Save: Project framing and stakeholder question set.



Make

- Save: project framing and stakeholder question set
- Create a framing note that helps someone choose a direction before drafting.
- three possible angles



Check

- ✓ Risk: treating a framing as a fact.
- Is the angle true, useful, and supportable?



Next

- Save: Day 9
- Review before sharing or reusing.
- Use the output in your work folder.





Day 10: Use ChatGPT for Pressure Testing and Claim Discipline



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes



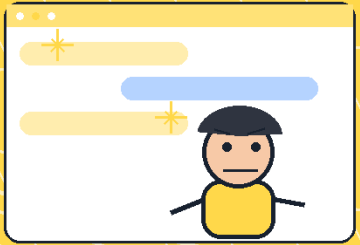
Learn

- Use ChatGPT as a critical reviewer, not just a drafting engine.
- Vocabulary: claim, evidence, overstatement



Try

- Start small: Find one claim in a draft and ask what evidence supports it, what is implied, and what needs
- Quick version
- Save: Pressure-tested message and grounded rewrite.



Make

- Save: pressure-tested message and grounded rewrite
- a list of risks or weak spots in the original claim
- a clearer rewrite that avoids overstatement



Check

- ✓ Risk: claim overreach.
- Does the rewrite say only what the evidence can support?



Next

- Save: Day 10
- Review before sharing or reusing.
- Use the output in your work folder.





Day 11: Produce a Safer, Clearer Message



ChatGPT | Make a useful work output. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Make a useful work output.
- Time: About 30 minutes



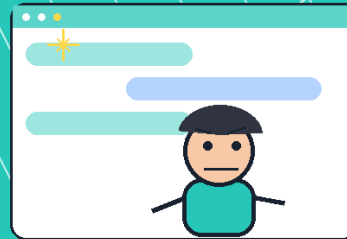
Learn

- After pressure testing, the next move is revision.
- Vocabulary: qualifier, review flag, claim tracker



Try

- Start small: Rewrite one risky or vague sentence so it is clearer, more accurate, and easier to approve.
- Quick version
- Save: Safer, clearer message and review checklist.



Make

- Save: safer, clearer message and review checklist
- Keep a reusable review checklist beside a revised message that is safer to share
- a revised message that preserves the useful point



Check

- ✓ Risk: false safety.
- What did I remove, and why?



Next

- Save: Day 11
- Review before sharing or reusing.
- Use the output in your work folder.





Day 12: Use ChatGPT for Documents, Data, Visuals, Tools, and Integrations



ChatGPT | Explore and practice. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Explore and practice.
- Time: About 30 minutes



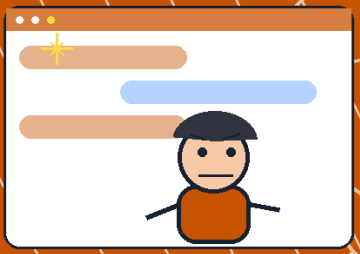
Learn

- Real work rarely arrives as one clean prompt.
- Vocabulary: file upload, data grain, chart choice



Try

- Start small: Choose one safe file, table, image, or planning note and decide what question AI can answer
- Quick version
- Save: Table, visual recommendation, and source-data check note.



Make

- Save: table, visual recommendation, and source-data check note
- Turn structured input into a table, summary, or visual recommendation you can verify.
- a clear table, summary, or plan



Check

- ✓ Risk: context exposure or misleading structure.
- Did the output match the source information?



Next

- Save: Day 12
- Review before sharing or reusing.
- Use the output in your work folder.





Day 13: Produce a Visual Summary and Planning Workflow



ChatGPT | Make a useful work output. | ChatGPT

Draft it, then make it yours.



Start

- Area: ChatGPT
- Focus: Make a useful work output.
- Time: About 30 minutes



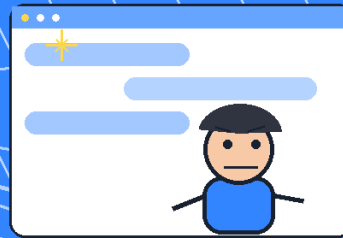
Learn

- Messy information becomes useful when someone can see the situation, understand tradeoffs, notice open
- Vocabulary: visual summary, timeline, task plan



Try

- Start small: Turn a messy note into three things: summary, task list, and next-week plan.
- Quick version
- Save: Concise summary, weekly schedule, and task list.



Make

- Save: concise summary, weekly schedule, and task list
- Build a planning note someone could use to understand the work, see priorities, and act.
- a concise summary



Check

- ✓ Risk: a misleading plan or visual.
- Does the plan reflect the actual information provided?



Next

- Save: Day 13
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 14: Set Up and Walk Through NotebookLM



NotebookLM | Explore and practice. | NotebookLM

Let the sources keep you honest.

START

Start

- Area: NotebookLM
- Focus: Explore and practice.
- Time: About 30 minutes

LEARN

Learn

- NotebookLM is useful when you want answers grounded in selected sources instead of a general chat.
- Vocabulary: notebook, source set, citation

TRY

Try

- Start small: Create or inspect one safe NotebookLM notebook and ask one source-grounded question.
- Quick version
- Save: How I Might Use NotebookLM note.



MAKE

Make

- Save: How I Might Use NotebookLM note
- Set up a source-grounded notebook note with a clear topic, source list, and limits.
- a notebook with a clear topic

CHECK

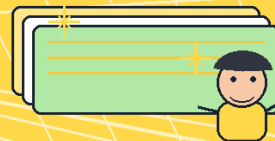
Check

- ✓ Risk: a weak source boundary.
- Are my sources trustworthy and appropriate to upload?

SAVE

Next

- Save: Day 14
- Review before sharing or reusing.
- Use the output in your work folder.





Day 15: Use NotebookLM for Topic Based Learning



NotebookLM | Explore and practice. | NotebookLM

Let the sources keep you honest.



Start

- Area: NotebookLM
- Focus: Explore and practice.
- Time: About 30 minutes



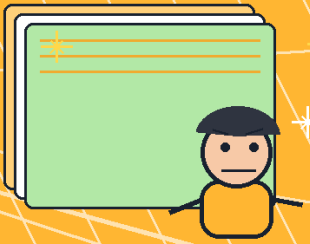
Learn

- A good NotebookLM notebook needs a boundary.
- Vocabulary: learning question, source gap, note



Try

- Start small: Write one sentence that defines what belongs in a notebook and what should stay out.
- Quick version
- Save: Future Notebooks note and one topic-based notebook plan.



Make

- Save: Future Notebooks note and one topic-based notebook plan
- Build a topic notebook plan that helps you learn a work area without collecting random
- a focused notebook topic



Check

- ✓ Risk: source gaps.
- Does every source belong in this notebook?



Next

- Save: Day 15
- Review before sharing or reusing.
- Use the output in your work folder.





Day 16: Produce a Source Based Notebook Summary



NotebookLM | Make a useful work output. | NotebookLM

Let the sources keep you honest.



Start

- Area: NotebookLM
- Focus: Make a useful work output.
- Time: About 30 minutes



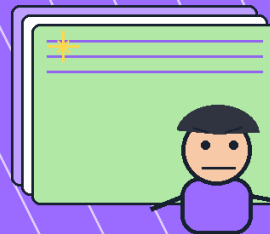
Learn

- A source-based summary should make material easier to use without making it sound more certain than the sources allow.
- Vocabulary: source summary, citation check, limits



Try

- Start small: Summarize one trusted source, then mark one fact, one implication, and one unanswered
- Quick version
- Save: Source-based notebook summary.



Make

- Save: source-based notebook summary
- Write a source-based summary that separates what the sources say from what you still need to
- a concise summary



Check

- ✓ Risk: blending source facts with your interpretation.
- Does the summary accurately reflect the sources?



Next

- Save: Day 16
- Review before sharing or reusing.
- Use the output in your work folder.





Day 17: Use NotebookLM for Learning Aids



NotebookLM | Explore and practice. | NotebookLM

Let the sources keep you honest.



Start

- Area: NotebookLM
- Focus: Explore and practice.
- Time: About 30 minutes



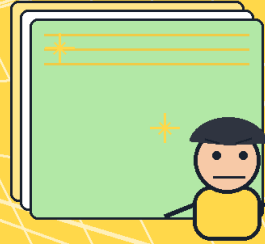
Learn

- Learning aids help you turn source material into something you can remember, explain, or test later.
- Vocabulary: learning aid, glossary, quiz



Try

- Start small: Turn one source into a glossary, FAQ, or quiz and note when you would use that aid again.
- Quick version
- Save: One learning aid such as a glossary, FAQ, timeline, study guide, or quiz.



Make

- Save: learning aid such as study guide, FAQ, glossary, timeline, or quiz
- Create a glossary, FAQ, quiz, or study guide that helps you remember, explain, or test
- one glossary, FAQ, quiz, or flashcard set



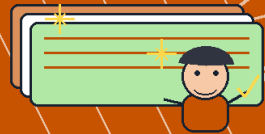
Check

- ✓ The risk today is a learning aid that looks useful but teaches the wrong
- Are the definitions accurate and source-based?



Next

- Save: Day 17
- Review before sharing or reusing.
- Use the output in your work folder.





Day 18: Produce a Source Based Briefing



NotebookLM | Make a useful work output. | NotebookLM

Let the sources keep you honest.



Start

- Area: NotebookLM
- Focus: Make a useful work output.
- Time: About 30 minutes



Learn

- A briefing is not just a shorter summary.
- Vocabulary: briefing, implication, open question



Try

- Start small: Brief one source for a specific reader and separate facts from implications and open questions.
- Quick version
- Save: Source-based briefing with review flags.



Make

- Save: source-based briefing with review flags
- Write a briefing someone could skim before a decision, meeting, or review
- a short context section



Check

- ✓ Risk: a briefing that hides uncertainty.
- What are the most important points, and what supports them?



Next

- Save: Day 18
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 19: Produce Your NotebookLM System



NotebookLM | Make a useful work output. | NotebookLM

Let the sources keep you honest.

START

Start

- Area: NotebookLM
- Focus: Make a useful work output.
- Time: About 30 minutes

LEARN

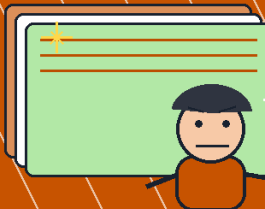
Learn

- NotebookLM becomes more useful when it turns into a lightweight source-learning system instead of a one-time
- Vocabulary: notebook system, source rule, update rhythm

TRY

Try

- Start small: Name the notebooks you would keep, the source rules for each, and one habit for keeping them
- Quick version
- Save: My NotebookLM System note.



MAKE

Make

- Save: My NotebookLM System note
- Build a simple system for keeping source notebooks useful after this practice ends.
- a list of notebooks or notebook categories

CHECK

Check

- ✓ Risk: system drift.
- Is this system easy enough to maintain?

SAVE

Next

- Save: Day 19
- Review before sharing or reusing.
- Use the output in your work folder.





Day 20: Set Up and Walk Through Gemini



Gemini | Explore and practice. | AI toolkit

Work where the document already lives.



Start

- Area: Gemini
- Focus: Explore and practice.
- Time: About 30 minutes



Learn

- Gemini can show up as a standalone assistant and inside Google Workspace, depending on your account.
- Vocabulary: Gemini app, Workspace, access



Try

- Start small: Check where Gemini appears in your account and note one use that is convenient but still needs
 - Quick version
 - Save: Where Gemini Shows Up note.



Make

- Save: Where Gemini Shows Up note
- Map where Gemini appears, what it can help with, and what still needs review.
- a list of places where Gemini appears



Check

- ✓ Risk: Workspace convenience overriding data judgment.
- Am I clear about what I personally have access to?



Next

- Save: Day 20
- Review before sharing or reusing.
- Use the output in your work folder.





Day 21: Use Gemini for Workspace Productivity



Gemini | Explore and practice. | AI toolkit

Work where the document already lives.



Start

- Area: Gemini
- Focus: Explore and practice.
- Time: About 30 minutes



Learn

- Gemini can reduce friction on small Workspace tasks: tightening an email, summarizing a document,
- Vocabulary: side panel, context, insert review



Try

- Start small: Use a safe Workspace-style task to improve one email, paragraph, or outline, then
- Quick version
- Save: Workspace productivity use case and improved practice example.



Make

- Save: Workspace productivity use case and improved practice asset
- one safe Workspace example
- a clear before and after



Check

- ✓ Risk: quiet meaning change.
- Did Gemini preserve the meaning of the original?



Next

- Save: Day 21
- Review before sharing or reusing.
- Use the output in your work folder.





Day 22: Produce a Workspace Ready Draft



Gemini | Make a useful work output. | AI toolkit

Work where the document already lives.



Start

- Area: Gemini
- Focus: Make a useful work output.
- Time: About 30 minutes



Learn

- A Workspace-ready draft should be easy for another person to review, comment on, approve, or move forward.
- Vocabulary: Docs draft, comments, review notes



Try

- Start small: Prepare one draft so another person can review it quickly: purpose, main point, open items, and
- Quick version
- Save: Workspace-ready draft and change note.



Make

- Save: Workspace-ready draft and change note
- Prepare a Workspace draft with assumptions, changes, and next steps visible.
- a clear audience and purpose



Check

- ✓ Risk: review confusion.
- Does this draft help the reader understand what matters?



Next

- Save: Day 22
- Review before sharing or reusing.
- Use the output in your work folder.





Day 23: Use Gemini for Search Intent, SEO, and AEO



Gemini | Explore and practice. | AI toolkit

Work where the document already lives.



Start

- Area: Gemini
- Focus: Explore and practice.
- Time: About 30 minutes



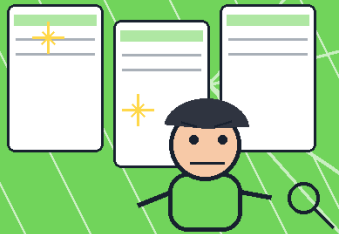
Learn

- Search intent, SEO, and AEO are useful only when they help real readers.
- Vocabulary: search intent, SEO, AEO



Try

- Start small: Write the top three questions a reader would ask before trusting or acting on a public page.
- Quick version
- Save: Search intent, SEO, AEO, and FAQ notes.



Make

- Save: search intent, SEO, AEO, and FAQ notes
- Create a reader-intent note that connects questions, structure, evidence, and review
- a list of likely reader questions



Check

- ✓ Risk: chasing visibility over usefulness.
- Does this serve the reader first?



Next

- Save: Day 23
- Review before sharing or reusing.
- Use the output in your work folder.





Day 24: Produce a Web Friendly Content Outline



Gemini | Make a useful work output. | AI toolkit

Work where the document already lives.



Start

- Area: Gemini
- Focus: Make a useful work output.
- Time: About 30 minutes



Learn

- A web-friendly outline plans the page before anyone polishes the copy.
- Vocabulary: reader journey, FAQ, review flag



Try

- Start small: Turn reader questions into headings, then flag which claims need evidence or approval.
- Quick version
- Save: Web-friendly content outline.



Make

- Save: web-friendly content outline
- Build an outline a writer could draft from and a reviewer could evaluate quickly.
- a clear title or working headline



Check

- ✓ Risk: a public outline that buries proof and review needs.
- Would a reader know what the page is about quickly?



Next

- Save: Day 24
- Review before sharing or reusing.
- Use the output in your work folder.





Day 25: Set Up and Walk Through Codex



Codex | Explore and practice. | AI toolkit

Ask clearer technical questions.



Start

- Area: Codex
- Focus: Explore and practice.
- Time: About 30 minutes



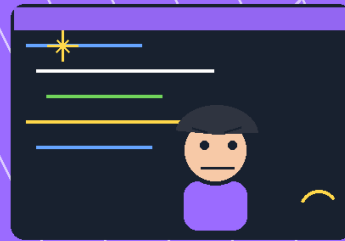
Learn

- Codex can help you understand technical material well enough to communicate responsibly, ask better questions, and avoid
- Vocabulary: Codex, repo context, safety



Try

- Start small: Pick one technical term or workflow and write what it means, what it affects, and what you should
- Quick version
- Save: What Codex Might Help Me Understand note.



Make

- Save: What Codex Might Help Me Understand note
- Write a technical orientation note that helps you understand enough to ask better questions.
- a plain-English explanation



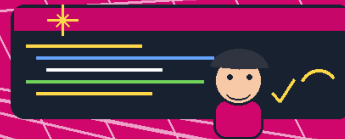
Check

- ✓ Risk: treating technical sensemaking as technical approval.
- Do I understand the explanation well enough to restate it?



Next

- Save: Day 25
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Day 26: Use Codex for Technical Translation



Codex | Explore and practice. | AI toolkit

Ask clearer technical questions.

START

Start

- Area: Codex
- Focus: Explore and practice.
- Time: About 30 minutes

LEARN

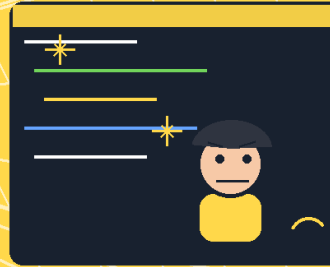
Learn

- Technical translation means making technical material understandable without changing its meaning.
- Vocabulary: technical translation, accuracy, limits

TRY

Try

- Start small: Translate one technical sentence into plain English, then list what a technical partner should verify.
- Quick version
- Save: Plain-English technical explanation and technical review questions.



MAKE

Make

- Save: plain-English technical explanation and technical review questions
- Create a plain-English translation with limits, possible misunderstandings, and review
- a plain-English version

CHECK

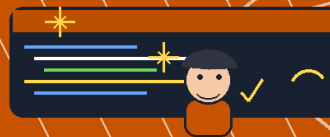
Check

- ✓ Risk: oversimplification.
- Did the plain-English version preserve the technical meaning?

SAVE

Next

- Save: Day 26
- Review before sharing or reusing.
- Use the output in your work folder.





Day 27: Produce Technical Questions



Codex | Make a useful work output. | AI toolkit

Ask clearer technical questions.



Start

- Area: Codex
- Focus: Make a useful work output.
- Time: About 30 minutes



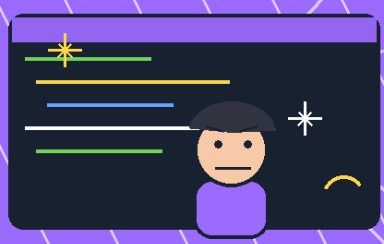
Learn

- Useful technical questions help work move forward.
- Vocabulary: engineering question, evidence, decision



Try

- Start small: Write eight technical questions and mark which three are must-ask before communicating
- Quick version
- Save: Technical question bank.



Make

- Save: technical question bank
- Build a technical question bank you could bring into a product, engineering, or implementation
- questions grouped by topic



Check

- ✓ Risk: vague technical questioning.
- Would these questions help a real conversation?



Next

- Save: Day 27
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Capstone Roadmap



Bring the tools together into one productivity package

Build it in clear review passes.

#1

Scenario

- Mock AI-related workflow update.
- Team clarity first, possible future broader sharing.

DAY

Day 28

- Source inventory
- Audience, claims, risks, review path

DAY

Day 29

- Draft package
- Summary note, team update, FAQ, outline

DAY

Day 30

- Polish
- Review
- Personal AI playbook

METHOD

Method

- Compare
- Challenge
- Combine



SAFETY

Safety

- Use mock or approved material.
- Mark review needs clearly.





Day 28: Capstone Part 1, Build the Source and Strategy Foundation



Capstone Project | Make a useful work output. | AI toolkit

Build it in clear review passes.



Start

- Area: Capstone Project
- Focus: Make a useful work output.
- Time: About 30 minutes



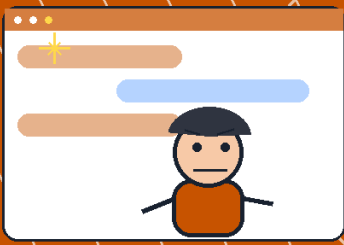
Learn

- The capstone starts with source and strategy because high-stakes communication becomes risky when
- Vocabulary: source inventory, strategy, claim list



Try

- Start small: Choose a capstone scenario and build the factual spine before writing any polished language.
- Quick version
- Save: Source and strategy foundation for the capstone.



Make

- Save: source and strategy foundation for the capstone
- Build the source and strategy foundation for a realistic communication package.
- a clear capstone topic



Check

- ✓ Risk: assumptions hardening into the story.
- What is actually supported by sources?



Next

- Save: Day 28
- Review before sharing or reusing.
- Use the output in your work folder.





Day 29: Capstone Part 2, Create the Productivity Package



Capstone Project | Make a useful work output | AI toolkit

Build it in clear review passes.



Start

- Area: Capstone Project
- Focus: Make a useful work output.
- Time: About 30 minutes



Learn

- A real work package is rarely one document.
- Vocabulary: message hierarchy, asset package, consistency



Try

- Start small: Draft one core message and one supporting asset from the same source foundation, then check
- Quick version
- Save: Capstone productivity package.



Make

- Save: capstone productivity package
- Build one coherent package, not separate drafts: each piece should use the same source
- a core message or announcement



Check

- ✓ Risk: inconsistency across assets.
- Do all pieces tell the same story?



Next

- Save: Day 29
- Review before sharing or reusing.
- Use the output in your work folder.





Day 30: Capstone Part 3, Polish, Review, and Build Your Personal AI Playbook



Capstone Project | Make a useful work output | AI toolkit

Build it in clear review passes.



Start

- Area: Capstone Project
- Focus: Make a useful work output.
- Time: About 30 minutes



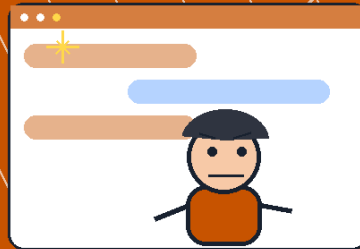
Learn

- The final step is to turn the capstone into a reusable way of working.
- Vocabulary: polish, playbook, reuse



Try

- Start small: Reduce your AI workflow to one page: tool choices, prompt habits, review rules, and privacy
- Quick version
- Save: Final capstone revisions and My AI Playbook.



Make

- Save: final capstone revisions and My AI Playbook
- a revised capstone package
- a list of changes made after pressure testing



Check

- ✓ Risk: declaring the workflow finished too soon.
- What changed after review?



Next

- Save: Day 30
- Review before sharing or reusing.
- Use the output in your work folder.



AI

Success and Reference Habits



Know what good progress looks like

Start small. Keep judgment in charge.

READY

Confidence

- You can choose a tool for the task.

REVIEW

Judgment

- You can review output before trusting it.

SAVE

Work Folder

- You have messages, prompts, briefs, outlines, and questions.

SOURCE

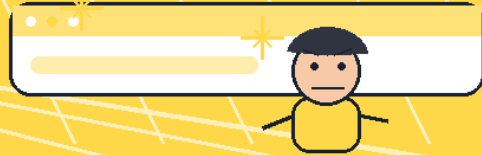
Sources

- You know where official docs live.

SAFETY

Safety

- You can spot sensitive or risky use cases.



#6

Workflow

- You can compare, challenge, and combine tools.



AI

Global Reference Map



Where to go when the tools or rules change

Start small. Keep judgment in charge.

OPENAI

OpenAI

- ChatGPT help
- Files
- Projects
- Codex

SOURCE

NotebookLM

- Help Center
- Sources
- Notes
- Artifacts

GEMINI

Gemini

- Gemini app
- Workspace help
- Privacy

SEARCH

Search

- SEO Starter Guide
- Helpful content
- Generative AI features

SAFETY

Safety

- Privacy
- AI risk
- Responsible claims



CHECK

Habit

- Check official sources when accuracy matters.

