

30-Day AI at Work Challenge

Spark•Academy | A Brighter Way to Learn

SPARK•ACADEMY | A BRIGHTER WAY TO LEARN | STUDENT GUIDE

30 DAYS
AI AT WORK
CHALLENGE

30-DAY AI
AT WORK CHALLENGE

SPARK•ACADEMY
GUIDE

LEARN
Use AI for support. Keep your judgment in charge.

TOOLS
Read, try, create, review, save.

PRACTICE

PRODUCE
ASK
CHECK
SAVE

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.

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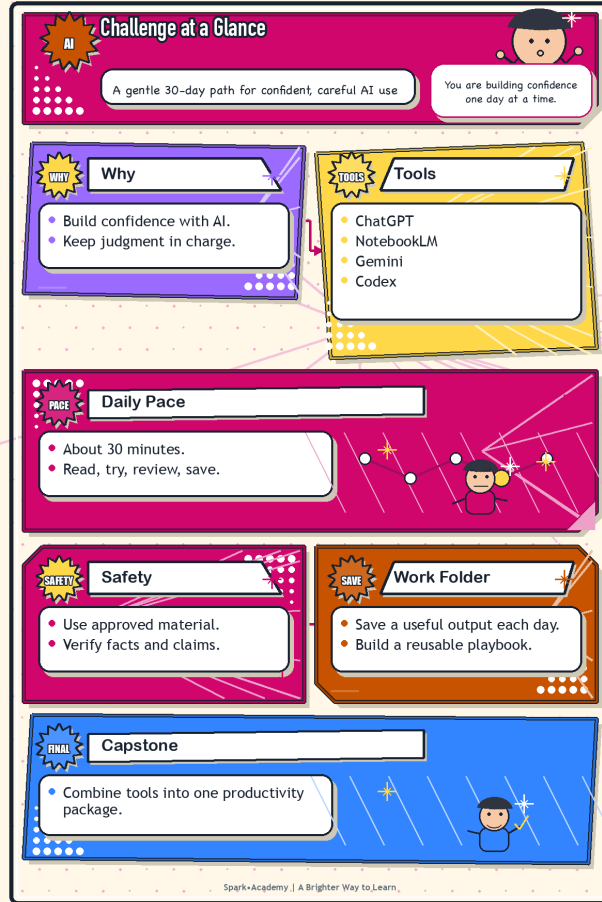
AI-30-001

COURSE SECTION

Welcome to the Challenge

AI can feel exciting, confusing, and full of possibility all at once, especially when you are still exploring what it can do. This challenge is for you if you are curious, enthusiastic, and ready to make...

Use the visual roadmap as a quick scan before reading the section.



AI can feel exciting, confusing, and full of possibility all at once, especially when you are still exploring what it can do.

This challenge is for you if you are curious, enthusiastic, and ready to make better use of AI in everyday work. Maybe you have already experimented with AI tools, asked them to help with some tasks, or started wondering how they could fit into your daily workflow.

Over 30 days, with about 30 minutes a day, you will build practical habits for writing, meetings, research, planning, review, communication, and technical understanding, one useful step at a time.

The best way to understand what AI can do for you is to start using it with purpose, so let's get started!

Paul Tocatlian

Spark•Academy

A Brighter Way to Learn

AI can help you move faster, organize information, prepare for conversations, and create stronger first drafts. It can also create risk when it sounds more certain than the facts allow, uses sensitive information in the wrong place, or hides the need for human review.

Think of this as a gentle first step. One small day at a time. About 30 minutes. Nothing here needs to be perfect. You do not need to know everything right away, and you definitely do not need to turn into an AI expert overnight. The point is to build a

reliable way to decide when AI can help, how to prompt it, how to review the output, and what should stay in human hands.

Not every topic in this challenge will be new to you. Some days may cover things you have already tried, tools you have already used, or ideas you already understand. That is completely fine. When that happens, you can either use the day to experiment a little more deeply, try a harder version of the exercise, or simply skip ahead to the next day. This challenge is here to support you, not slow you down.

You already bring the most important things with you: your judgment, your writing instincts, your curiosity, your lived context, and the way you understand other people. These tools are not a replacement for any of that. They are here to support your thinking, save time, help you absorb information faster, and give you a little more room to do the work well.

Quick Answers

What is the 30-Day AI at Work Challenge? It is a practical 30-day guide to using AI for real workplace tasks.

Who is it for? It is for anyone who wants to use AI more effectively at work without needing to become an AI expert.

How long does each day take? Each day is designed to take about 30 minutes.

Which tools does it cover? The challenge covers ChatGPT, NotebookLM, Gemini, Codex, and a capstone project that combines the tools into one productivity package.

What will you be able to do by the end? You will be able to choose the right AI tool for the task, draft and revise workplace materials, prepare for meetings, summarize trusted sources, plan work, review claims, ask better questions, translate technical ideas, compare tool answers, and save reusable workplace tools.

How does the challenge handle responsible AI use? It keeps facts, privacy, source boundaries, tone, judgment, and final decisions in human hands.

What You'll Build

By the end of the challenge, you will have a small set of notes, prompts, checklists, drafts, and templates you can reuse at work.



PORTFOLIO OUTPUT 01

An AI tool map for everyday work.



PORTFOLIO OUTPUT 02

A reusable prompt library for writing, meetings, research, planning, review, web structure, technical questions, and the capstone.



PORTFOLIO OUTPUT 03

Clearer workplace messages with review notes.



PORTFOLIO OUTPUT 04

A meeting prep and follow-up package.



PORTFOLIO OUTPUT 05

A project framing and stakeholder question set.



PORTFOLIO OUTPUT 06

Source-based summaries, briefs, learning aids, and a simple NotebookLM system.



PORTFOLIO OUTPUT 07

A visual summary and planning workflow with a reusable schedule and task list.



PORTFOLIO OUTPUT 08

A Workspace-ready draft with a change note.



PORTFOLIO OUTPUT 09

A web-friendly content outline with search intent, SEO, AEO, FAQ, and review thinking.



PORTFOLIO OUTPUT 10

Plain-English technical explanations and a reusable technical question bank.



PORTFOLIO OUTPUT 11

Review habits for claims, sources, privacy, accuracy, tone, and human approval.



PORTFOLIO OUTPUT 12

A Compare, Challenge, Combine workflow for using multiple tools without losing your judgment.



PORTFOLIO OUTPUT 13

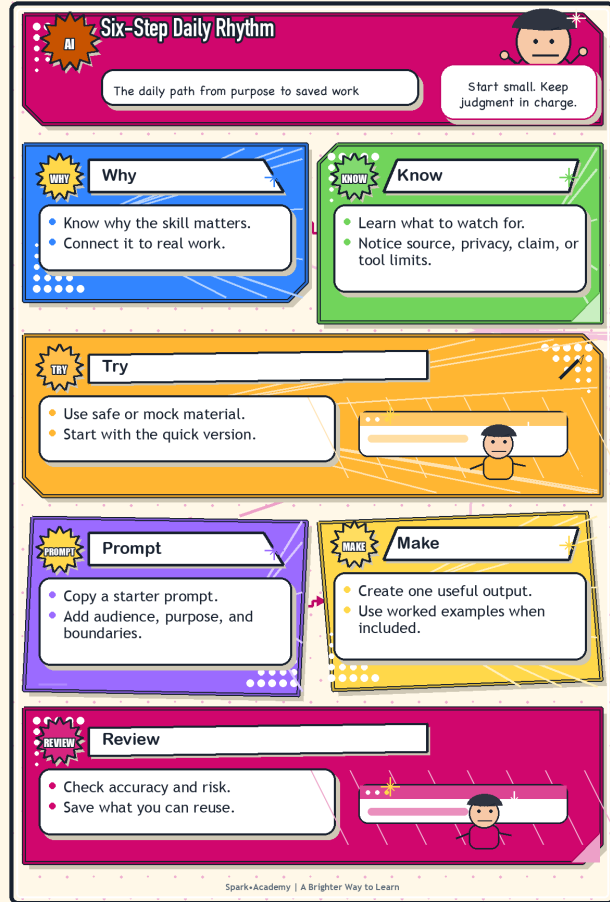
A capstone productivity package and personal AI playbook you can reuse.

COURSE SECTION

How the Daily Practice Works

Each day follows the same six-step path: Why It Matters, Know Before You Try, Try It, Prompt, Make Something Useful, and Review and Save.

Use the visual roadmap as a quick scan before reading the section.



Each day follows the same six-step path: **Why It Matters, Know Before You Try, Try It, Prompt, Make Something Useful, and Review and Save.**

That structure is meant to keep the work practical. First, you see why the skill matters. Then you learn the main cautions before touching a tool. After that, you try the skill on safe material, use a prompt if it helps, make one useful output, and review it before saving.

Some days are about getting familiar with a tool. Those days include a small "use tomorrow" outcome so setup turns into action. Other days ask you to make a draft, checklist, plan, briefing, outline, or template you can reuse. A few days include worked examples so you can see what a usable result looks like before you make your own.

The point is not perfection. The point is to try the method, make something practical, and review it with your own judgment.

COURSE SECTION

How to Use This Challenge

Each day should take about 30 minutes.

Use the visual roadmap as a quick scan before reading the section.



Each day should take about 30 minutes.

A simple rhythm:

1. Spend 5 minutes reading the day.
2. Spend 20 minutes doing the exercise.
3. Spend 5 minutes checking what you learned.

Each day includes a **Try It** section with a quick version and an example to aim for. Use the quick version as the default path on busy days, then compare your work to the example so you know what "complete enough" can look like. The minimum version is enough to keep moving; the stretch option is only for days when you have extra time or want a stronger version.

Some days will feel useful right away. Others may feel more like planting seeds. Both are okay. Some skills become valuable later, after you have seen the same pattern a few times.

Do not worry if one day feels easier than another. That is normal. The only thing that matters is showing up for one small step at a time.

On a busy day, read **Why It Matters** and **Know Before You Try**, then go straight to the quick version in **Try It**. Use the **Prompt** section only after you know the task, audience, safe context, format, tone, and source boundaries. After the first answer, ask at least one follow-up question, such as "What might be missing?", "What should I verify?", or "Make this clearer and more concise."

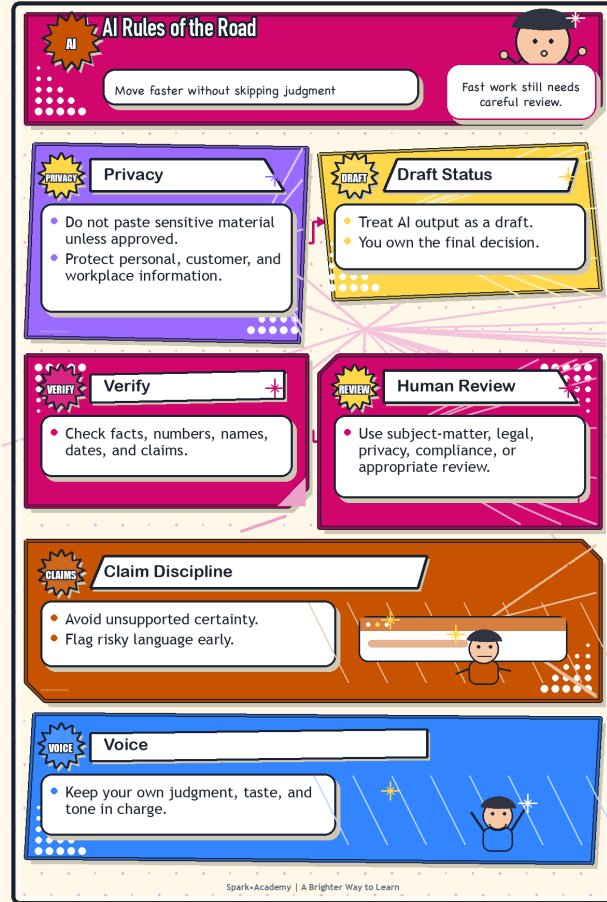
At the end of each day, use **Review and Save** as the quality gate. Check the output once for accuracy, once for usefulness, and once for the specific risk named that day. Then add two short notes: "What I learned today: ..." and "Use this at work for: ..."

COURSE SECTION

AI Rules of the Road

Before using AI for work, keep a few simple rules in mind.

Use the visual roadmap as a quick scan before reading the section.



Before using AI for work, keep a few simple rules in mind.

These tools can help you move faster, think more clearly, and create stronger first drafts. But they do not replace judgment, confidentiality, accuracy, or human review.

Use these rules as a starting point:

1. Do not paste confidential, sensitive, personal, legal, financial, regulated, or unreleased workplace information into AI tools unless your workplace has approved that use.
2. Treat AI output as a draft, not a final answer.
3. Always check facts, claims, numbers, names, dates, work details, and source material.
4. For product, legal, financial, regulated, people-related, or public-facing language, get the right human review.
5. Do not let AI make a message sound more certain than the source material supports.
6. Be careful with anything that sounds too polished, too broad, too promotional, or too absolute.
7. Keep your own voice, judgment, and taste in charge.

A good rule of thumb:

Use AI to help you think, draft, organize, and improve. Do not use AI to decide what is true, what is approved, or what is ready to send.

Before You Send Anything

Before sharing AI-assisted work, pause and review it yourself.

Ask:

1. Is this accurate?
2. Is this supported by the right sources?
3. Is the tone right for the audience?
4. Is anything overstated?
5. Is anything too vague?
6. Is anything missing?
7. Could this be misunderstood?
8. Does this need subject-matter, legal, compliance, privacy, accessibility, or other appropriate review?
9. Does this still sound like me and like the workplace?
10. Would I feel comfortable standing behind this if someone asked where it came from?

This checklist matters because AI can make work look finished before it is actually ready.

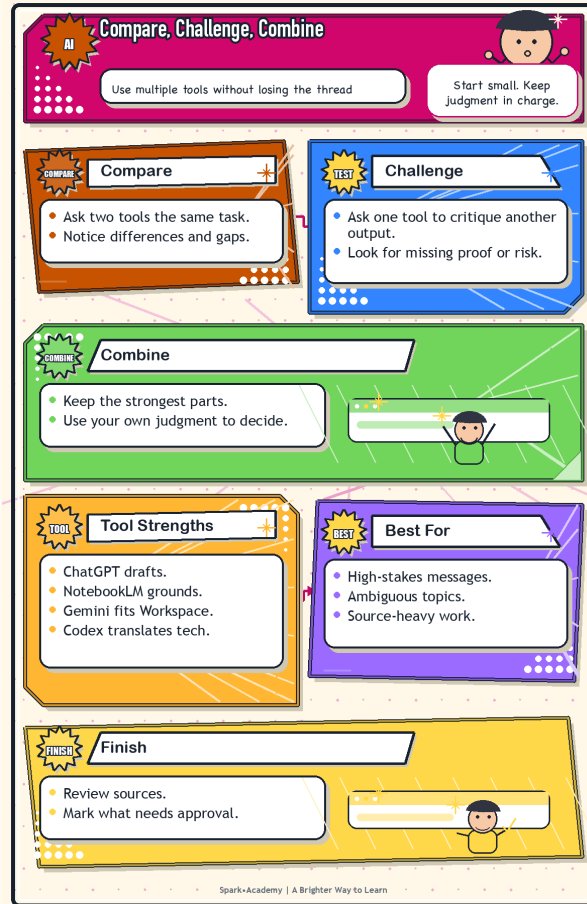
Strong workplace communication still needs judgment, context, taste, and responsibility.

COURSE SECTION

Compare, Challenge, Combine

As you get more comfortable, do not think of AI as one tool giving one answer.

Use the visual roadmap as a quick scan before reading the section.



As you get more comfortable, do not think of AI as one tool giving one answer.

A better habit is to compare tools, challenge outputs, and combine the strongest parts.

Different tools may be useful for the same task in different ways.

ChatGPT may be better for drafting, strategy, tone, and pressure testing.

NotebookLM may be better when the answer needs to stay close to trusted source material.

Gemini may be better when the work sits inside Google Workspace or needs web visibility thinking.

Codex may be better when technical language needs to be translated into plain English.

When a task matters, try this simple method:

1. Compare: Ask two tools to do the same task and notice how the answers differ.
2. Challenge: Ask one tool to critique or improve the other tool's output.
3. Combine: Use your own judgment to pull the best parts into one stronger version.

For example:

1. Ask NotebookLM to summarize source material.
2. Ask ChatGPT to turn that source-based summary into a work plan.
3. Ask Gemini to review the draft for search intent, FAQ opportunities, and web-friendly structure.

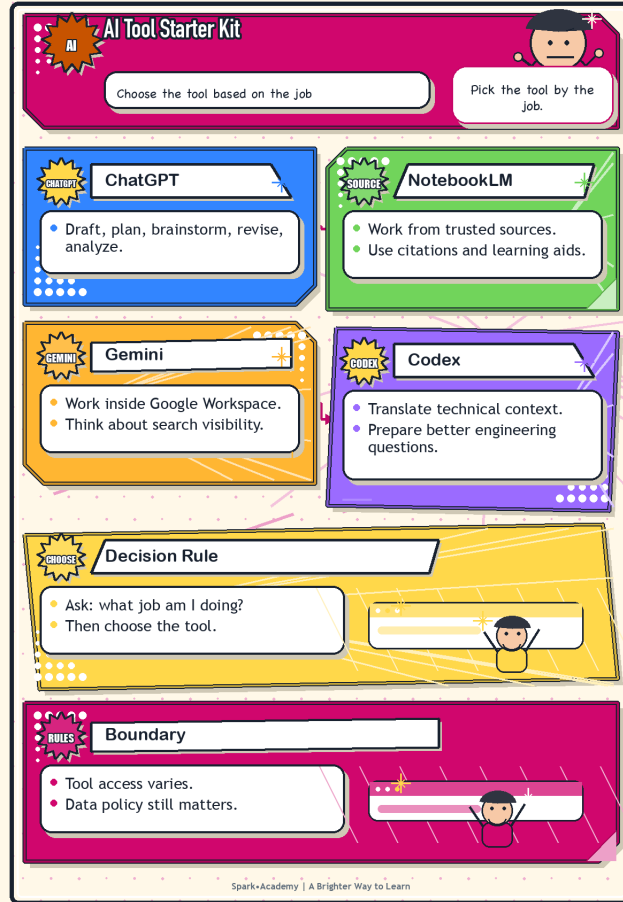
9. Gemini Workspace prompts
10. Gemini SEO and AEO prompts
11. Codex technical translation prompts
12. Capstone prompts

A good prompt library will save time once work gets busy. It also helps you remember what worked, what did not, and how to ask better questions the next time.

The Tools

There are many AI tools out there, and new ones seem to appear every week. We are not trying to learn everything or boil the ocean. For now, we are starting with four tools that you may have already used...

Use the visual roadmap as a quick scan before reading the section.



There are many AI tools out there, and new ones seem to appear every week. We are not trying to learn everything or boil the ocean. For now, we are starting with four tools that you may have already used, heard about, or at least seen mentioned: ChatGPT, NotebookLM, Gemini, and Codex.

Each one can help in its own way. Some are better for writing and thinking. Some are better for learning from source material. Some are better inside Google Workspace. Some are better for understanding work information, technical context, and technical data. Others can help turn information into visual summaries, charts, tables, and simple dashboards.

The point is simply to get comfortable enough with each one that you know when it might help you, when it might not, and how to use it without making your work feel more complicated.

Think of these tools as a small starter kit. You can always add more later. For now, this is enough.

ChatGPT



Use ChatGPT as your main thinking, drafting, editing, analysis, planning, and strategy partner.

It is useful when you have rough ideas and need help shaping them. It is also useful when you are staring at a blank page, trying to prepare for a meeting, organizing messy notes, reviewing a message for risk, or turning information into a clearer format.

Good for:

1. Writing support: drafting messages, improving tone, tightening structure, and turning rough thoughts into clear writing.
2. Meeting support: preparing agendas, questions, and briefing notes before meetings, then summarizing notes, identifying decisions, capturing open questions, assigning owners, finalizing action items, and drafting follow-up messages after meetings.
3. Brainstorming support: generating campaign ideas, message angles, audience approaches, storylines, project themes, and alternative ways to frame a workplace challenge.
4. Question development: creating sharper questions for subject-matter, legal, technical, customer, reader, and partner conversations so discussions become more focused and useful.
5. Communication pressure testing: reviewing messages from different perspectives, identifying what may be unclear, generic, risky, unsupported, too technical, or likely to be misunderstood.
6. Document, image, and data review: uploading or providing documents, screenshots, images, notes, tables, or data so ChatGPT can summarize, compare, extract themes, identify patterns, and suggest next steps.

7. Visual communication support: turning information into simple charts, tables, diagrams, timelines, comparison grids, visual summaries, and presentation-ready structures that make complex ideas easier to understand.
8. Tools, integrations, and planning workflows: using available ChatGPT features such as file upload, image upload, data analysis, projects, search, tasks, connectors, and planning prompts to organize work, create calendar-ready schedules, build task lists, and prepare follow-up plans.

Where to find it on your laptop:

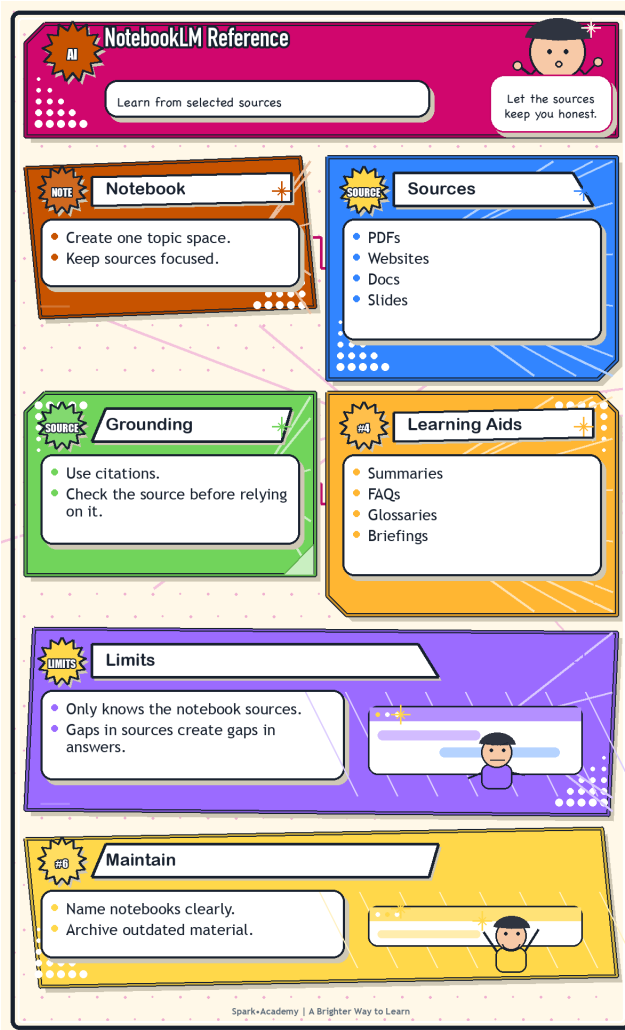
1. ChatGPT (<https://chatgpt.com/>)
2. Download ChatGPT for Desktop (<https://chatgpt.com/download/>)

The web version is the easiest place to start. The desktop app can be useful once you are using ChatGPT more regularly.

ChatGPT may also include tools such as file upload, image upload, data analysis, projects, search, scheduled tasks, connectors, connected apps, and developer tools. What you see will depend on your account, plan, workspace settings, and what your workplace enables. You do not need all of these on day one. Start with the basics, then use integrations only when they clearly make your work easier and are appropriate for workplace information.

For calendar and task planning, it is best to start by using ChatGPT as a planning assistant. It can help you prepare calendar-ready blocks, meeting agendas, follow-up lists, and reminders you can copy into Google Calendar, Apple Calendar, or a task app. Depending on your account, settings, and workplace permissions, some direct scheduling or reminder features may also be available. For workplace use, only connect calendars or let AI act on your calendar if that is allowed by workplace policy.

NotebookLM



Use NotebookLM as your learning and knowledge hub.

NotebookLM is especially useful when you want to understand a topic more deeply using trusted materials. The basic idea is simple: create a separate notebook for each topic or domain, add the most useful resources, then use the notebook to ask questions, summarize what matters, and generate helpful learning aids.

This is a good tool for learning because it keeps the work grounded in the material you provide. Instead of asking a broad AI tool to answer from general knowledge, you can create a notebook from specific documents, notes, reports, or links, then ask questions inside that source set.

Good for:

1. Creating separate notebooks for different topics, such as workplace reference, domain research, workplace messaging, project context, competitors, or media strategy.
2. Uploading or linking to key resources so each notebook has its own trusted source base.
3. Asking questions across those sources to understand the topic more clearly.
4. Generating summaries, study guides, FAQs, briefings, timelines, and other learning aids.
5. Saving useful notes so each notebook becomes easier to use over time.

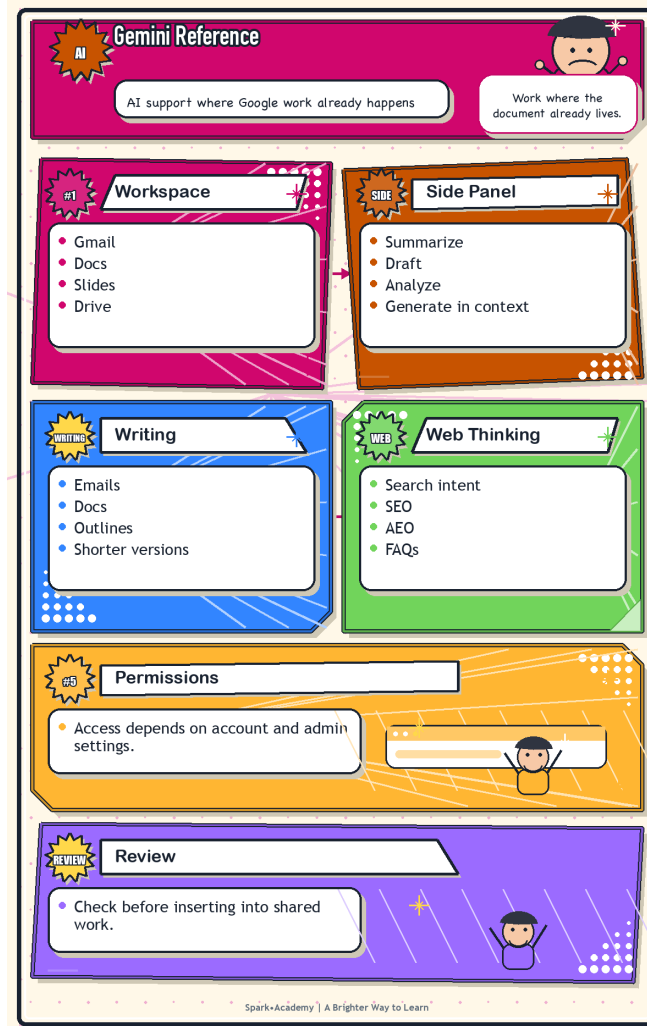
Where to find it on your laptop:

1. NotebookLM (<https://notebooklm.google.com/>)

2. I could not verify a Google-provided desktop app. Use it in your browser.

A good way to start is to create one notebook called "Work Reference," then add separate notebooks later for specific topics as they become important.

Gemini



Use Gemini in two ways.

First, use Gemini inside Google Workspace to help with everyday work in Gmail, Docs, Slides, and Drive.

Second, use Gemini to think about how content may perform on the web. This includes search intent, keywords, page structure, SEO, AEO, headlines, summaries, FAQs, and the kinds of questions people may ask when they are looking for information online.

Gemini can be especially useful because it may sit close to the tools you already use. When you are working in Gmail or Docs, the ability to draft, summarize, or rework content without switching contexts can save energy.

Good for:

1. Drafting and refining emails in Gmail.
2. Improving documents in Google Docs.
3. Creating outlines in Google Slides.

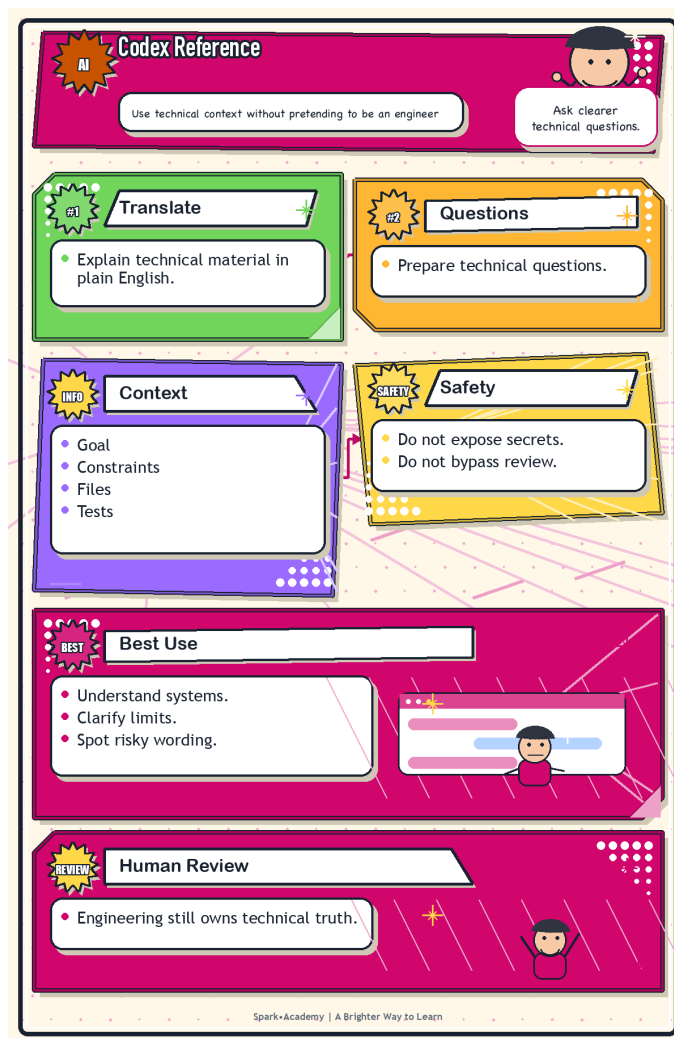
4. Finding and summarizing files in Google Drive.
5. Thinking through search intent and keyword ideas.
6. Reviewing content for SEO and AEO opportunities.
7. Turning content into clearer web summaries, FAQs, page titles, meta descriptions, and answer-focused sections.

Where to find it on your laptop:

1. Gemini (<https://gemini.google.com/>)
2. Google Gemini App on the App Store (<https://apps.apple.com/us/app/google-gemini/id6477489729>)
3. Gemini may also appear inside Gmail, Docs, Slides, and Drive if it is enabled for your account.

On your laptop, the web version and the Workspace integrations are probably the easiest places to start.

Codex



Use Codex lightly for technical understanding.

Good for:

1. Understanding technical documents.
2. Translating engineering concepts into plain English.

3. Preparing better questions for technical topics and partners.
4. Learning how a feature works at a high level.

Where to find it on your laptop:

1. Codex (<https://chatgpt.com/codex>)
2. Codex can be accessed through ChatGPT. Start from the web version or the OpenAI download page if the desktop app is available for your account.

This is not about becoming a coder. It is just about understanding enough to communicate clearly and responsibly.

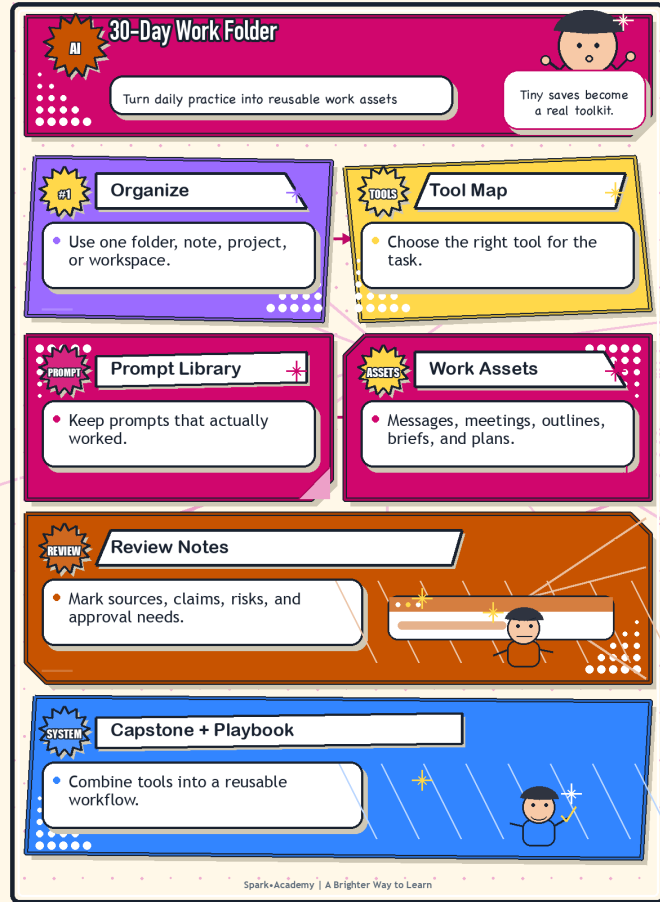
You do not need to know every technical detail. But being able to understand the shape of a technical topic, ask better questions, and avoid inaccurate language is a real advantage.

COURSE SECTION

Your 30-Day Work Folder

By the end of the challenge, you will have a small work folder of AI habits and reusable assets. Keep these in one folder, note, project, or workspace so you can find them later.

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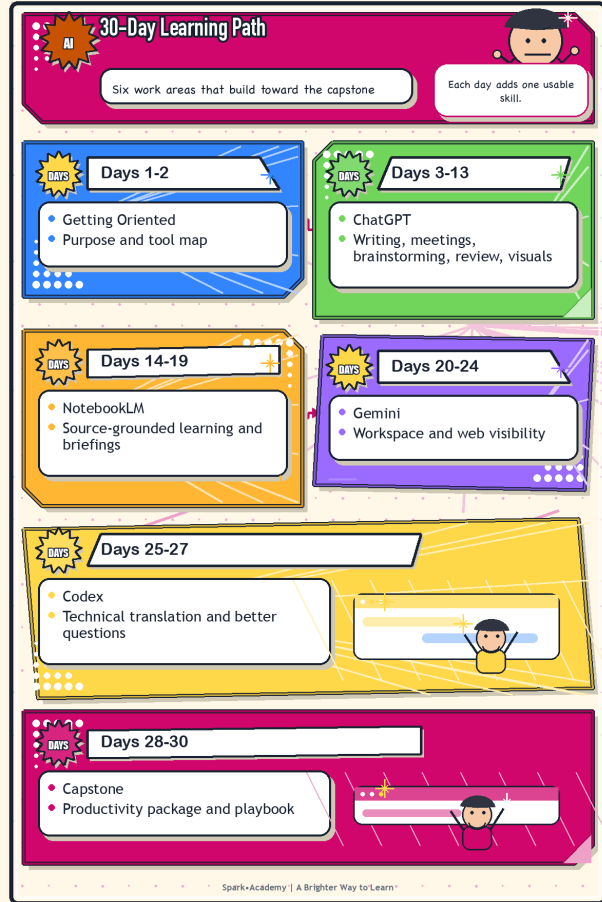
Saved Piece	Built On	What It Helps You Do
How AI Can Help Me at Work Note	Day 1	Set a realistic baseline for responsible AI use.
My AI Tool Map	Day 2	Choose the right tool for the task.
ChatGPT Features I Found	Day 3	Remember which features are available and which need guidance.
Prompt Library	Throughout	Save prompts that actually helped.
Clear Message and Review Notes	Days 4-5, 10-11	Draft, revise, pressure test, and improve workplace messages.
Meeting Prep and Follow-Up Package	Days 6-7	Prepare for and follow up after important meetings.
Project Framing and Question Set	Day 9	Bring sharper ideas and questions to stakeholders.
Claim Review Checklist	Day 11	Check risky or sensitive language before review.

Saved Piece	Built On	What It Helps You Do
Visual Summary and Planning Workflow	Day 13	Turn information into a summary, schedule, and task list.
Source-Based Summary and Briefing	Days 16 and 18	Summarize trusted material and mark limits or review flags.
Learning Aids	Day 17	Turn source material into FAQs, glossaries, study guides, timelines, or quizzes.
NotebookLM System	Day 19	Organize trusted sources, source rules, and learning aids.
Workspace-Ready Draft	Day 22	Use Gemini thoughtfully inside Google Workspace.
Search Intent, SEO, AEO, and FAQ Notes	Day 23	Think like a reader before structuring web content.
Web-Friendly Content Outline	Day 24	Structure content around reader questions, search intent, and review needs.
Plain-English Technical Explanation	Day 26	Translate technical ideas accurately for nontechnical readers.
Technical Question Bank	Day 27	Ask better technical questions.
Source and Strategy Foundation	Day 28	Ground the capstone in sources, audience, risks, and review needs.
Capstone Productivity Package	Day 29	Combine tools into one realistic workplace workflow.
My AI Playbook	Day 30	Keep your personal rules, prompts, workflows, and review habits in one place.

COURSE SECTION

30-Day Learning Path

Use the visual roadmap as a quick scan before reading the section.



- Days 1-2: Getting Oriented
- Days 3-13: ChatGPT
- Days 14-19: NotebookLM
- Days 20-24: Gemini
- Days 25-27: Codex
- Days 28-30: Capstone Project

Days 1 to 2: Getting Oriented

Start gently by understanding why this challenge exists and how the tools fit together.

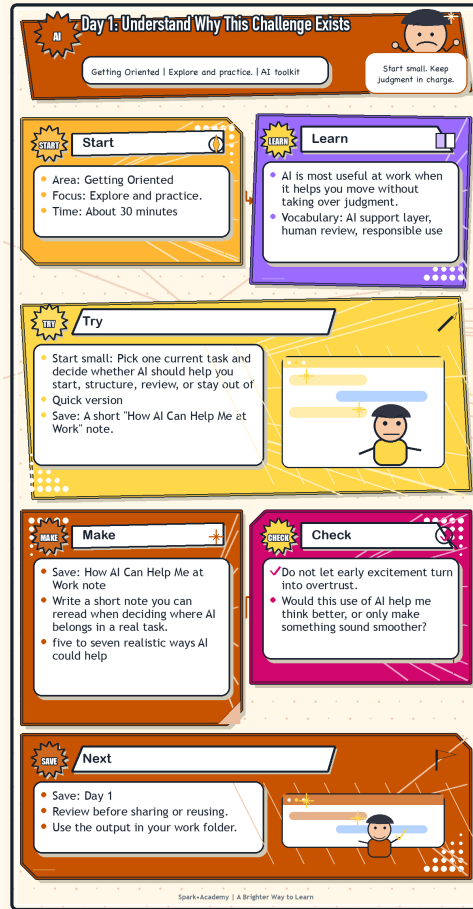
These first two days are about getting your bearings. You are not trying to master AI yet. You are learning why the challenge exists, where each tool fits, and how to start using AI in a calm, practical way.

COURSE SECTION

Day 1: Understand Why This Challenge Exists

AI is most useful at work when it helps you move without taking over judgment. Use it to start, structure, question, summarize, and review work while accountability stays with you.

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

AI is most useful at work when it helps you move without taking over judgment. Use it to start, structure, question, summarize, and review work while accountability stays with you.

New projects often arrive with unfamiliar documents, meetings, acronyms, priorities, and expectations. AI can reduce the noise, but it should not decide what is true, appropriate, approved, or ready to share.

Save a note that names realistic use cases, meaningful cautions, and one responsibility sentence you can actually use later. The note should make clear when AI can create momentum and when you should slow down, verify, ask for guidance, or keep the work out of an AI tool.

KNOW BEFORE YOU TRY



Know Before You Try

AI is best understood as a work support layer, not a separate side project or a replacement for your judgment. It can help you start, structure, explore, summarize, question, and review work that still belongs to you.

The core workflow is simple: define the task, choose safe context, ask for a specific kind of help, review the output, and decide what is ready. Skipping any step makes the tool feel more magical than it is.

AI is especially useful for first-pass work. It can turn a blank page into a draft, scattered notes into categories, or a confusing topic into better questions. But first-pass work is not finished work.

Your judgment covers the parts AI cannot own: confidentiality, accuracy, relationship context, taste, timing, approval, and accountability. Those are not finishing touches; they are part of the work.

The useful habit is to split every task into two parts: what AI can help with, and what must stay with you. That habit lets you use AI for momentum without handing it responsibility for trust.

Before you try

- AI is strongest when you use it as a thinking partner, drafting partner, and organizing partner, not as the final authority on what is true or approved.
- Your job is to keep the human loop active: define the task, protect sensitive information, review the output, and decide what is ready to use.
- Tool access and features can vary by account, region, device, and workspace settings, so the durable skill is judgment, not memorizing one button location.

Where this helps

Use this mindset at the beginning of any new project, new tool, or new workflow. It is especially useful when work feels broad, ambiguous, or fast moving.

- you are staring at a blank page and need a starting point
- you have messy notes and need structure
- you want to identify questions, risks, or next steps before a meeting

TRY IT



Try It

PRACTICE

Start small: Pick one current task and decide whether AI should help you start, structure, review, or stay out of it.

Quick version

- **Save:** A short "How AI Can Help Me at Work" note.
- **Minimum useful version:** List three realistic AI uses, two cautions, and one personal responsibility sentence.
- **If stuck:** "AI can help me organize messy notes, but I still need to check facts and decide what is appropriate to use."
- **Done when:** You can name one useful AI support task and one situation where you should slow down or ask for guidance.
- **Add only if useful:** Add role-specific examples from your actual work, using only safe or mock details.

Aim for

- **Useful AI support:** Draft a rough update, summarize a public source, organize meeting notes, and suggest questions before a review.
- **Boundary:** Do not paste confidential, customer, legal, financial, unreleased, or sensitive workplace details unless that use is approved.
- **Responsibility sentence:** "AI can help me move faster, but I am responsible for checking facts, protecting information, and deciding what is ready to use."
- **Why this works:** It is specific, safe, and easy to reread when work gets busy.

Practice

Create a note called "How AI Can Help Me at Work." Write five ways AI could support your work. Use simple language. Examples:

1. Help me draft faster.
2. Help me prepare for meetings.
3. Help me summarize complex information.
4. Help me organize what I am learning.
5. Help me ask better questions.
6. Help me identify risks before sharing a message.
7. Help me create first drafts of FAQs, briefings, agendas, and follow-ups.

Then add one sentence: "AI helps me move faster, but my judgment decides what is ready to use."

Work in passes:

1. Write your first five ideas quickly without judging them.
2. Group the ideas into categories such as writing, meetings, learning, planning, and review.
3. Add one risk or caution next to each category so the note stays balanced.
4. Finish by writing one sentence in your own voice about how you want to use AI responsibly.

If you get stuck, use ordinary work moments as examples: a meeting you need to prepare for, a long document you need to understand, an email you need to draft, or a confusing product topic you need to explain. Practical examples are better than impressive ones.

Before you save it:

- Name one task where AI could help you start faster, and one task where AI should not be used without human review.
- Write down the review step you would use before sharing an AI-assisted draft with anyone else.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me think through how AI could support my work. Use simple language. Suggest practical use cases, risks to watch, and one sentence I can save about using AI responsibly.

Improve prompt: Use this to check and strengthen the draft before you save it.

Simple Prompt

Review my AI-at-work use cases. Separate low-risk drafting, organizing, and learning uses from uses that need human, privacy, legal, compliance, or subject-matter review. Suggest missing cautions and improve my responsible-use sentence.

Apply prompt: Use this to adapt the idea to your own safe work context.

Simple Prompt

Ask me up to five questions about my role, recurring tasks, and workplace boundaries. Then suggest practical ways AI could help me start faster, think more clearly, and review more carefully, using only safe or approved examples.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Write a short note you can reread when deciding where AI belongs in a real task.

Save **How AI Can Help Me at Work** note.

Make sure it includes:

- five to seven realistic ways AI could help
- at least three cautions or boundaries
- one sentence that captures your personal rule for using AI responsibly
- language simple enough that you would actually reread it later

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: Do not let early excitement turn into overtrust. The risk today is using AI for work that needs confidentiality, approval, or factual certainty before you have a review habit.

Look at each use case and ask whether it would actually help you think better, move faster, or reduce confusion. If it only makes something look more polished without making it more accurate, useful, or thoughtful, it may not be worth much.

Ask yourself:

- Would this use of AI help me think better, or only make something sound smoother?
- Could this involve confidential, personal, customer, regulated, legal, financial, or unreleased information?
- What would I still need to verify myself?
- Where would I need subject-matter, legal, privacy, compliance, or other appropriate review?

Watch for

AI can make work feel easier, but easier is not always better. Some work needs quiet thinking, relationship judgment, human judgment, or human sensitivity. The point is not to hand everything to AI. The point is to use AI where it helps and stay in charge where judgment matters.

The most common beginner mistake is treating AI as either amazing or useless. Try to avoid both extremes. The better habit is more grounded: use it for a specific piece of the work, inspect what it gives you, and decide what deserves to move forward.

Save

Save this in your 30-day work folder as **Day 1 - How AI Can Help Me at Work** note.

Add a quick reuse note: **Use this at work for:** starting a new project, deciding where AI can safely help, or explaining your responsible-use boundary.

Name the note clearly, such as Day 1 - How AI Can Help Me at Work. Leave it in your work folder even if it feels basic. Basic is useful here because it becomes your starting line.

Check yourself

- I understand why this 30-day challenge exists.
- I understand that the point is practical confidence, not AI mastery.
- I wrote down ways AI could support my work.
- I understand that AI should support my judgment, not replace it.
- I saved one sentence that captures how I want to use AI responsibly.
- I can name at least one situation where AI would help and one situation where I should slow down or ask for guidance.
- I can name one real work situation where AI should help me start, structure, question, or review without taking over judgment.

Optional video

Watch: [How to Write an AI Prompt](#) (official Google YouTube channel, 3:07).

Why it helps: It gives a quick, beginner-friendly model for giving AI a clear task, context, and desired output.

COURSE SECTION

Day 2: Create Your AI Tool Map

Choosing the right AI tool should start with the task, not the product name. Ask where the information lives, how grounded the answer needs to be, and what review is required before anyone uses it.

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

Choosing the right AI tool should start with the task, not the product name. Ask where the information lives, how grounded the answer needs to be, and what review is required before anyone uses it.

A tool map helps you avoid two common mistakes: using one assistant for everything or avoiding AI because the options feel confusing. ChatGPT, NotebookLM, Gemini, and Codex can overlap, but they do not support work in the same way.

Save a map that connects each tool to realistic work tasks, cautions, data boundaries, and first prompts. It should help you make a better starting choice in under a minute.

KNOW BEFORE YOU TRY



Know Before You Try

Different AI tools can overlap, but they are not interchangeable. A useful tool map starts with the work, not the product name.

A strong tool map has four columns: task, context, output, and boundary. The task is what you are trying to do. The context is what the tool needs to know. The output is what you need back. The boundary is what information, review, or approval limits the workflow.

ChatGPT is useful for drafting, planning, brainstorming, pressure testing, and synthesis. NotebookLM is useful when answers should stay close to trusted source material. Gemini is useful when the work lives inside Google Workspace or when you are thinking about web visibility. Codex is useful for technical explanation, code-aware context, and technical questions.

A source-grounded summary, a quick email rewrite, a public content outline, and a technical explanation may all involve writing, but they need different context and different review. The tool choice follows the job.

Privacy and permission are part of the map. The question is not only "Can this tool do it?" It is also "May I put this material here, and what review is required before I use the result?"

A good tool map is not a perfect taxonomy. It is a practical decision aid that gets better as you learn what actually works for you.

Before you try

- A good tool map is not a ranking of which AI tool is best. It is a decision aid for matching the tool to the job.
- Use ChatGPT when you need flexible drafting, reasoning, rewriting, or planning; use NotebookLM when the answer should stay grounded in selected sources; use Gemini when the work lives inside Google tools or search visibility matters; use Codex when technical context needs translation or code-aware help.
- Add a privacy column to your map. The most important question is often not 'Can this tool do it?' but 'May I put this material here?'

Where this helps

Use the AI Tool Map whenever you are unsure where to start. It helps you choose the tool based on the task, not based on habit.

- you are unsure whether to use ChatGPT, NotebookLM, Gemini, or Codex
- a task has multiple parts and may need more than one tool
- you want to explain to someone else why you chose a particular AI workflow

TRY IT



Try It

PRACTICE

Start small: Choose one real task on your plate and name the tool you would try first, plus the boundary you would check before using it.

Quick version

- **Save:** My AI Tool Map.
- **Minimum useful version:** Create four rows: ChatGPT, NotebookLM, Gemini, and Codex. For each, write best use, caution, and one work task.
- **If stuck:** "ChatGPT: useful for drafting and pressure testing; caution: may add unsupported claims."
- **Done when:** The map helps you choose a tool by task instead of habit or hype.
- **Add only if useful:** Add a privacy or review column so the map also shows what must be checked before real use.

Aim for

- **ChatGPT:** Best for drafting, brainstorming, planning, and pressure testing. Watch for unsupported claims.
- **NotebookLM:** Best for learning from selected sources. Watch for source gaps or outdated material.
- **Gemini:** Best when work lives in Google Workspace or when thinking about search-friendly structure. Watch for convenience replacing review.

- **Codex:** Best for technical sensemaking and translation. Watch for anything that still needs engineering confirmation.

Practice

Create a note called "My AI Tool Map." Add four sections:

1. ChatGPT
2. NotebookLM
3. Gemini
4. Codex

Under each section, write:

1. What this tool is best for.
2. What I should be careful about.
3. One practical workplace use case.
4. One prompt I might try.

Example: ChatGPT Best for drafting, planning, brainstorming, and pressure testing. Careful about unsupported claims and confidential information. Use case: prepare a decision brief. Prompt: "Help me turn these notes into a concise decision brief."

Work in passes:

1. Create one section for each tool.
2. Under each tool, write three tasks it seems best suited for.
3. Add one caution for each tool, such as source limits, privacy concerns, or need for human review.
4. Add a final section called "When I am unsure" and write a simple rule for deciding where to start.

If you are not sure what to write, use examples from this guide. ChatGPT is used for drafting and pressure testing, NotebookLM for learning from sources, Gemini for Workspace and search-friendly thinking, and Codex for technical explanation.

Before you save it:

- For each tool, add one strong use case, one weak use case, and one data boundary.
- If the tool choice is unclear, write the question you would ask before choosing where to start.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me create my AI Tool Map. Compare ChatGPT, NotebookLM, Gemini, and Codex by best use case, what to be careful about, one practical workplace use case, and one prompt I might try.
```

Improve prompt: Use this to make the map more useful.

Simple Prompt

Review my AI Tool Map for overlap, vague tool choices, missing cautions, and unclear data boundaries. Help me add one strong use case, one weak use case, and one decision question for each tool.

Apply prompt: Use this to turn the map into a decision aid.

Simple Prompt

Create a simple tool-choice rule for my work. Ask what kind of task I am doing, whether I have approved source material, whether the output is technical or nontechnical, and what review is needed before sharing.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a simple decision aid for choosing a tool when a work task comes in.

Save **My AI Tool Map**.

Make sure it includes:

- one section for each tool
- clear examples of what each tool is good for
- one caution or boundary for each tool
- a simple rule for what to do when the right tool is not obvious

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is tool mismatch: using the most familiar assistant instead of the one that fits the task, source boundary, and review need.

The map should make choices easier. If every tool sounds like it does everything, sharpen the differences. The point is not to create a perfect taxonomy. The point is to make your next step easier.

Ask yourself:

- Does this map help me choose a tool faster?
- Am I treating one tool as if it can do everything?
- Have I noted when source material, Workspace context, or technical context matters?
- Have I kept privacy and workplace approval in the decision?

Watch for

There will be overlap between tools. That is fine. Sometimes you will try one tool first and another tool second. The best choice may depend on the material, the audience, and what you are trying to create.

Do not overcomplicate the map. If it becomes too detailed, you will not use it. The map should feel like something you can scan in under a minute.

Save

Save this in your 30-day work folder as **Day 2 - My AI Tool Map**.

Add a quick reuse note: **Use this at work for:** choosing the right AI tool for a draft, source-learning task, Workspace task, or technical question.

Save the map somewhere easy to update. You will learn more about each tool over the next 28 days, so leave room for additions.

Check yourself

- I created my AI Tool Map.
- I can explain the main role of ChatGPT.
- I can explain the main role of NotebookLM.
- I can explain the main role of Gemini.
- I can explain the main role of Codex.
- I know which tool I would try first for different kinds of work.
- I can explain which tool I would try first for drafting, source learning, Workspace work, and technical translation.
- I can use my tool map to choose a starting tool for drafting, source learning, Workspace work, or technical translation.

Optional video

Watch: [What Work Looks Like with ChatGPT | Write, Research, Code, Create](#) (official OpenAI YouTube channel, 1:49).

Why it helps: It shows several practical AI work modes, which helps you think in workflows instead of isolated tools.

Days 3 to 13: ChatGPT

Build core AI habits for writing, meetings, brainstorming, pressure testing, documents, data, visuals, and planning.

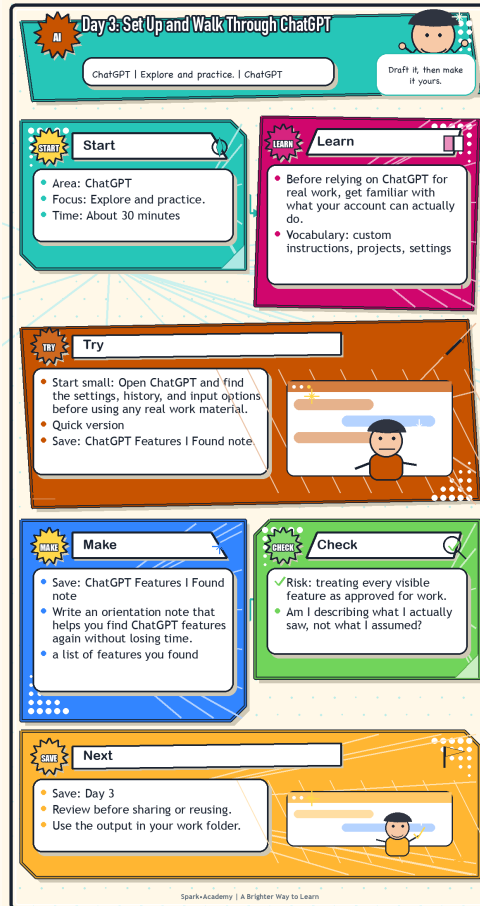
This is the longest stretch because ChatGPT is the main practice space for many everyday AI habits. You will use it to draft, revise, plan, ask better questions, review risky language, and turn messy information into something more useful.

COURSE SECTION

Day 3: Set Up and Walk Through ChatGPT

Before relying on ChatGPT for real work, get familiar with what your account can actually do. Features vary by account, plan, device, workspace configuration, policy, and release timing.

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

Before relying on ChatGPT for real work, get familiar with what your account can actually do. Features vary by account, plan, device, workspace configuration, policy, and release timing.

This is not tool tourism. The point is to know where to start a chat, where settings and tools live, how to test prompts safely, and which features need workplace guidance before you use real work material.

Save a feature note that records what you found, what seems useful, what is unavailable or unclear, and what you need to verify. That note will save time later when the work matters more than finding the right button.

KNOW BEFORE YOU TRY



Know Before You Try

Tool: ChatGPT. Start by reviewing the [ChatGPT entry in The Tools](index.html#chatgpt), then open ChatGPT in your browser. Use the Tools section as the main reference for links, desktop app notes, account differences, and current feature notes. Today, focus on what you personally see and write down which features are available, missing, or unclear.

Features may vary by account, plan, workspace settings, device, and workplace permissions. For work use, do not add confidential, personal, customer, regulated, unreleased, or otherwise sensitive material to chats, files, custom instructions,

memory, projects, connectors, or connected apps unless that use is approved.

ChatGPT is a general-purpose AI assistant, which means it can support many kinds of language and reasoning work: writing, summarizing, brainstorming, file review, data analysis, image review, planning, and structured thinking.

The concept today is interface literacy. You are not memorizing every feature; you are learning how to orient yourself in a tool that changes across accounts, plans, devices, regions, and workplace settings.

A good walkthrough answers five questions: Where do chats live? How do I start fresh? What input types are available? What settings or data controls matter? What features should I avoid until I understand workplace guidance?

A safe walkthrough uses low-stakes material. Test a simple prompt, notice how the response is structured, and write down which features are available, unavailable, or unclear in your account.

The point is not tool tourism. The point is to build enough familiarity that later days can focus on the quality of the work instead of the mechanics of finding buttons.

Before you try


- Setup is not just logging in. It includes understanding account type, data rules, memory or personalization settings, projects, file upload options, and which tools are enabled in your workspace.
- Custom instructions and project instructions can reduce repeated context, but they should not include sensitive personal, customer, confidential, or unreleased workplace information unless approved.
- When ChatGPT offers multiple models or modes, choose based on the work: faster responses for simple drafting, deeper reasoning for strategy, analysis, or higher-stakes review.

Where this helps

Use ChatGPT when you need a thinking partner, writing assistant, meeting prep helper, document reviewer, brainstorming partner, or first draft generator.

- you are using ChatGPT on a new device or account
- features look different from what a tutorial describes
- you want to understand what is available before using the tool for anything sensitive or important

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Find where to start a chat, where settings or tools appear, and one feature you want to practice later.
- **If stuck:** "I found new chat, chat history, and file upload. I still need to check workplace guidance before using files."
- **Done when:** ChatGPT feels navigable enough that you know where to begin and what still needs verification.
- **Add only if useful:** Add screenshots or short navigation notes for future-you.

Aim for

- **Features I found:** New chat, chat history, settings, model picker, file upload, and voice or image options if available.
- **Features to revisit:** Projects, connectors, data controls, memory or personalization, and file handling rules.
- **Safety note:** "I should not upload workplace files until I understand my account settings and workplace guidance."

- **Why this works:** It records what you actually saw instead of assuming every account works the same way.

Practice

Open ChatGPT in the browser. Find:

1. Where to start a new chat.
2. Where to upload a file.
3. Where to search previous chats.
4. Where projects appear, if available.
5. Where tools, data analysis, search, or connectors appear, if available.
6. Where to download the desktop app.

Create a note called "ChatGPT Features I Found." Write:

1. Three features I expect to use often.
2. Two features I want to understand later.
3. One feature I should only use after checking workplace guidance.

Work in passes:

1. Open ChatGPT and start a new conversation.
2. Find the areas for new chats, past chats, files or attachments, settings, and account information if available.
3. Ask one low-stakes question and notice how the response is organized.
4. Write down what you found, what you did not find, and what you want to learn later.

If your screen does not match the day, write that down. That is useful information. Account settings, plan type, enterprise controls, and product changes can all affect what appears.

Before you save it:

- After you explore the interface, write down which features are available in your account and which are not.
- Create one safe starter instruction about tone or format, then test whether it improves a simple draft.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me make a checklist of ChatGPT features to look for in my account, including new chat, file upload, chat history, projects, tools, settings, and the desktop app. Separate what I should use often from what I should only use after checking workplace guidance.

Improve prompt: Use this to add safety and access notes.

Simple Prompt

Review my ChatGPT setup checklist. Add columns for available to me, useful for, use with caution, needs workplace guidance, and safe practice example. Flag anything that depends on account, region, device, plan, or workspace settings.

Apply prompt: Use this to plan a first safe practice session.

Simple Prompt

Help me design a 20-minute safe ChatGPT practice session using only mock, public, sanitized, or approved material. Include what to try first, what to avoid, what settings or features to notice, and what notes to save afterward.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Write an orientation note that helps you find ChatGPT features again without losing time.

Save **ChatGPT Features I Found** note.

Make sure it includes:

- a list of features you found
- a list of features you did not find or are unsure about
- one note about privacy or data controls to revisit
- one feature you are most curious to practice next

Use tomorrow: Pick one safe message or planning task and use the feature note to decide where ChatGPT can help, what context you can safely provide, and what you need to verify before using the output.

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is treating every visible feature as approved for work. Pay special attention to memory, custom instructions, files, projects, connectors, and any setting that may store or use sensitive context.

Do not assume that because a feature exists, it should be used for work use. File uploads, connected apps, work accounts, and data handling should follow your workplace's guidance.

Ask yourself:

- Am I describing what I actually saw, not what I assumed?
- Do I understand that features may vary by account and plan?
- Have I avoided uploading any sensitive or real work material while exploring?
- Do I know what I would ask someone if a feature is missing?

Watch for

Setup is not the same as skill. It is easy to get distracted by features. The real value comes from using the tool to improve real work, not from exploring every button.

Do not confuse product feature with permission. A feature may exist, but that does not mean workplace information is approved for use with it. Treat availability as only the first question.

Save

Save this in your 30-day work folder as **Day 3 - ChatGPT Features I Found note**.

Add a quick reuse note: **Use this at work for:** orienting yourself in ChatGPT before using it for writing, review, file analysis, or planning.

Save the note as Day 3 - ChatGPT Features I Found. This will make later days easier because you can return to the feature list instead of rediscovering everything.

Check yourself

- I opened ChatGPT in the browser.
- I know where to start a new chat.
- I know where to upload a file if available.
- I know where to find or explore projects, tools, or settings if available.
- I wrote down the ChatGPT features I expect to use most.
- I understand that available features may depend on account, plan, and workplace settings.
- I can describe at least three ChatGPT features I found and one thing I still need to verify.
- I can navigate ChatGPT well enough to start a safe practice task and note what needs workplace guidance.

Optional video

Watch: [Personalize ChatGPT with custom instructions](#) (official OpenAI YouTube channel, 2:10).

Why it helps: It reinforces how setup choices can shape future responses without needing to repeat the same context every time.

COURSE SECTION

Day 4: Use ChatGPT for Writing Support

ChatGPT can help with writing, but the message still belongs to you. Use it to explore structure, tone, and wording while you protect the meaning, facts, audience fit, and accountability.

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

ChatGPT can help with writing, but the message still belongs to you. Use it to explore structure, tone, and wording while you protect the meaning, facts, audience fit, and accountability.

Workplace writing often starts as rough notes, uncertain tone, or pressure to move quickly. AI can help create a workable draft when you give it audience, purpose, facts, constraints, and tone.

Save a before-and-after example that shows how the draft improved. The final version should sound like a clearer version of your intent, not an AI-styled replacement for your judgment.

KNOW BEFORE YOU TRY



Know Before You Try

AI-assisted writing works best as a drafting loop: brief the tool, review the output, revise with intent, and decide what sounds right. ChatGPT can speed up the first draft, but it cannot replace audience awareness, accuracy, structure, emotional intelligence, or taste.

The brief matters. Tell the tool who the message is for, what the reader needs to understand, what tone fits the relationship, what facts must stay intact, and what constraints matter. Without direction, the result may sound polished but generic.

Use focused passes instead of one broad request for "better." One pass can improve structure, another can clarify the point, another can adjust tone, and a final pass can check accuracy, overstatement, and missing context.

Your job is to protect the meaning. Keep the facts intact, remove unsupported claims, and make sure the final version still sounds like a person who understands the situation.

Good AI-assisted writing should make the writer more effective, not less visible. The final message should be clearer, more useful, and more appropriate for the reader because you shaped it.

Before you try

- Writing support works best when you provide audience, channel, purpose, source material, tone, constraints, and what must not change.
- Ask for options before asking for a final. Comparing two or three versions helps you notice tradeoffs in clarity, warmth, precision, and risk.
- Treat AI revisions as suggestions. Keep ownership of the message, especially when the writing represents a person, team, or workplace.

Where this helps

Use ChatGPT for team updates, emails, briefing notes, FAQ drafts, follow-up messages, announcement drafts, and tone variations.

- you have rough notes but no clean draft
- a message needs a clearer opening, structure, or call to action
- you want tone options before choosing the version that sounds most like you

TRY IT



Try It

PRACTICE

Start small: Take one rough sentence from a safe or mock message and ask for three rewrites: concise, direct, and warm.

Quick version

- **Save:** One reusable writing prompt and one revised message.
- **Minimum useful version:** Rewrite the sample update in one clearer version and save the prompt that helped.
- **If stuck:** Before: "We have an update coming." After: "We are preparing a workflow update and want the team to understand what is changing and what happens next."
- **Done when:** The final message is clearer, still accurate, and sounds like something you would actually send after review.
- **Add only if useful:** Compare concise, direct, and warm versions before choosing the final draft.

Aim for

- **Rough note:** "We have an update coming and people should know what is changing."
- **Improved draft:** "We are preparing a workflow update and want the team to understand what is changing, why it matters, and what to expect next."
- **Human judgment kept:** No dates, benefits, or promises were added because they were not provided.
- **Why this works:** The message is clearer without pretending to know more than the prompt supplied.

Practice

Use this prompt: "Please rewrite the following team update in three versions: concise, direct, and warm. Keep the meaning the same. Make the message clear and professional." Sample update: "We are preparing for an upcoming workflow update

and want the team to understand why it matters, what is changing, and what happens next." Then ask: "Which version is strongest for a team audience, and why?" Then ask: "Create one final version using the best parts of all three."

Work in passes:

1. Start with rough notes rather than a finished message.
2. Ask ChatGPT to organize the points before rewriting them.
3. Request two tone options, such as warm and concise or direct and collaborative.
4. Choose the strongest pieces and rewrite the final version yourself.

If the draft comes back too formal, say so. Try: "Make this warmer, more direct, and less corporate." If it comes back too casual, ask for "professional but still human."

Before you save it:

- Run one prompt for a rough draft and one prompt for revision only, then compare which was more useful.
- Check whether the revision preserved the original meaning, required facts, and your voice.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Rewrite this team update in three versions: concise, direct, and warm. Keep the meaning clear and professional.

Sample: We are preparing for a workflow update and want the team to understand why it matters, what is changing, and what happens next.

Recommend the strongest version for a team audience, then combine the best parts into one final draft.

Improve prompt: Use this to compare the writing choices.

Simple Prompt

Compare the concise, direct, warm, and final versions. Explain what changed in clarity, tone, specificity, and reader usefulness. Flag any wording that changed the meaning, added unsupported details, or made the message too vague.

Apply prompt: Use this to adapt the workflow to your own safe draft.

Simple Prompt

Help me revise a safe workplace draft. First ask for the audience, purpose, desired tone, length limit, and any facts that must not change. Then produce three versions and a final version with a short explanation of the edits.



Make Something Useful

BUILD

Save a writing example that shows how AI can improve a real message without changing the meaning.

Save **one reusable writing prompt and final revised message**.

Make sure it includes:

- a draft with a clear purpose
- a reader-friendly structure
- a tone that matches the relationship and situation
- no claims, details, or commitments that you cannot support



Review and Save

REVIEW

Specific risk to check: The risk today is changed meaning. A smoother sentence is not better if it shifts the ask, softens urgency, adds warmth that feels false, or removes necessary context.

Review whether the final message is accurate, clear, appropriately warm, and not overpromising. Check whether the tone sounds like you and like the workplace.

Ask yourself:

- Does this still sound like me?
- Would the reader know what I need from them?
- Did AI add any details I did not provide?
- Is anything too broad, too certain, too promotional, or too vague?

Watch for

AI often improves structure faster than substance. A clean draft can still be empty, generic, or unsupported. Do not confuse polished language with strong communication.

AI can make writing smoother without making the thinking stronger. Smooth is not enough. Always check whether the message has the right point, the right audience, and the right level of confidence.

Save

Save this in your 30-day work folder as **Day 4 - one reusable writing prompt and final revised message**.

Add a quick reuse note: **Use this at work for:** improving a real email, update, briefing note, or message draft without losing your voice.

Save both the rough version and the improved version. Seeing the before and after will help you notice what kind of prompts actually improve your writing.

Check yourself

- [] I used ChatGPT to rewrite a message in more than one tone.
- [] I compared the differences between versions.
- [] I selected the strongest version for the intended audience.

- [] I revised the final version using my own judgment.
- [] I saved one reusable writing prompt.
- [] I understand that polished writing still needs accuracy and review.
- [] I can explain what changed between the rough draft and the improved draft.
- [] I can use ChatGPT to improve a message while preserving accuracy, audience fit, and my own voice.

Optional video

Watch: [Writing with canvas in ChatGPT](#) (official OpenAI YouTube channel, 2:07).

Why it helps: It shows ChatGPT as a writing and revision workspace, which directly supports the writing-support practice.

COURSE SECTION

Day 5: Produce a Clear Written Message

Clear workplace messages need a spine: audience, reason for contact, essential context, main point, and next action. Without that spine, polished sentences can still leave readers unsure what matters.

Use the visual roadmap as a quick scan before reading the section.

Day 5: Produce a Clear Written 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

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

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

- 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

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

Next

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

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WHY THIS HELPS



Why It Matters

Clear workplace messages need a spine: audience, reason for contact, essential context, main point, and next action. Without that spine, polished sentences can still leave readers unsure what matters.

Updates, requests, announcements, and follow-ups often need to become reviewable before everything feels perfectly settled. A useful draft makes review easier by showing what is known, what is being asked, and what still needs confirmation.

Save a message that another person could realistically review. It should remove unsupported benefits, unnecessary confidence, vague urgency, and any detail that makes the message sound more certain than the situation allows.

KNOW BEFORE YOU TRY



Know Before You Try

A clear workplace message needs a message spine: reader, reason, reality, and response.

The reader is who the message is for. The reason is why they are receiving it. The reality is what is happening, what matters, and who is affected. The response is the action, decision, review, or follow-up needed.

The spine keeps the message from becoming either too polished or too vague. If the reader is missing, people do not know whether to act. If the reason is missing, the message feels random. If the reality is missing, the message lacks substance. If the response is missing, the reader has to guess what happens next.

This matters most when the topic involves customers, product changes, decisions, approvals, or AI-assisted work. In those cases, readers often fill gaps with assumptions.

Use AI to draft and check the spine, then simplify. The best message is often shorter, more direct, and more specific than the first AI version.

Before you try

- A clear message usually has five parts: audience, purpose, key point, useful context, and the action or decision needed next.
- For workplace writing, clarity beats cleverness. The reader should know what happened, why it matters, and what they are supposed to do.
- If the topic touches product performance, customer impact, legal risk, financial claims, or public positioning, mark review needs inside the draft instead of hiding them.

Where this helps

Use this workflow when drafting team updates, decision notes, project announcements, workflow update notes, or follow-ups after decisions.

- drafting a team update, follow-up, announcement, or request
- you need to make a message shorter and easier to act on
- you want to compare several versions before choosing a final direction

TRY IT



Try It

PRACTICE

Start small: Write the reader, reason, key context, and next action for one message before drafting the sentences.

Quick version

- **Save:** Final team update draft and review-needs note.
- **Minimum useful version:** Write one message under 150 words with audience, reason, key context, and next action.
- **If stuck:** "Reader: reviewing team. Reason: prepare for a customer experience update. Next action: review the draft for accuracy and risk."
- **Done when:** You can point to the reader, reason, reality, response, and review need in the draft.
- **Add only if useful:** Create a second version for a different audience and compare what changed.

Aim for

- **Reader:** Reviewing team.
- **Reason:** Prepare for a customer experience update.
- **Message draft:** "We are preparing a customer experience update for review. The point is to make support information easier to find and understand. Please review the draft for accuracy, customer impact, and any claims that need approval before we share next steps."
- **Why this works:** It names the audience, context, action, and review need without overpromising.

Practice

Use this scenario: "A mock workplace is preparing to roll out an improvement to the customer experience. The update is intended to make support easier to access and easier to understand." Then work through the message in stages:

1. Ask ChatGPT to draft a short team update under 150 words.
2. Ask for a sharper version for the reviewing team.
3. Compare the two versions and notice what changed: audience, tone, level of detail, and level of confidence.
4. Create one final version that keeps the clearest parts of both drafts.
5. Add a note under the final version listing what would need relevant subject-matter, legal, privacy, or compliance review before real use.

Work in passes:

1. Define the audience in one sentence.
2. Write the main point before asking AI to help.
3. Ask for a draft, then ask for a shorter version.
4. Review the final message against the audience, purpose, and next step.

If you do not know what topic to use, choose a harmless mock update: a project timeline change, a meeting follow-up, a request for feedback, or a team reminder.

Before you save it:

- Make one pass for structure and one pass for risk. Do not try to solve both at the same time.
- Read the final message aloud or scan the first sentence of each paragraph to make sure the logic flows.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Draft a short team update under 150 words for this safe or mock scenario: a workplace is preparing to roll out an improvement to the customer experience. The update is intended to make support easier to access and easier to understand. Then create a sharper concise version and help me compare the two.
```

Improve prompt: Use this to make the message clearer and safer.

Simple Prompt

```
Review the team update for audience fit, clarity, missing context, unsupported claims, vague wording, and next-step usefulness. Then suggest a tighter version under 120 words that keeps the meaning grounded.
```

Apply prompt: Use this to build your own message pattern.

Simple Prompt

Help me create a reusable team-update template for a safe, approved, or mock workplace change. Include purpose, what is changing, why it matters, who is affected, what happens next, and review notes before sending.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a message pattern you can adapt for an update, request, or follow-up.

Save **final team update draft and review-needs note**.

Make sure it includes:

- a clear opening sentence
- only the context the reader needs
- one obvious next step or takeaway
- language that avoids unsupported claims or unnecessary drama

Worked example: clear message

Scenario: A project timeline changed after a dependency moved by one week.

Draft to aim for:

Hi team, the enablement draft will move from Thursday to next Tuesday because the product screenshots are still being finalized. This affects the review timeline, not the launch date. Please send any must-include feedback by Friday at noon so I can incorporate it before the updated draft goes out. I will flag anything that still needs product or legal review in the document.

Why this works: The reader knows what changed, why it changed, who is affected, what is not changing, and what action is needed next.

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is a polished message with a weak spine: unclear audience, missing reason, unsupported claims, or no obvious next action.

Ask whether the message is clear, whether the audience is obvious, whether anything is overstated, whether customer impact is described carefully, and whether the message needs review.

Ask yourself:

- Can I explain why this message exists?
- Would the reader know what to do next?
- Did AI add any assumptions, promises, or facts?
- Does this need review before being sent in a real workplace?

Watch for

AI can help draft a message, but it cannot know what is approved, sensitive, or ready to share unless you provide that context.

Do not let AI turn a simple message into a press release. Many workplace messages are better when they are plain, specific, and easy to act on.

Save

Save this in your 30-day work folder as **Day 5 - final team update draft and review-needs note**.

Add a quick reuse note: **Use this at work for:** drafting a team update, stakeholder note, follow-up, or review request with a clear next step.

Save this as a reusable example. Later, you can adapt the structure for updates, follow-ups, and requests without starting from scratch.

Check yourself

- I created a clear team update draft.
- I created a version for a different audience.
- I compared how the message changed for different audiences.
- I created one final draft.
- I checked the message for clarity, tone, and overstatement.
- I know what would need review before the message could be used at work.
- I can point to the audience, purpose, and next step in my final message.
- I can use the message spine to draft a work update or request that has a clear audience, purpose, and next step.

COURSE SECTION

Day 6: Use ChatGPT for Meeting Support

Meetings are not isolated calendar events. The useful work happens before, during, and after: prepare the purpose and questions, capture what changed, and turn the result into decisions, owners, risks, and...

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

Meetings are not isolated calendar events. The useful work happens before, during, and after: prepare the purpose and questions, capture what changed, and turn the result into decisions, owners, risks, and next steps.

AI can help organize prep and follow-up, but it cannot replace listening, relationship judgment, or confirmation from the people in the room. Treat its help as structure, not memory or authority.

Save a meeting support flow that helps you enter with better questions and leave with clearer follow-up. It should preserve uncertainty, ownership, and anything that still needs confirmation.

KNOW BEFORE YOU TRY



Know Before You Try

Meeting support is a before-during-after workflow, not a note-taking shortcut. The purpose is to make thinking clearer before the meeting and accountability clearer after it.

Before the meeting, AI can help identify the purpose, agenda, background context, questions, risks, decisions needed, and pre-read needs. During the meeting, your job is to listen for decisions, disagreements, assumptions, and commitments.

After the meeting, AI can help turn notes into decisions, open questions, owners, deadlines, risks, and follow-up language. That structure makes the conversation easier for people to review.

The point is not more ceremony. A casual meeting may need only a few bullets; a high-stakes meeting may need a stronger prep and follow-up structure. Match the support to the stakes.

The quality of the answer depends on the quality and permission status of the input. For real meetings, follow workplace rules about recordings, transcripts, attendees, and sensitive information. If notes are messy, ask AI to separate facts, guesses, decisions, and unresolved questions.

Before you try

- Meeting support should help people prepare, focus, and follow through. It should not replace consent, context, or careful note review.
- Never upload recordings, transcripts, attendee details, or sensitive meeting notes unless your workplace allows that use and the participants' privacy expectations are respected.
- A strong meeting workflow separates pre-work, live agenda, decisions, action items, open questions, and follow-up tone.

Where this helps

Use this for project check-ins, product syncs, legal reviews, domain reviews, team project planning, media prep, and partner meetings.

- preparing for a cross-functional meeting
- turning messy notes into decisions and action items
- drafting a follow-up email that needs to be clear and respectful

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Create a meeting purpose, three agenda items, three questions, and a follow-up template with decisions, owners, and open questions.
- **If stuck:** "Purpose: align on how to explain a workflow update. Question: what should we avoid promising before review?"
- **Done when:** The before-meeting and after-meeting pieces are clearly separated.
- **Add only if useful:** Add risk notes and a confirmation label for anything that is tentative.

Aim for

- **Meeting purpose:** Align on how to explain a workflow update clearly and responsibly.
- **Prep questions:** What is changing? Who is affected? What should not be promised yet?
- **Follow-up structure:** Decisions, open questions, owners, due dates, and risks needing confirmation.
- **Why this works:** It supports the full meeting cycle without turning uncertain notes into false decisions.

Practice

Use this meeting topic: "Project planning meeting about how your workplace should explain its AI capabilities to broader audiences." Before the meeting, ask ChatGPT to prepare:

1. A short meeting purpose.
2. A simple agenda.
3. Five smart questions.
4. A short briefing note.
5. A list of possible risks or sensitive points.

After the meeting, paste mock or sanitized rough notes and ask ChatGPT to turn them into:

1. Confirmed decisions.
2. Open questions.
3. Owners.
4. Action items.
5. Risks.
6. A follow-up message.

Work in passes:

1. Write the meeting goal in one sentence.
2. List the people or teams involved, using roles instead of sensitive names if needed.
3. Ask ChatGPT for agenda items and questions.
4. After the mock meeting notes, ask it to identify decisions, open questions, owners, and next steps.

If you do not have a meeting example, invent a harmless one: preparing for a product update, a rollout planning discussion, or an appropriate review.

Before you save it:

- Ask ChatGPT to turn messy meeting context into an agenda, then manually check whether every agenda item has a purpose.
- After the draft, add owners, dates, and open questions yourself. AI often leaves those too vague.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me prepare for a project planning meeting about how your workplace should explain its AI capabilities to broader audiences. Create a short meeting purpose, agenda, five smart questions, a briefing note, and possible risks or sensitive points.
```

Improve prompt: Use this to strengthen the meeting prep.

Simple Prompt

Review this meeting prep for missing stakeholders, unclear decisions, weak agenda items, sensitive points, and questions that should be answered before the meeting. Turn the questions into fact questions, judgment questions, and approval questions.

Apply prompt: Use this for your own safe meeting scenario.

Simple Prompt

Ask me for a safe, approved, or mock meeting topic, audience, goal, and decision needed. Then create a meeting prep note with agenda, context, questions, risks, decisions needed, and follow-up items.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Choose one real meeting type and create enough structure to prepare and follow up cleanly.

Save **meeting agenda, stakeholder questions, and follow-up structure.**

Make sure it includes:

- a meeting goal
- three to five thoughtful questions
- a concise agenda or prep note
- a follow-up structure with decisions, action items, owners, and open questions

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is invented meeting certainty. AI may turn rough notes into decisions, owners, or deadlines that were never actually agreed to.

Check whether AI invented decisions that were not actually made. Separate confirmed decisions from possible next steps. Make sure owners and due dates are accurate.

Ask yourself:

- Did AI invent decisions that were not in the notes?
- Are owners and deadlines clearly marked as real, tentative, or unknown?
- Is the follow-up respectful and accurate?
- Does any content need to be removed because it is sensitive or not approved for AI use?

Watch for

AI can clean up messy notes, but it can also create false certainty. If a meeting was ambiguous, preserve that ambiguity instead of forcing it into fake clarity.

Meeting notes can feel factual even when they are incomplete. Be careful not to turn uncertain notes into certain statements. Use labels like "possible decision," "open question," or "needs confirmation" when appropriate.

Save

Save this in your 30-day work folder as **Day 6 - meeting agenda, stakeholder questions, and follow-up structure**.

Add a quick reuse note: **Use this at work for:** preparing for a meeting, organizing notes afterward, or turning discussion into decisions and owners.

Save the prep and follow-up together. That makes it easier to see how preparation affected the quality of the meeting output.

Check yourself

- I used ChatGPT to prepare for a meeting.
- I created a meeting agenda.
- I created useful stakeholder questions.
- I used ChatGPT to organize rough meeting notes.
- I separated decisions, open questions, action items, risks, and owners.
- I understand that AI should not invent certainty from unclear notes.
- I can separate meeting goals, questions, decisions, action items, and open questions.
- I can use AI to prepare for a meeting and organize follow-up without inventing decisions or owners.

Optional video

Watch: [Meeting AI with GPT-4o](#) (official OpenAI YouTube channel, 1:10).

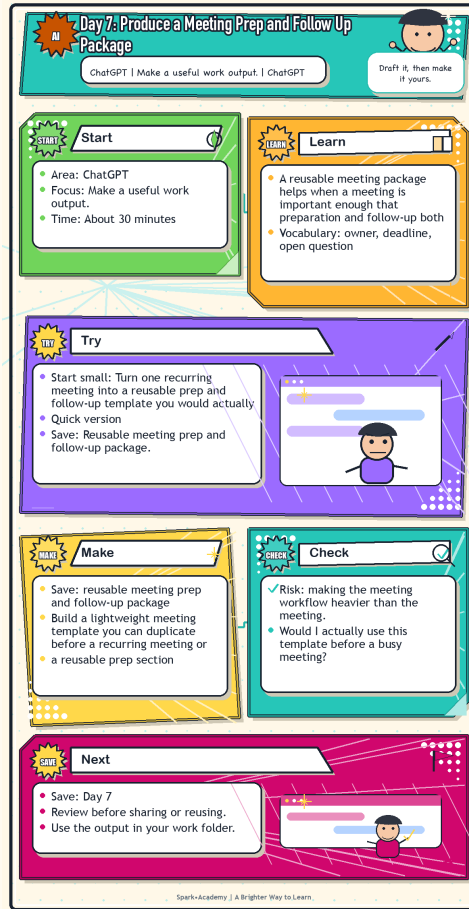
Why it helps: It shows how AI can help structure meeting prep, questions, and follow-up while you stay responsible for context and review.

COURSE SECTION

Day 7: Produce a Meeting Prep and Follow Up Package

A reusable meeting package helps when a meeting is important enough that preparation and follow-up both matter. It connects the purpose, agenda, questions, decisions, action items, owners, deadlines, and...

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

A reusable meeting package helps when a meeting is important enough that preparation and follow-up both matter. It connects the purpose, agenda, questions, decisions, action items, owners, deadlines, and open questions.

The risk is making the process heavier than the meeting. Keep the template light enough to duplicate quickly and clear enough that another person can understand it.

Save a blank version and a filled example if you can. The package should help you run a real recurring meeting, review meeting, sync, or planning conversation with less scramble.

KNOW BEFORE YOU TRY



Know Before You Try

A meeting package is a reusable structure for the full meeting cycle. It should make the meeting easier to prepare for, run, and follow up on.

The prep side answers: Why are we meeting? What background matters? What decisions are needed? What questions should be asked? What should people read or think about first?

The follow-up side answers: What was decided? Who owns what? When is each action due? What risks remain? What questions still need answers?

The package should scale to the stakes. A routine check-in may need only a few bullets. A high-stakes review may need a purpose statement, agenda, pre-read, decision log, action tracker, and follow-up note.

AI can help draft and organize the package, but people must confirm decisions, owners, dates, and commitments. A good package creates continuity: prep questions shape the meeting, meeting notes become decisions and actions, and the follow-up shows what changed.

Before you try

- A meeting package is useful because it connects before, during, and after. The prep note sets up the conversation, and the follow-up protects the decisions.
- The best follow-ups are specific: they name decisions, owners, deadlines, dependencies, and unresolved questions.
- Do not let AI invent agreement. If something was not clearly decided, label it as an open question or proposed next step.

Where this helps

Use this when a meeting matters enough that walking in unprepared would cost time, clarity, or credibility.

- for recurring cross-functional meetings
- for meetings with subject-matter experts or teammates
- for discussions where decisions, owners, or follow-ups need to be captured carefully

TRY IT



Try It

PRACTICE

Start small: Turn one recurring meeting into a reusable prep and follow-up template you would actually use.

Quick version

- **Save:** Reusable meeting prep and follow-up package.
- **Minimum useful version:** Build a one-page template with purpose, agenda, questions, decisions, action items, owners, and open questions.
- **If stuck:** Use a project check-in. Keep the package light enough that you would use it before a busy meeting.
- **Done when:** The template helps you prepare, listen, and follow up without creating extra ceremony.
- **Add only if useful:** Create light, standard, and full versions for different meeting stakes.

Aim for

- **Prep:** Purpose, agenda, context, and three questions.
- **During:** Decisions, disagreements, assumptions, and possible risks.
- **After:** Follow-up note, owner list, due dates, and open questions.
- **Why this works:** It is reusable, but still light enough to use before a real meeting.

Practice

Choose one meeting type:

1. project check-in.
2. Product sync.
3. Domain review.

4. Legal review.
5. Project planning.

Ask ChatGPT to create a meeting prep and follow-up package with:

1. Purpose.
2. Agenda.
3. Context.
4. Questions.
5. Decisions needed.
6. Risks.
7. Follow-up template.
8. Action tracker.

Then revise the output into a template you could reuse. Keep the parts that would actually help you and remove anything that feels too heavy.

Work in passes:

1. Draft a template with sections for goal, context, agenda, questions, decisions, action items, and follow-up message.
2. Use ChatGPT to improve the template for clarity and completeness.
3. Test the template on a mock meeting.
4. Remove any fields that feel unnecessary so the template stays easy to use.

If your template feels too big, reduce it to five fields: goal, people, questions, decisions, and next steps. You can always add more later.

Before you save it:

- Build the package in three passes: prep, follow-up, and action tracker.
- Check every action item for an owner, a verb, and a date or timing cue.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Create a reusable meeting prep and follow-up package for a project planning meeting. Include purpose, agenda, context, questions, decisions needed, risks, follow-up template, and action tracker.

Improve prompt: Use this to make the package easier to use after the meeting.

Simple Prompt

Review this meeting prep and follow-up package. Identify missing owners, unclear decisions, weak risks, vague follow-up language, and action items that need due dates or dependencies. Rewrite it as a reusable template.

Apply prompt: Use this to create a version for a real workflow without sensitive details.

Simple Prompt

Help me adapt this meeting package to a safe project. Ask for the meeting goal, attendees by role, decision needed, known risks, and follow-up format. Then produce a copy-ready prep note and action tracker.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a lightweight meeting template you can duplicate before a recurring meeting or project conversation.

Save **reusable meeting prep and follow-up package**.

Make sure it includes:

- a reusable prep section
- a reusable notes section
- a reusable follow-up structure
- clear labels for decisions, owners, deadlines, and open questions

Worked example: meeting package

Prep note:

- **Purpose:** Decide what must be true before the support workflow update can be shared with the broader team.
- **Agenda:** context, known facts, open questions, risks, owners, next step.
- **Questions:** What has been approved? What is still draft? What should we avoid saying? Who owns final review?

Follow-up note:

Thanks for the discussion. Confirmed: the workflow is still in pilot, the support team owns the next internal test, and no customer-facing claims should be made yet. Open questions: final timing, approved benefit language, and whether privacy review is needed. Next step: Jordan will confirm pilot status by Wednesday; Priya will identify review needs before we draft the team update.

Why this works: It connects preparation to follow-up and keeps decisions, open questions, owners, and limits visible.

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is making the meeting workflow heavier than the meeting. Keep the package light, and verify decisions, owners, and dates before anyone relies on them.

Ask whether the meeting has a clear purpose, whether the questions are sharp enough, whether the agenda fits the time, whether the decisions are realistic, and whether follow-up is easy to send.

Ask yourself:

- Would I actually use this template before a busy meeting?
- Does it help me listen better, or does it create extra work?
- Can I tell which items are confirmed and which need follow-up?
- Would the follow-up message be accurate and appropriate to send after review?

Watch for

Not every meeting needs a formal package. For small or informal conversations, overpreparation can slow you down. Use the full workflow for higher leverage meetings.

A template should not make you robotic. Use it as a starting point, then adjust to the people, topic, and stakes of the meeting.

Save

Save this in your 30-day work folder as **Day 7 - reusable meeting prep and follow-up package**.

Add a quick reuse note: **Use this at work for:** running a recurring project meeting, review meeting, sync, or planning conversation with clearer follow-up.

Save the template in a place you can duplicate quickly. Consider keeping a blank version and one filled example.

Check yourself

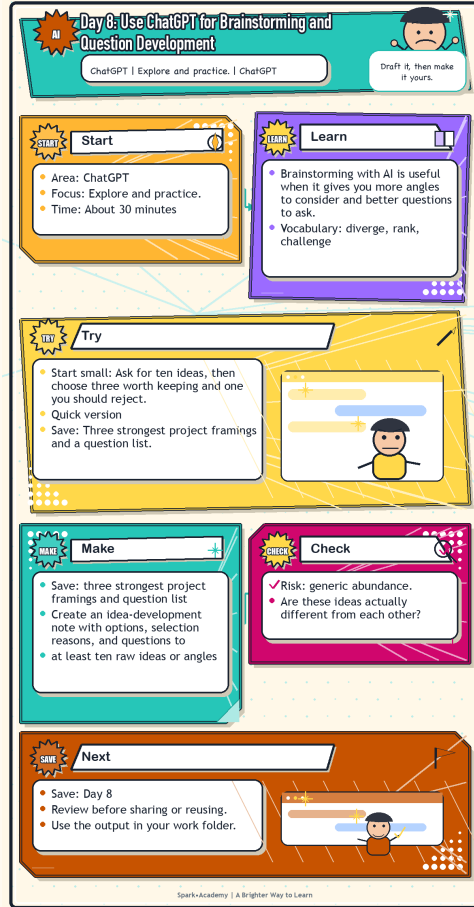
- I selected a realistic meeting type.
- I created a meeting purpose and agenda.
- I created a question list.
- I created a follow-up note template.
- I created an action item tracker.
- I know when this workflow is useful and when it may be too much.
- I created a meeting template simple enough to reuse under time pressure.
- I can reuse this meeting package for a real meeting without making the process too heavy.

COURSE SECTION

Day 8: Use ChatGPT for Brainstorming and Question Development

Brainstorming with AI is useful when it gives you more angles to consider and better questions to ask. The point is not a long list; the point is to widen the field, then narrow it with judgment.

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

Brainstorming with AI is useful when it gives you more angles to consider and better questions to ask. The point is not a long list; the point is to widen the field, then narrow it with judgment.

AI can surface audiences, objections, examples, risks, and alternate framings quickly. Your job is to filter, combine, challenge, and ground the ideas in the actual work.

Save a short set of promising directions and a sharper question list. The next decision should be easier because you can see what looks worth exploring and what evidence, constraints, or stakeholder input is still missing.

KNOW BEFORE YOU TRY



Know Before You Try

Brainstorming and question development are two different thinking moves. Brainstorming expands the field; question development narrows the uncertainty.

Divergence comes first. Use AI to generate possible angles, audiences, objections, examples, risks, and ways into the topic before choosing a direction.

Then converge. Sort the ideas, remove weak or risky ones, and turn uncertainty into questions. Strong questions identify what needs proof, what could be misunderstood, what constraints matter, and who should be consulted.

AI is useful because it can produce breadth quickly and surface blind spots. Your judgment is needed because not every idea deserves development.

A useful question is specific enough to move the work forward. "What should we say?" is too broad. "What proof do we have for this claim?" or "What would a customer misunderstand here?" is more useful. End the session with a short list of promising directions and the questions that must be answered before choosing one.

Before you try

- Brainstorming should move in two phases: first expand the possibilities, then narrow with judgment. If you narrow too early, you get obvious ideas.
- Good prompts ask for assumptions, missing questions, audience tensions, and what could go wrong, not just a list of ideas.
- Use AI to generate raw material, then use human taste and strategy to choose what is relevant, realistic, and appropriate.

Where this helps

Use this when planning rollouts, campaigns, messaging angles, point of view, media narratives, team updates, or FAQ structures.

- a message feels stuck or obvious
- you need several angles before picking a direction
- preparing questions for subject-matter, legal, technical, customer-facing, or nontechnical partners

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Generate ten ideas, choose three, and write one question that would test each one.
- **If stuck:** Sort ideas into four buckets: useful, supportable, risky, and too generic.
- **Done when:** You know which ideas are worth exploring and what you still need to learn.
- **Add only if useful:** Add a short note explaining why you rejected the weaker ideas.

Aim for

- **Promising angle:** "Help teams understand what the AI workflow update changes, what it does not change, and what review is still needed."
- **Proof needed:** Source details, approved wording, stakeholder input, and customer impact limits.
- **Question to ask:** "What claim would be risky or unsupported if this became a public message?"
- **Why this works:** It turns brainstorming into judgment instead of stopping at a long idea list.

Practice

Ask ChatGPT for ten possible project framings for a team using AI at work preparing to share a workflow update. For each angle, ask for:

1. The audience.
2. Why it might matter.
3. What proof would be needed.
4. One risk to watch.
5. One reason the angle might be too generic or too hard to support.

Then ask for ten questions to ask subject-matter, legal, technical, customer-facing, and nontechnical partners before using any angle. Choose the three strongest angles and write one sentence explaining why each one is worth keeping.

Work in passes:

1. Name the topic and audience.
2. Ask ChatGPT for several possible angles, not just one.
3. Group the ideas into categories such as emotional, practical, educational, trust-building, or operational.
4. Turn the strongest ideas into questions that a real stakeholder could answer.

If the ideas are generic, ask for more constraints: "Give me ideas for a workplace audience," or "Make these less promotional and more useful to readers."

Before you save it:

- Ask for a wide list first, then ask ChatGPT to group, rank, and challenge the ideas.
- Keep at least one unusual idea long enough to understand it before you reject it.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Generate ten possible project framings for a team using AI at work preparing to share a workflow update. For each angle, include audience, why it matters, proof needed, one risk, and one reason it may be too generic or hard to support.

Improve prompt: Use this to sort and challenge the brainstorm.

Simple Prompt

Review these project framings. Group similar ideas, identify the strongest three, reject the weakest three with reasons, and flag any angle that sounds generic, promotional, unsupported, or risky for the audience.

Apply prompt: Use this to build a reusable brainstorming pattern.

Simple Prompt

Ask me for a safe topic, audience, and goal. Then generate project framings in three categories: practical, trust-building, and future-looking. For each, include proof needed, risk, and a question to ask before using it.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Create an idea-development note with options, selection reasons, and questions to answer next.

Save **three strongest project framings and question list**.

Make sure it includes:

- at least ten raw ideas or angles
- three stronger ideas selected from the list
- questions that would help validate or improve the ideas
- notes about what proof or context is still missing

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is generic abundance: many ideas that sound different but do not create real choices. Push for contrast, audience fit, and reasons to reject weaker options.

Ask whether each angle is differentiated, supportable, relevant to the audience, and aligned with strategy. Remove angles that sound generic or too promotional.

Ask yourself:

- Are these ideas actually different from each other?
- Which idea best serves the audience?
- What assumptions would I need to verify?
- Which questions would make a stakeholder conversation more useful?

Watch for

AI brainstorming can produce lots of plausible but ordinary ideas. Quantity is not the goal. Use the list to find sharper questions and stronger judgment.

More ideas are not automatically better. The value comes from using the list to notice patterns, then choosing with judgment.

Save

Save this in your 30-day work folder as **Day 8 - three strongest project framings and question list**.

Add a quick reuse note: **Use this at work for:** exploring message angles, campaign ideas, project options, or stakeholder questions before choosing a direction.

Save the raw brainstorm and the narrowed list. The raw list may be useful later, even if it does not become today's final direction.

Check yourself

- [] I generated multiple project framings.
- [] I identified the audience for each angle.
- [] I identified possible proof points and risks.
- [] I created questions for subject-matter, legal, technical, customer-facing, and nontechnical partners.
- [] I selected the strongest ideas instead of accepting all ideas.
- [] I understand that brainstorming creates options, not final decisions.
- [] I can explain why I chose my strongest ideas and what questions still need answers.
- [] I can turn a brainstorm into stronger options and questions that help a real work decision.

Optional video

Watch: [5 More ChatGPT Prompts to Add to Your Collection](#) (official OpenAI YouTube channel, 0:57).

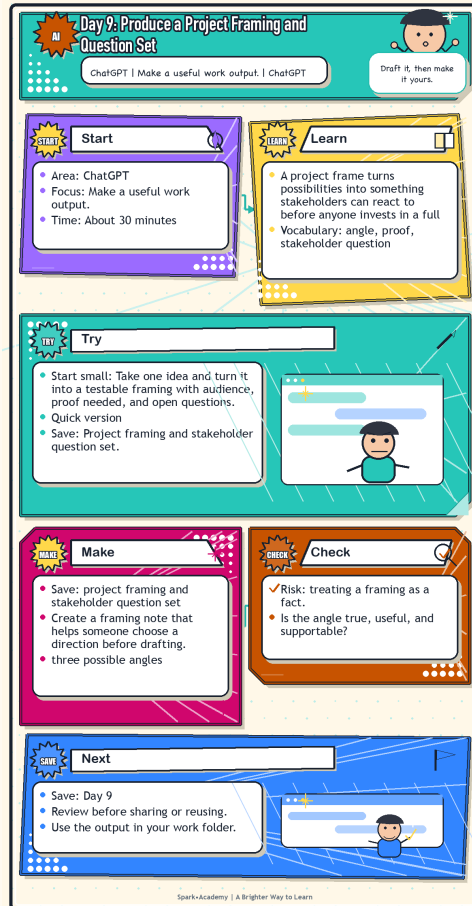
Why it helps: It gives quick examples of prompting patterns that can help people expand beyond one-shot brainstorming.

COURSE SECTION

Day 9: Produce a Project Framing and Question Set

A project frame turns possibilities into something stakeholders can react to before anyone invests in a full draft. It names the working angle, audience, rationale, assumptions, risks, proof needs, and...

Use the visual roadmap as a quick scan before reading the section.



WHY THIS HELPS



Why It Matters

A project frame turns possibilities into something stakeholders can react to before anyone invests in a full draft. It names the working angle, audience, rationale, assumptions, risks, proof needs, and questions.

This matters because vague ideas often move too quickly into polished language. A framing note creates a checkpoint where others can challenge the direction, add missing context, correct assumptions, and clarify what success should look like.

Save a frame that is specific enough to test and flexible enough to revise. It should make the hypothesis, evidence needs, uncertainties, and decision points visible.

KNOW BEFORE YOU TRY



Know Before You Try

A project framing is a testable story hypothesis. It explains what the work is about, who it is for, why it matters, what angle might work, what proof supports it, and what still needs to be answered.

The angle is not final messaging. It says, "This may be the clearest way to frame the story, and here is what we still need to confirm." Treating it as a hypothesis prevents premature polish.

A strong framing includes five parts: audience need, truthful claim, reason now, supporting proof, and known risk. If any part is weak, the draft will probably be weak too.

The question set is the test plan. It surfaces missing evidence, possible misunderstandings, stakeholder concerns, review needs, and decisions that affect the final message.

The value of the note is not that it is right on the first try. It gives stakeholders something concrete to react to before the team invests in a full draft.

Before you try

- A project framing is not just a headline. It is a choice about what matters most to this audience right now.
- Strong angles connect audience need, business context, proof, timing, and risk. Weak angles sound polished but could fit almost any topic.
- A good question set should uncover facts, limitations, stakeholder concerns, and what the workplace is not ready to say yet.

Where this helps

Use this when a message is still forming and you need to prepare for discussions with subject-matter, legal, technical, customer-facing, or other partners.

- planning a rollout message, FAQ, team update, or briefing
- several possible stories compete for attention
- you need to bring sharper questions to subject-matter, legal, privacy, compliance, or other appropriate review

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Write one selected angle with audience, rationale, proof needed, risks, and five stakeholder questions.
- **If stuck:** "Angle: this update helps teams understand what is changing, why it matters, and what still needs review."
- **Done when:** The frame is clear enough for someone to challenge before you draft the full message.
- **Add only if useful:** Add one weak version and one stronger version so you can see what improved.

Aim for

- **Working angle:** "The update is about making support information easier to understand, not replacing human support."
- **Audience:** Internal review team.
- **Risk:** The message could imply customer outcomes that have not been proven.
- **Stakeholder question:** "What evidence can we safely use, and what language needs approval?"

Practice

Choose one topic:

1. Product update.
2. AI feature or workflow change.

3. Team update.
4. Media inquiry.
5. point of view.

Ask ChatGPT to create three project framings. For each one, include:

1. Audience.
2. Why the angle matters.
3. Proof needed.
4. Possible risks.
5. Questions to ask before using it.

Select one angle and refine it into a short planning note. End the note with the questions you would bring to stakeholders.

Work in passes:

1. Choose three possible angles.
2. For each angle, write who it serves and what proof it would need.
3. Ask ChatGPT to identify risks, weak spots, and likely stakeholder questions.
4. Select one angle and explain why it is strongest.

If every angle sounds promotional, ask for a more grounded version focused on usefulness, clarity, or reader questions. In product, trust often comes from precision, not hype.

Before you save it:

- Create at least three possible angles, then reject one and explain why it is weaker.
- Sort your questions into fact questions, judgment questions, and approval questions.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me create three project framings for a safe or mock product update. For each angle, include audience, importance, proof needed, risks, and questions to ask before using it. Then help me select and refine the strongest one.

Improve prompt: Use this to prepare the framing for stakeholder discussion.

Simple Prompt

Pressure test my selected project framing. Identify what evidence it needs, what a skeptical stakeholder might challenge, what wording could overpromise, and which questions should go to subject-matter, legal, privacy, compliance, or technical reviewers.

Apply prompt: Use this to turn a rough idea into a planning note.

Simple Prompt

Ask me for a safe, approved, or mock project topic and intended audience. Then help me create a one-page planning note with selected angle, rationale, proof needed, risks, rejected alternatives, and stakeholder questions.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Create a framing note that helps someone choose a direction before drafting.

Save **project framing and stakeholder question set**.

Make sure it includes:

- three possible angles
- proof needed for each angle
- risks or misunderstandings for each angle
- a final selected angle with a short rationale
- stakeholder questions that would improve or validate the direction

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is treating a framing as a fact. A useful angle is still a hypothesis until proof, stakeholder input, and review support it.

Ask whether the audience is specific, the value is clear, the proof points are real, the risk is visible, and the questions are useful enough to guide a meeting.

Ask yourself:

- Is the angle true, useful, and supportable?
- Does it serve the audience or mainly serve the workplace?
- What would a skeptical reader ask?
- What evidence would I need before using this in a public or team-facing context?

Watch for

A strong angle is not the same as an approved message. It is a working hypothesis. Treat it as something to test, not something to publish.

Do not fall in love with the cleverest angle. The best angle is the one that can survive review, answer real reader questions, and stay close to the truth.

Save

Save this in your 30-day work folder as **Day 9 - project framing and stakeholder question set**.

Add a quick reuse note: **Use this at work for:** framing a project, rollout, announcement, or point of view before investing in a full draft.

Save both the selected angle and the rejected alternatives. The alternatives may help later if the direction changes.

Check yourself

- I chose a realistic workplace topic.
- I created three possible project framings.
- I identified what proof would be needed for each angle.
- I identified possible risks or weak spots.
- I created questions to ask before using the angle.
- I selected the strongest angle and explained why.
- I can explain what evidence my chosen angle would need before it became a real message.
- I can use a framing note to test a project angle before drafting a message or plan.

Use ChatGPT for Pressure Testing and Claim Discipline

Time	About 30 minutes
Tool	ChatGPT
Save	pressure-tested message and grounded rewrite

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 10: Use ChatGPT for Pressure Testing and Claim Discipline
ChatGPT | Explore and practice. | ChatGPT

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.

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WHY THIS HELPS



Why It Matters

Use ChatGPT as a critical reviewer, not just a drafting engine. Ask it to separate what the source supports, what the draft implies, what is overstated, and what needs human review.

Polished writing can make weak evidence sound stronger than it is. This is risky in messages about customers, products, performance, AI, public claims, or anything that may be reviewed closely.

Save a claim review that identifies unsupported claims, vague promises, missing evidence, risky wording, and approval needs. The point is not to make every message cautious; it is to make confidence match the facts.



Know Before You Try

Pressure testing means looking at a message from multiple perspectives before it creates confusion, risk, or overstatement. Claim discipline means making sure the language does not say more than the source material supports.

Use the claim ladder: fact, interpretation, recommendation, aspiration, and promise. The higher the claim sits on the ladder, the more evidence and review it needs.

Pressure testing asks, "How could this be misunderstood?" Claim discipline asks, "What can we actually support?" Together, they catch vague promises, unsupported claims, missing evidence, unclear audiences, and places where human review is needed.

The point is not to make every message cautious or bland. The point is to make sure confidence is earned by the facts and that readers are not led to believe more than the source material supports.

A grounded rewrite should be clearer, more specific, and less likely to imply more than the facts support. Good review removes exaggeration without making the message lifeless.

Before you try

- Pressure testing is where you slow the draft down and ask whether each claim is supported, appropriately qualified, and safe for the audience.
- In AI or regulated communication, small wording choices matter. Words like proves, guarantees, prevents, eliminates, and fully automates can create claims the evidence may not support.
- Ask AI to identify risk, but do not ask AI to be the final legal, domain, product, or compliance reviewer. It can help prepare the review; it cannot replace it.

Where this helps

Use this before sharing messages about AI, regulated topics, customer impact, product capabilities, partnerships, outcomes, performance, access, or trust.

- before writing about AI, regulated topics, customer impact, outcomes, access, trust, or product capabilities
- before sharing public-facing or high-stakes language
- a sentence sounds strong but you are not sure whether it is supported



Try It

Start small: Find one claim in a draft and ask what evidence supports it, what is implied, and what needs review.

Quick version

- **Save:** Pressure-tested message and grounded rewrite.
- **Minimum useful version:** Tag three claims as fact, interpretation, recommendation, aspiration, or promise, then rewrite the riskiest one.
- **If stuck:** "Redefining customer support" is an aspiration or promise unless the source proves it.
- **Done when:** The rewrite sounds clear without claiming more than the evidence supports.
- **Add only if useful:** Add reviewer notes for customer, legal, technical, and skeptical-reader perspectives.

Aim for

- **Risky claim:** "We are redefining customer support with AI-powered tools."
- **Claim type:** Aspiration or promise.
- **Grounded rewrite:** "We are exploring AI-supported tools that may help teams organize support information more clearly, pending review and validation."
- **Why this works:** The rewrite keeps the useful idea while lowering unsupported certainty.

Practice

Use this draft: "A mock workplace is redefining customer support with AI-powered tools." Ask ChatGPT to critique it from the perspective of:

1. A customer.
2. A subject-matter expert.
3. A journalist.
4. An investor.
5. A regulator.
6. An teammate.
7. A skeptic.

Then ask what works, what is unclear, what sounds unsupported, what could be misunderstood, and what should improve. Finally, ask for a clearer, more grounded rewrite and compare it against the original.

Work in passes:

1. Start with the provided claim and ask for critiques from multiple perspectives.
2. Ask ChatGPT to separate clarity problems from evidence problems.
3. Request a rewrite that is more precise and less absolute.
4. Write down what evidence or human review would be needed before real use.

If the critique feels too soft, ask the model to be stricter about unsupported claims, implied regulatory or user outcomes, regulatory sensitivity, and reader misunderstanding. If it becomes too harsh, ask it to preserve the strongest truthful point.

Before you save it:

- Highlight every claim in the draft and mark it as sourced, needs source, opinion, or remove.
- Ask ChatGPT to find overstatement, then compare its answer against your own judgment and the source material.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Critique this draft from the perspective of a customer, subject-matter expert, journalist, investor, regulator, teammate, and skeptic: a safe or mock workplace is redefining customer support with AI-powered tools. Identify what works, what is unclear, what sounds unsupported, what could be misunderstood, and how to make it clearer and more grounded.

Improve prompt: Use this to separate claim types.

Simple Prompt

Mark each claim in this draft as sourced, needs source, opinion, vague, risky, or remove. Then suggest a rewrite that keeps the strongest supportable point while removing unsupported promises and unclear implications.

Apply prompt: Use this for your own safe draft.

Simple Prompt

Ask me for a safe, approved, or mock draft and the audience. Then pressure test it from three reader perspectives, identify unsupported claims, and create a grounded rewrite with notes about what needs human review.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Save a claim review record that shows the original risk, the grounded rewrite, and what must be verified.

Save **pressure-tested message and grounded rewrite**.

Make sure it includes:

- a list of risks or weak spots in the original claim
- a clearer rewrite that avoids overstatement
- notes about what proof is missing
- a list of reviewers who should see the message before real use

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is claim overreach. Watch for superlatives, guarantees, broad outcome language, and confident wording that outruns the evidence.

Look for unsupported superlatives, vague claims, unclear audience, regulatory sensitivity, implied regulatory or user outcomes, and language that sounds broader than what the workplace can prove.

Ask yourself:

- Does the rewrite say only what the evidence can support?
- Could a reader infer a domain, legal, or product promise we did not mean?
- Have I removed vague superlatives or explained them with proof?
- Would I be comfortable explaining where this claim came from?

Watch for

AI can identify possible risks, but it is not legal, domain, or regulatory review. It can help prepare for review. It cannot replace review.

Do not use pressure testing to make every sentence timid. Use it to make confidence more earned. A strong message can still be warm and compelling when it is specific and supportable.

Save

Save this in your 30-day work folder as **Day 10 - pressure-tested message and grounded rewrite**.

Add a quick reuse note: **Use this at work for:** reviewing claims in a message, announcement, FAQ, web page, or AI-related statement before sharing.

Save the original claim, critique, and rewrite together. The contrast is the day.

Check yourself

- I pressure tested a message from multiple perspectives.
- I identified unclear or unsupported language.
- I identified possible audience concerns.
- I revised the message to be clearer and more grounded.
- I understand that AI review does not replace legal, domain, product, or appropriate review.
- I know why claim discipline matters in workplace communication.
- I can identify the difference between a strong claim and an unsupported claim.
- I can pressure test a claim and revise it so confidence matches the available evidence.

Optional video

Watch: [5 More ChatGPT Prompts to Add to Your Collection](#) (official OpenAI YouTube channel, 0:57).

Why it helps: It shows quick prompting patterns you can adapt for critique, revision, and follow-up questions.

Produce a Safer, Clearer Message

Time	About 30 minutes
Tool	ChatGPT
Save	safer, clearer message and review checklist

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

After pressure testing, the next move is revision. Decide which claims to keep, soften, remove, support, or route for review based on audience, evidence, risk, and purpose.

A responsible message is not simply shorter or more polished. It helps the reader understand what matters while preventing avoidable confusion, overstatement, false certainty, or accidental commitments.

Save the revised message with a review checklist. The checklist should show what is supported, what could be misread, what needs confirmation, and what must be reviewed before sharing.



Know Before You Try

A safer message is not a weaker message. It is a message whose confidence matches its evidence.

The revision task is to keep the useful point while removing avoidable risk. That means cutting unsupported claims, clarifying vague language, preserving necessary specificity, and marking anything that needs human or subject-matter review.

If review removes all specificity, the message may become safe but useless. If revision keeps every bold claim, it may stay useful but risky. The skill is finding language that is accurate, supportable, and still meaningful.

Use a claim review checklist as a repeatable safety rail: What are we saying? What supports it? What could be misunderstood? What should be softened, clarified, or removed? Who needs to review it before it is shared?

The output should be more ready for review, not merely more polished. A good safer draft makes it easier for a reviewer to trust, challenge, and improve the message.

Before you try

- A safer message is not a vague message. It is a clear message that says only what the evidence, context, and approvals support.
- Use qualifiers carefully. Words like may, can, designed to, early, draft, and under review can help when they are accurate, but they should not be used to blur uncertainty.
- Create a small claim tracker when the stakes are high: claim, source, reviewer, status, and approved language.

Where this helps

Use this when drafting public-facing or sensitive workplace messages where accuracy and trust matter.

- revising messages after stakeholder feedback
- a draft includes AI, product, domain, trust, access, or outcome language
- you need to make a draft clearer without removing its main point

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Revise one risky sentence and make a four-row checklist: supported, unclear, needs evidence, needs review.
- **If stuck:** Replace "AI helps customers get answers faster" with "The team is exploring ways AI may help support teams respond more clearly, pending review."
- **Done when:** The message is more specific, less risky, and still useful.
- **Add only if useful:** Add a revision table showing original claim, risk, better wording, evidence needed, and reviewer needed.

Aim for

- **Original:** "AI will help customers get answers faster."

- **Risk:** The outcome may be unproven or too broad.
- **Safer version:** "The team is reviewing AI-supported ways to make support information easier to find and understand."
- **Review checklist item:** "Confirm customer impact, approved wording, and claims that need evidence."

Practice

Choose a prior message or use this draft: "A mock workplace helps customers get answers faster with AI-powered technology." Ask ChatGPT to review the message for:

1. Clarity.
2. Credibility.
3. Unsupported claims.
4. Possible misunderstanding.
5. Stakeholder concerns.
6. Review needs.

Ask for a clearer and more grounded rewrite. Then ask for a review checklist showing what relevant subject-matter, legal, privacy, or compliance should review before public-facing use.

Work in passes:

1. Identify the strongest useful point in the original message.
2. Mark any vague, broad, or unsupported language.
3. Ask ChatGPT for a more grounded rewrite.
4. Create a checklist you can reuse for future claims.

If the rewrite becomes dull, ask for a version that is warm, clear, and grounded. If it becomes too promotional, ask for a version that a skeptical reviewer would find fair.

Before you save it:

- Revise once for plain English and once for claim discipline.
- Leave visible notes for anything that needs relevant subject-matter, legal, privacy, or compliance review.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Review this safe or mock message for clarity, credibility, unsupported claims, possible misunderstanding, stakeholder concerns, and review needs: a safe or mock workplace helps customers get answers faster with AI-powered technology. Then create a clearer, more grounded rewrite and a review checklist.

Improve prompt: Use this to build the review checklist.

Simple Prompt

Turn the critique of this message into a practical review checklist. Include checks for audience, evidence, overstatement, privacy or compliance sensitivity, stakeholder concerns, missing context, and final approval needs.

Apply prompt: Use this to revise a message with boundaries.

Simple Prompt

Ask me for a safe, approved, or mock message, target reader, required facts, and words to avoid. Then create a safer rewrite and explain which edits improved clarity, credibility, and review readiness.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Keep a reusable review checklist beside a revised message that is safer to share for feedback.

Save **safer, clearer message and review checklist**.

Make sure it includes:

- a revised message that preserves the useful point
- a list of claims that need evidence
- a checklist for reviewing future messages
- clear notes about human review needs

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is false safety: making a message vague enough to avoid risk but too unclear to help the reader. Safer should still mean useful.

Confirm the rewrite preserves meaning without inventing proof. Make sure every claim can be traced to a source or stakeholder approval.

Ask yourself:

- What did I remove, and why?
- What did I keep, and what supports it?
- Could this be misunderstood by customers, subject-matter experts, reporters, or workplace partners?
- Does the message still do its job after becoming more careful?

Watch for

Safer language should not become meaningless language. If the message becomes too vague, go back and add specific, supportable details.

Do not confuse careful with vague. A careful message should usually be more specific, not less specific. Replace broad claims with clearer, supported language whenever possible.

Save

Save this in your 30-day work folder as **Day 11 - safer, clearer message and review checklist**.

Add a quick reuse note: **Use this at work for:** revising a sensitive message so it stays clear, useful, accurate, and review-ready.

Save the checklist in your prompt library or work folder. It can become one of your most useful reusable assets.

Check yourself

- I selected or created a message to revise.
- I reviewed the message for clarity and credibility.
- I identified unsupported or risky claims.
- I rewrote the message in a safer and clearer way.
- I created a review checklist.
- I understand how to make language more grounded without making it meaningless.
- I can use my checklist to review a future message before asking others for feedback.
- I can revise a sensitive message so it is safer, clearer, and easier for the right reviewer to assess.

Use ChatGPT for Documents, Data, Visuals, Tools, and Integrations

Time	About 30 minutes
Tool	ChatGPT
Save	table, visual recommendation, and source-data check note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

Real work rarely arrives as one clean prompt. It may involve PDFs, spreadsheets, meeting notes, slides, screenshots, calendars, and partial drafts.

ChatGPT can help organize richer context when the available features and data rules allow it. The key is to bring in only appropriate material, ask a bounded question, and check the result against the original source.

Save a small example that shows controlled context use: what input was safe to use, what you asked, what came back, what you verified, and what remained uncertain.



Know Before You Try

AI becomes more useful when it has context, but context is also where risk enters the workflow. Files, screenshots, tables, notes, drafts, research summaries, and project goals can all improve the answer and expose information that should be protected.

Use a context contract before you upload or paste anything: What am I allowed to share? What question am I asking? What output do I need? How will I verify the result?

Different materials need different instructions. For documents, name the question you are trying to answer. For data, define fields, units, dates, categories, and missing values. For visuals, say what you want the tool to notice. For integrations or connected tools, understand what information the tool may be able to access.

Structured input usually produces better structured output. If you want a table, provide categories. If you want analysis, define the columns. If you want a summary, name the audience and level of detail.

The review rule is the same across formats: check the answer against the original material before using it. AI can organize complex material, but it does not remove your responsibility to verify the source, protect sensitive information, and decide whether the output fits the audience.

Before you try

- When working with files, data, visuals, and integrations, the quality of the input structure matters. Clean columns, clear file names, and defined questions lead to better outputs.
- For data, ask ChatGPT to explain assumptions, calculations, missing values, and chart choices. A pretty chart can still be misleading if the data grain or denominator is wrong.
- For integrations and connected apps, review permissions before use. The tool may be able to access something that you should not use for the task.

Where this helps

Use this when reviewing documents, comparing materials, extracting themes, creating summaries, analyzing simple data, building timelines, or planning work.

- reviewing a safe document or screenshot
- turning messy notes into a table
- summarizing simple data or planning a week of tasks
- creating a visual summary or comparison grid

TRY IT

**Try It**

PRACTICE

Start small: Choose one safe file, table, image, or planning note and decide what question AI can answer without overreaching.

Quick version

- **Save:** Table, visual recommendation, and source-data check note.
- **Minimum useful version:** Use the provided safe workload data to create one table, one summary, and one verification note.

- **If stuck:** Choose one path only: table, visual recommendation, or plan. Do not try every feature.
- **Done when:** The output matches the source information and any uncertainty is marked.
- **Add only if useful:** Ask for two visual options and explain which one a busy reader would understand fastest.

Aim for

- **Table row:** Week 1, drafting, 6 hours, notes are incomplete.
- **Summary:** "Drafting takes the most time in this sample, but the data is too small to prove a trend."
- **Visual recommendation:** Use a simple bar chart for time by work type.
- **Source-data check:** "Verify categories and missing hours before sharing."

Practice

Identify which tools are available in your ChatGPT account:

1. File upload.
2. Image upload.
3. Data analysis.
4. Search.
5. Projects.
6. Tasks.
7. Connectors.
8. Codex.

Then use safe or mock four-week workload data. Ask ChatGPT to:

1. Turn the information into a simple table.
2. Summarize the pattern in plain English.
3. Suggest two visual ways to show the pattern.
4. Explain which visual would be easiest for a busy reader.
5. List what data would need to be checked before using the summary.

Work in passes:

1. Choose a safe input: mock notes, public text, or a small sample table.
2. Ask ChatGPT to organize the information into a table or summary.
3. Ask one follow-up question that tests the structure, such as what is missing or unclear.
4. Review the output against the original input before trusting it.

If the model gives a vague summary, ask for a table with specific columns. If it gives a table that feels wrong, ask it to show what input it used for each row.

Before you save it:

- Use a small, safe sample file or mock table if you are practicing the workflow.
- Ask for a chart or summary, then ask what could make the result misleading.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me turn safe or mock four-week workload data into a simple table, summarize the pattern in plain English, suggest two visuals, explain which visual is easiest for a busy reader, and list what data needs checking.
```

Improve prompt: Use this to check the analysis.

Simple Prompt

```
Review this table summary and visual recommendation. Identify possible data quality issues, misleading comparisons, unclear labels, missing context, and what a busy reader could misunderstand. Suggest a clearer table title and chart note.
```

Apply prompt: Use this with your own safe dataset.

Simple Prompt

```
Ask me for a small safe, approved, or mock dataset and the decision it should support. Then recommend a table, two possible visuals, a plain-English summary, and the data checks needed before sharing.
```

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Turn structured input into a table, summary, or visual recommendation you can verify.

Save **table, visual recommendation, and source-data check note**.

Make sure it includes:

- a clear table, summary, or plan
- labels that make the structure easy to understand
- notes about missing information or uncertainty
- no sensitive or unapproved content included in the input or output

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is context exposure or misleading structure. Files, screenshots, tables, and visuals can reveal sensitive data or make weak patterns look stronger than they are.

Check the table and any calculations. Confirm the visual recommendation matches the audience and does not exaggerate the trend.

Ask yourself:

- Did the output match the source information?
- Are any numbers, labels, or categories wrong?
- Did AI infer something that was not actually provided?
- Would this need human review before being shared?

Watch for

AI analysis can be helpful, but it can also introduce errors if the data is messy, incomplete, or misunderstood. Always check the source data.

Tables and charts can look authoritative even when the underlying data is incomplete. Do not let a clean format trick you into skipping verification.

Save

Save this in your 30-day work folder as **Day 12 - table, visual recommendation, and source-data check note**.

Add a quick reuse note: **Use this at work for:** turning safe notes, tables, screenshots, or data into a clearer summary, table, or visual recommendation.

Save the input sample and the output together so you can remember what the tool was actually working from.

Check yourself

- I checked which ChatGPT tools are available in my account.
- I understand that files, images, data, projects, search, tasks, and connectors may depend on access and settings.
- I used structured information to create a table.
- I asked for visual recommendations.
- I reviewed whether the visual recommendation matched the audience.
- I understand that workplace data and integrations should follow workplace guidance.
- I can explain how the structure of my input affected the structure of the output.
- I can use richer context with AI while checking source material, data boundaries, and verification needs.

Optional video

Watch: [Introducing ChatGPT for Excel and Google Sheets](#) (official OpenAI YouTube channel, 0:52).

Why it helps: It shows how spreadsheet-style workflows can connect with ChatGPT, which supports the documents/data/tools practice.

Produce a Visual Summary and Planning Workflow

Time	About 30 minutes
Tool	ChatGPT
Save	concise summary, weekly schedule, and task list

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 13: Produce a Visual Summary and Planning Workflow
ChatGPT | Make a useful work output. | ChatGPT

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.

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WHY THIS HELPS



Why It Matters

Messy information becomes useful when someone can see the situation, understand tradeoffs, notice open questions, and act. A summary, table, timeline, or plan should clarify work, not decorate it.

Use AI to help turn raw material into a concise summary, useful visual structure, and realistic plan. Then check whether the result reveals priorities, dependencies, risks, decisions, and ownership.

Save a planning example that another person could use. It should be accurate enough to trust, simple enough to scan, and structured enough to revise as the work changes.



Know Before You Try

A visual summary or planning workflow should turn information into action. It is not decoration; it is a thinking aid.

Choose the format by the reader's job. Use a timeline for sequence, a table for comparison, a checklist for repeatable action, a decision log for accountability, and a schedule when timing is the main issue.

The strongest planning outputs include tasks, owners, timing, dependencies, decisions, risks, and next actions. If those pieces are missing, the plan may look organized but still be hard to use.

AI can help transform messy input into a plan, but it cannot know whether the plan is realistic unless you give it constraints. Add deadlines, capacity, dependencies, stakeholder needs, and nonnegotiables.

The quality test is usability. If a plan is too crowded to follow, too vague to assign, or too pretty to act on, it is not a good plan.

Before you try

- A visual summary should make the main idea easier to understand, not just decorate the work.
- Choose the format based on the job: table for comparison, timeline for sequence, chart for numbers, diagram for relationships, and checklist for execution.
- Remember accessibility. Use clear labels, plain language, readable contrast, and enough text explanation that the meaning does not depend on visuals alone.

Where this helps

Use this when you need to brief a teammate, organize competing priorities, prepare a weekly plan, or translate analysis into next steps.

- a project has many moving parts
- notes need to become an action plan
- a team needs a concise summary before deciding what to do next



Try It

PRACTICE

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.
- **Minimum useful version:** Create one short summary, five tasks, owner placeholders, due dates, and one risk or dependency.
- **If stuck:** "This week, the priority is to confirm the message, review the source details, and prepare the follow-up note."
- **Done when:** The plan is realistic enough that someone could use it during an actual week.
- **Add only if useful:** Add a capacity check for overloaded days and unclear owners.

Aim for

- **Summary:** "The week should prioritize message review, source checks, and follow-up planning."
- **Task:** Confirm approved claims, owner: reviewer, due: Wednesday.

- **Risk:** "The plan depends on source details being available by Tuesday."
- **Why this works:** It connects the summary to action instead of only making the information look neat.

Practice

Use the table and visual recommendation from Day 12. Ask ChatGPT to create:

1. A short concise summary of what the visual shows.
2. Three key takeaways.
3. One suggested priority for the week.
4. A practical weekly schedule.
5. A task list for the work.
6. Owners, due dates, dependencies, and reminders that could be copied into a calendar or task app.

Then revise the plan yourself so it feels realistic for an actual week.

Work in passes:

1. Give ChatGPT the safe project information.
2. Ask for a short concise summary first.
3. Ask for a table or timeline second.
4. Ask for risks, missing owners, and unclear next steps third.

If the plan feels too big, ask for a version for the next seven days only. If it feels too vague, ask for concrete tasks with owners and deadlines marked as known or unknown.

Before you save it:

- Before creating the visual, write the one-sentence takeaway it should communicate.
- After creating it, ask whether a busy reader could understand the point in under a minute.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Using the provided safe or mock table and visual recommendation, create a concise summary, three key takeaways, one suggested weekly priority, a practical schedule, and a task list with owners, due dates, dependencies, and reminders.

Improve prompt: Use this to make the plan realistic.

Simple Prompt

Review this summary, schedule, and task list for overloaded days, unclear owners, missing dependencies, vague deadlines, and tasks that do not match the data. Suggest a more realistic next-seven-days version.

Apply prompt: Use this to turn information into action.

Simple Prompt

Ask me for a safe project summary, known deadlines, constraints, and owner roles. Then create a concise summary, weekly priority, schedule, task list, dependencies, and reminders that are realistic for one week.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a planning note someone could use to understand the work, see priorities, and act.

Save **concise summary, weekly schedule, and task list.**

Make sure it includes:

- a concise summary
- a structured table, timeline, or task list
- clear owners or owner placeholders
- risks, dependencies, and missing information marked visibly

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is a misleading plan or visual. Check that summaries, timelines, charts, and task lists reflect the actual information and realistic capacity.

Make sure the schedule is realistic. Look for overpacked days, unclear owners, missing dependencies, and deadlines that do not match the actual work.

Ask yourself:

- Does the plan reflect the actual information provided?
- Are any days overloaded or unrealistic?
- Are owners, dates, and dependencies clear?
- Would someone know what to do next after reading it?

Watch for

AI can create neat plans that look good but do not reflect real capacity. A useful plan is not the fullest plan. It is the plan someone could actually follow.

A plan is only helpful if it can survive contact with reality. Do not be afraid to mark unknowns. A visible unknown is better than a fake answer.

Save

Save this in your 30-day work folder as **Day 13 - concise summary, weekly schedule, and task list**.

Add a quick reuse note: **Use this at work for:** turning messy project information into a weekly plan, task list, timeline, or owner tracker.

Save this planning example so you can reuse the structure. It can become a model for future project summaries and action plans.

Check yourself

- I created a short concise summary from structured information.
- I turned information into a practical weekly schedule.
- I created a task list with owners, due dates, dependencies, or reminders.
- I reviewed the plan for realism and capacity.
- I understand the difference between calendar items and task items.
- I saved a planning workflow I could reuse.
- I can turn a messy project description into a summary, schedule, and task list.
- I can turn project information into an action-oriented summary, schedule, or task plan someone could use.

Days 14 to 19: NotebookLM

Learn how to work from trusted sources, build topic-based notebooks, and create grounded summaries and briefings.

This stretch is about source-grounded learning. Instead of asking AI to answer from everywhere, you will practice building notebooks around selected material and using those sources to create summaries, glossaries, FAQs, briefings, and a simple learning system.

Set Up and Walk Through NotebookLM

Time	About 30 minutes
Tool	NotebookLM
Save	How I Might Use NotebookLM note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 14: Set Up and Walk Through NotebookLM

NotebookLM | Explore and practice. | NotebookLM

Let the sources keep you honest.

Start

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

Learn

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

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

- 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

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

Next

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

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WHY THIS HELPS



Why It Matters

NotebookLM is useful when you want answers grounded in selected sources instead of a general chat. The value comes from choosing the source set intentionally and understanding what the notebook can and cannot answer.

Use a safe test notebook to learn the basics: add sources, ask questions, inspect answers, save notes, and notice where citations or source boundaries matter.

Save setup notes that name the notebook topic, source list, useful questions, and limits. The notes should help you distinguish source-grounded learning from general AI assistance.



Know Before You Try

Tool: NotebookLM. Start by reviewing the [NotebookLM entry in The Tools](index.html#notebooklm), then open NotebookLM if it is available in your account. Use the Tools section as the main reference for access links, supported source types, account differences, and current notes. Today, focus on creating a safe test notebook and noticing how source-grounded answers behave.

Features may vary by account, plan, workspace settings, device, and workplace permissions. Only add public, mock, sanitized, or approved sources. Before uploading workplace documents, slides, audio, videos, or links, confirm they are allowed for this use and always check citations before relying on an answer.

NotebookLM is most useful when you want to work from a specific set of sources. Instead of asking the open web, you build a notebook around trusted materials and ask questions inside that context.

The key concept is the source boundary. A notebook should answer from the materials you provide, which helps keep learning close to the selected sources instead of drifting into general AI guesses.

The boundary is helpful, but it is not magic. Incomplete, outdated, biased, or low-quality sources can still produce weak answers. Source-grounded does not automatically mean true, complete, or approved.

A good notebook has three ingredients: a focused topic, appropriate sources, and questions that fit those sources. If the topic is too broad, answers scatter. If the sources are thin, answers will be thin.

For workplace communication, NotebookLM is useful when you need to understand a product, policy, rollout, article, brief, or background topic without mixing it with unrelated information.

The practical habit is to verify important answers against the cited or underlying material and mark assumptions, gaps, outdated sources, and review needs.

Before you try

- NotebookLM is different from a general chatbot because the notebook is built around sources you choose. That makes source selection the main skill.
- A notebook can include materials such as PDFs, websites, YouTube videos, audio files, Google Docs, and Google Slides, depending on current product support and account settings.
- Grounded citations are helpful, but they are not magic. Follow the citations back to the source before relying on a summary or quote.

Where this helps

Use NotebookLM for getting oriented, workplace research, project context, competitor understanding, workplace messaging, domain AI learning, or source-based briefing preparation.

- you need to study a defined set of trusted sources
- you want summaries, FAQs, glossaries, or study aids based on those sources
- you need to separate source-based learning from open-ended brainstorming

TRY IT

**Try It****PRACTICE**

Start small: Create or inspect one safe NotebookLM notebook and ask one source-grounded question.

Quick version

- **Save:** How I Might Use NotebookLM note.
- **Minimum useful version:** Create or inspect one notebook, add safe source material, and write three ways it could help you learn from sources.
- **If stuck:** Use a public article, help page, or approved practice material instead of workplace content.
- **Done when:** You can explain the notebook's source boundary and what still needs checking in the original source.
- **Add only if useful:** Add three questions the notebook is well suited to answer.

Aim for

- **Notebook topic:** Work Reference.
- **Source boundary:** Public help page, approved practice material, or approved internal reference only.
- **Useful question:** "What are the main terms or concepts I should understand from these sources?"
- **Verification note:** "Check important details in the original source before using them in a work message."

Practice

Open NotebookLM. Create a notebook called "Work Reference." Find:

1. Where to add sources.
2. Where to ask questions.
3. Where to save notes.
4. Where to generate summaries.
5. Where to generate learning aids.

Create a note called "How I might use this." In that note, write three possible getting oriented uses and one thing you should be careful about before adding workplace material.

Work in passes:

1. Create a notebook around one safe topic.
2. Add one to three safe sources.
3. Ask a simple question about what the sources say.
4. Create a note about what NotebookLM did well and what still needs your review.

If you do not have sources, use public pages, a harmless PDF, or your own mock notes. Avoid private workplace documents unless you know they are approved for this use.

Before you save it:

- Create one notebook with a clear purpose and only a few safe sources.
- Ask one broad question and one source-specific question, then inspect the citations for both answers.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me create a NotebookLM getting oriented plan. Suggest what sources might belong in a Work Reference notebook, what questions I should ask, and what I should be careful about before adding workplace material.
```

Improve prompt: Use this to strengthen the source plan.

Simple Prompt

```
Review my NotebookLM getting oriented plan. Identify sources that may be too broad, private, stale, duplicate, or unapproved. Suggest better source categories, safer practice sources, and citation checks to perform.
```

Apply prompt: Use this to plan one notebook.

Simple Prompt

```
Ask me for a safe learning topic and what I need to understand. Then design a NotebookLM notebook with source types to add, questions to ask, notes to save, and cautions before using workplace material.
```

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Set up a source-grounded notebook note with a clear topic, source list, and limits.

Save **How I Might Use NotebookLM note**.

Make sure it includes:

- a notebook with a clear topic
- safe source material
- a short note about what NotebookLM answered well
- a note about what you still need to verify or ask next

Use tomorrow: Choose one safe source set you expect to revisit and create a first notebook plan with the topic, source boundary, and two questions you would ask before a meeting.



Review and Save

Specific risk to check: The risk today is a weak source boundary. A notebook with unrelated, outdated, or unapproved material can make source-grounded answers look more trustworthy than they are.

Make sure each notebook has a clear purpose. A notebook with too many unrelated sources becomes harder to trust and use.

Ask yourself:

- Are my sources trustworthy and appropriate to upload?
- Did the answer stay close to the sources?
- What source gaps might affect the answer?
- Would I need to check the original source before using this in real work?

Watch for

NotebookLM is only as useful as the sources you add. If the source material is outdated, incomplete, or biased, the notebook output will reflect that.

Source-grounded does not mean automatically perfect. You still need to read important source passages yourself, especially before using the information in a sensitive or publicly visible context.

Save

Save this in your 30-day work folder as **Day 14 - How I Might Use NotebookLM note**.

Add a quick reuse note: **Use this at work for:** building a source-grounded notebook for onboarding, product learning, policy review, or domain orientation.

Save your setup note with the notebook topic and source list. That helps you remember what the notebook can and cannot answer.

Check yourself

- I opened NotebookLM.
- I created or explored a notebook.
- I know where to add sources.
- I know where to ask questions.
- I know where to save notes.
- I understand that NotebookLM is strongest when the source material is strong.
- I can explain why NotebookLM is useful when I want answers grounded in selected sources.
- I can create a source-grounded notebook with a clear boundary and useful questions.

Optional video

Watch: [Meet NotebookLM: Research, Reimagined](#) (official Google Workspace YouTube channel, 5:04).

Why it helps: It gives a clear official overview of NotebookLM as a source-grounded research and learning tool.

Use NotebookLM for Topic Based Learning

Time	About 30 minutes
Tool	NotebookLM
Save	Future Notebooks note and one topic-based notebook plan

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

A good NotebookLM notebook needs a boundary. Instead of collecting everything, define what the notebook is for, what belongs in it, and what kind of work it should help you do.

Focused notebooks keep project context, domain learning, public sources, internal material, and communication planning from blending together. They make answers easier to trust and maintain.

Save a topic notebook plan that passes this sentence test: "This notebook helps me learn about X so I can do Y." Include what belongs, what does not, and the first questions worth asking.



Know Before You Try

A topic-based notebook is a learning container with a purpose. It is not a folder for everything related to a broad subject.

Use the sentence test: "This notebook helps me learn about X so I can do Y." If you cannot finish that sentence clearly, the notebook may be too broad, too vague, or not connected to real work.

The topic defines the source boundary. It tells you what belongs, what does not belong, and what should become a separate notebook. A good title should make that boundary obvious.

Topic-based learning is iterative. Add sources, ask questions, create learning aids, notice gaps, and decide whether the notebook needs better material or a tighter scope.

The point is not to collect everything. The point is to create a focused learning space that helps you explain the topic, ask better questions, and use the knowledge later.

Before you try

- Topic-based learning works best when the notebook has a clear learning question, a source boundary, and a repeatable note-taking pattern.
- Do not confuse source-grounded with complete. NotebookLM can only work from the sources available in the notebook, so gaps in the source set become gaps in the answer.
- Use a question ladder: start with 'What is this about?', then ask 'How does it work?', 'What matters most?', 'What is uncertain?', and 'What should I ask next?'

Where this helps

Use this when learning a new domain, preparing for getting oriented, tracking competitors, studying a product area, or organizing workplace narrative work.

- starting a new domain or project area
- you expect to return to the same sources over time
- you want to build a reusable learning base instead of one-off summaries



Try It

PRACTICE

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.
- **Minimum useful version:** Name one notebook, finish the sentence test, and list three sources that belong and two that do not.
- **If stuck:** "This notebook helps me learn about customer support terminology so I can ask better review questions."
- **Done when:** The notebook boundary is clear enough that unrelated sources are easy to reject.
- **Add only if useful:** Add rules for when to split a notebook into two smaller notebooks.

Aim for

- **Sentence test:** "This notebook helps me learn about customer support terminology so I can ask better review questions."

- **Sources that belong:** Approved glossary, public product help page, source-based FAQ.
- **Sources that do not belong:** Competitor news, unrelated meeting notes, broad AI trend articles.
- **Why this works:** The boundary keeps the notebook useful instead of turning it into a dumping ground.

Practice

In the Work Reference notebook, create a note called "Future Notebooks." List possible notebooks:

1. Domain AI.
2. Product and Technology.
3. Workplace Narrative.
4. Competitors.
5. Media Strategy.
6. Messaging and Positioning.
7. Customer Experience.
8. Regulatory and Trust Questions.

For each possible notebook, add one sentence explaining why it might be useful. Then create one additional notebook from the list and write what sources would belong there.

Work in passes:

1. Choose one learning topic.
2. Write the purpose of the notebook in one sentence.
3. Add or list sources that belong in the notebook.
4. Ask NotebookLM for a learning path, glossary, or key questions based on the sources.

If the topic feels too broad, split it. "Workplace AI" could become "AI in customer support workflows" or "AI terminology I need for product conversations."

Before you save it:

- After the first answer, ask NotebookLM what source gaps could limit the answer.
- Save one note that captures both what you learned and what you still need to verify.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me plan topic-based NotebookLM notebooks for Domain AI, Product and Technology, Workplace Narrative, Competitors, Media Strategy, Messaging and Positioning, Customer Experience, and Trust and Risk Questions. For each, explain why it may be useful and what sources belong there.

Improve prompt: Use this to avoid messy notebook sprawl.

Simple Prompt

Review this topic-based notebook plan. Identify notebooks that overlap, sources that belong in more than one place, topics that are too broad, and questions that should be asked inside each notebook before relying on its answers.

Apply prompt: Use this to build a personal notebook system.

Simple Prompt

Ask me about the topics I need to learn for work. Then suggest five to eight NotebookLM notebooks, the safe source types for each, recurring questions, and rules for when to create a new notebook instead of adding to an old one.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a topic notebook plan that helps you learn a work area without collecting random material.

Save **Future Notebooks note and one topic-based notebook plan**.

Make sure it includes:

- a focused notebook topic
- a source list or added sources
- a short note on what this notebook should help you understand or do
- initial questions, glossary terms, or study notes from the notebook

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is source gaps. NotebookLM can only answer from what you provide, so missing, stale, or one-sided sources become missing, stale, or one-sided learning.

Ask whether each notebook has a clear purpose and whether the sources belong together.

Ask yourself:

- Does every source belong in this notebook?
- What source perspectives are missing?
- Can I explain what this notebook is for?
- Would another person understand the topic boundary from the title?

Watch for

Too many notebooks can become clutter. Start with a few useful ones and add more only when a topic deserves its own space.

Do not build a giant notebook just because you can. Smaller notebooks are often easier to trust, update, and use.

Save

Save this in your 30-day work folder as **Day 15 - Future Notebooks note and one topic-based notebook plan**.

Add a quick reuse note: **Use this at work for:** deciding what belongs in a topic notebook before a project, research task, or stakeholder conversation.

Save the notebook title, purpose sentence, and source list in your work folder. This becomes the start of your NotebookLM system.

Check yourself

- I created a list of possible future notebooks.
- I understand why each notebook should have a clear topic.
- I created or planned one topic-based notebook.
- I considered which sources belong in that notebook.
- I understand that too many unfocused notebooks can become clutter.
- I know how topic-based notebooks can support getting oriented.
- I can define the topic boundary for my notebook in one clear sentence.
- I can design a topic notebook that says what belongs, what does not, and what it helps me do.

Optional video

Watch: [How to Master Complex Research with NotebookLM | Help Not Hype](#) (official Google Workspace YouTube channel, 1:32).

Why it helps: It reinforces NotebookLM as a tool for working through complex source material with more structure.

DAY 16 | NotebookLM | Make a useful work output.

Produce a Source Based Notebook Summary

Time	About 30 minutes
Tool	NotebookLM
Save	source-based notebook summary

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

A source-based summary should make material easier to use without making it sound more certain than the sources allow. The work is compression with fidelity: keep what matters, preserve meaning, and name limits.

A good summary creates orientation quickly. A weak one creates confidence without understanding, especially if it drops caveats or imports ideas the source did not support.

Save a summary that captures key takeaways, evidence, source boundaries, and remaining uncertainties. It should preserve the meaning and implications someone would need before using the material.



Know Before You Try

A source-based summary is not just a shorter document. It is a structured account of what matters, what is supported, what is unclear, and why the information matters to the work.

A strong summary has four parts: takeaways, evidence, boundaries, and relevance. Takeaways explain the main points. Evidence shows what supports them. Boundaries name what the source does not answer. Relevance explains why it matters.

For workplace communication, the summary should also surface what might affect messaging, stakeholders, timing, risk, or review.

A good summary respects proportion. It should not give equal weight to every detail. It should highlight the ideas that affect decisions, communication, stakeholder expectations, timing, or next steps.

Use AI to create a first structure, then check it against the source. Look for missing caveats, unsupported interpretation, misplaced emphasis, and questions that should be brought to a human reviewer.

Before you try

- A source-based summary should separate what the source says from what you infer. That distinction protects accuracy and makes review easier.
- Use citations as a navigation tool. If a sentence matters, you should be able to point to where it came from.
- A strong summary includes the main points, useful details, source limitations, and questions that remain unresolved.

Where this helps

Use this when reviewing work documents, source materials, research reports, strategy notes, or workplace context documents.

- reading background material before a meeting
- preparing a briefing note from trusted documents
- you need to explain a topic without drifting away from the source



Try It

Start small: Summarize one trusted source, then mark one fact, one implication, and one unanswered question.

Quick version

- **Save:** Source-based notebook summary.
- **Minimum useful version:** Summarize one source in five points, then add one evidence note, one open question, and one thing you checked manually.
- **If stuck:** Use a table with four columns: takeaway, source support, confidence, and gap.
- **Done when:** You can show what the source supports and what it does not answer.
- **Add only if useful:** Add a short note explaining why one detail was left out.

Aim for

- **Takeaway:** The source explains how the support workflow is organized.

- **Evidence:** Section heading or quoted source location supports the takeaway.
- **Gap:** The source does not prove customer outcomes or timing.
- **Manual check:** "I reread the source section before saving this point."

Practice

Choose one source in your notebook. Ask NotebookLM to:

1. Summarize the source in five points.
2. Identify the most important open questions.
3. Explain what would matter most for the work.
4. Pull out any terms, claims, or facts that may need verification.
5. Suggest what kind of human review might be needed before using the information in a public-facing context.

Create a final note with key takeaways, open questions, and work implications.

Work in passes:

1. Ask NotebookLM for a short summary of the selected sources.
2. Ask for the top takeaways and supporting details.
3. Ask what the sources do not answer.
4. Review at least one important source passage yourself.

If the summary is too long, ask for five bullet points. If it is too shallow, ask for takeaways with supporting details and source references.

Before you save it:

- Ask for a summary with citations, then manually check the most important citations.
- Add a short 'limits of this summary' note before saving it to the work folder.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Using only the sources in this notebook, summarize one source in five points, identify open questions, explain what matters to the work, flag terms or claims needing verification, and suggest review needs.

Improve prompt: Use this to check source fidelity.

Simple Prompt

Audit this notebook summary against the source. Separate direct source-supported points from interpretation, assumptions, and missing context. List citations or source locations I should verify before using the summary.

Apply prompt: Use this to make the summary useful for work.

Simple Prompt

Using only this notebook source, create a work-ready summary with key facts, why they matter, open questions, terms to define, claims to verify, and next actions for a teammate who has not read the source.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Write a source-based summary that separates what the sources say from what you still need to check.

Save **source-based notebook summary**.

Make sure it includes:

- a concise summary
- key takeaways tied to source material
- important unknowns or gaps
- notes about what you checked manually

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is blending source facts with your interpretation. Keep what the source says separate from what you infer, recommend, or still need to verify.

Check whether the summary accurately reflects the source. If something sounds important, trace it back to the source before using it.

Ask yourself:

- Does the summary accurately reflect the sources?
- Did it omit something important?
- Did it answer beyond the sources?
- Would I feel comfortable showing which source supports each key point?

Watch for

Summaries can hide nuance. If the material is sensitive or complex, read the original source too.

A source-based summary can still be incomplete if the source set is incomplete. Always ask whether you have the right sources, not just whether the summary sounds good.

Save

Save this in your 30-day work folder as **Day 16 - source-based notebook summary**.

Add a quick reuse note: **Use this at work for:** summarizing trusted material before a meeting, brief, decision note, FAQ, or review conversation.

Save the summary with the notebook name and source list. That context matters later.

Check yourself

- I selected one source in NotebookLM.
- I created a five point summary.
- I identified open questions.
- I identified work implications.
- I checked whether the summary stayed close to the source.
- I saved the summary in a useful format.
- I can name what the sources support and what they do not answer.
- I can summarize source material while naming evidence, gaps, and what still needs checking.

DAY 17 | NotebookLM | Explore and practice.

Use NotebookLM for Learning Aids

Time	About 30 minutes
Tool	NotebookLM
Save	learning aid such as study guide, FAQ, glossary...

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

Learning aids help you turn source material into something you can remember, explain, or test later. Choose the format based on the next real job: glossary, FAQ, quiz, timeline, study guide, briefing outline, comparison table, or question list.

Different formats do different work. A glossary clarifies language, an FAQ prepares for stakeholder questions, a timeline explains sequence, and a quiz reveals what you have not retained.

Save one learning aid that stays tied to the source. It should help you return to the topic quickly without turning the material into generic study content detached from the work.



Know Before You Try

Learning aids are different shapes for the same source knowledge. Each shape helps with a different learning job.

A glossary helps with terminology. An FAQ anticipates confusion. A timeline shows sequence. A study guide supports retention. A quiz reveals what you have not retained. A briefing prepares you to explain or decide.

Choose the learning aid based on the next real thing you need to do: prepare for a meeting, ask better questions, explain the topic, remember key terms, or check your own understanding.

The key quality rule is source fidelity. If a learning aid includes an answer that is not supported by the notebook, mark it as something to verify rather than quietly treating it as fact.

Learning aids are most useful when they are reusable. Save the versions that help you return to the topic quickly, and revise them when the source material changes.

Before you try

- Learning aids are useful because they change the form of the source material. A glossary, FAQ, briefing, quiz, timeline, or study guide each helps the brain do a different kind of work.
- NotebookLM learning aids should still be reviewed. A generated FAQ may skip the question a real reader would ask, and a generated quiz may emphasize easy facts over important judgment.
- Choose the learning aid based on the person who will use it: beginner glossary, stakeholder FAQ, decision briefing, team study guide, or review checklist.

Where this helps

Use this when a topic feels complex, technical, new, or important enough to revisit.

- learning a new product area or technical topic
- preparing for stakeholder conversations
- building a reusable knowledge base for future workplace communication



Try It

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.
- **Minimum useful version:** Choose one format and create five useful entries from the source material.
- **If stuck:** Pick a glossary if the source has new terms, an FAQ if readers may ask questions, or a timeline if sequence matters.
- **Done when:** The learning aid helps you remember or explain the source without drifting away from it.
- **Add only if useful:** Add one self-check question that reveals a likely misunderstanding.

Aim for

- **Learning aid type:** Glossary.
- **Entry:** "Source boundary: the set of documents a notebook uses to answer questions."

- **Self-check:** "What might NotebookLM miss if the source set is incomplete?"
- **Why this works:** It helps you use the term later instead of only recognizing it once.

Practice

Choose one source in NotebookLM. Ask for:

1. A short study guide.
2. An FAQ.
3. A glossary.
4. A timeline if sequence matters.
5. A five-question quiz to test whether you understand the most important points.

Then ask which learning aid would be most useful for helping you remember and use the material. Save the strongest learning aid and write one sentence explaining when you would use it again.

Work in passes:

1. Ask NotebookLM for a glossary of important terms.
2. Ask for an FAQ a beginner might ask.
3. Ask for flashcards or quiz questions if available.
4. Review the learning aids and remove anything unsupported or not useful.

If the learning aids feel too advanced, ask for beginner-friendly versions. If they feel too simple, ask for a second layer with more precise terms and examples.

Before you save it:

- Create two different formats from the same sources and compare what each one reveals.
- Edit at least one heading or question so it sounds useful to the real audience.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Using only this notebook source, create a short study guide, FAQ, glossary, timeline if sequence matters, and five-question quiz. Then tell me which learning aid is most useful for remembering and using the material.

Improve prompt: Use this to improve the learning aids.

Simple Prompt

Review these learning aids for accuracy, source support, missing terms, confusing questions, and usefulness for remembering the material. Suggest which learning aid to keep, revise, combine, or remove.

Apply prompt: Use this to choose the right learning aid for your goal.

Simple Prompt

Ask me what I need to do with this source: learn it, brief someone, answer questions, prepare for a meeting, or train a teammate. Then create the best-fit learning aid using only the notebook source.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Create a glossary, FAQ, quiz, or study guide that helps you remember, explain, or test source material later.

Save **learning aid such as study guide, FAQ, glossary, timeline, or quiz.**

Make sure it includes:

- one glossary, FAQ, quiz, or flashcard set
- plain-language explanations
- source-grounded answers
- a short list of terms or questions that still need clarification

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is a learning aid that looks useful but teaches the wrong thing. Check definitions, quiz answers, timelines, and FAQs against the source before saving them.

Review whether the learning aid is useful or just formatted nicely. A glossary is only useful if the definitions are accurate and understandable.

Ask yourself:

- Are the definitions accurate and source-based?
- Would the intended reader understand them?
- Did the learning aid oversimplify something important?
- What should I verify in the original sources?

Watch for

Learning aids can create a false sense of mastery. They help you study, but they do not replace deeper reading or stakeholder conversations.

Learning aids can accidentally flatten nuance. If a term has a specific meaning in product, legal, or technical work, keep that nuance visible.

Save

Save this in your 30-day work folder as **Day 17 - learning aid such as study guide, FAQ, glossary, timeline, or quiz**.

Add a quick reuse note: **Use this at work for:** creating a glossary, FAQ, quiz, or study guide to remember and explain source material.

Save the learning aid under the notebook topic. If it is useful, add the best prompts to your prompt library.

Check yourself

- I generated a study guide, FAQ, or glossary.
- I compared which learning aid was most useful.
- I created or reviewed a short quiz or self check.
- I checked whether the learning aid was accurate and understandable.
- I understand that learning aids help study the material but do not replace deeper reading.
- I saved one learning aid I would actually use again.
- I created at least one learning aid that would help me review the source material later.
- I can choose a learning-aid format that helps me remember, explain, or test source material.

Optional video

Watch: [Turn training docs into study guides, flashcards, and quizzes with NotebookLM](#) (official Google Workspace YouTube channel, 2:34).

Why it helps: It directly supports the day's focus on turning source material into learning aids.

DAY 18 | NotebookLM | Make a useful work output.

Produce a Source Based Briefing

Time	About 30 minutes
Tool	NotebookLM
Save	source-based briefing with review flags

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 18: Produce a Source Based Briefing

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

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

TRY 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 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 Check

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

SAVE Next

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

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WHY THIS HELPS



Why It Matters

A briefing is not just a shorter summary. It helps someone understand the situation, see why it matters, ask better questions, and decide what action or review is needed.

Busy readers need facts, evidence, implications, open questions, risks, and next steps in a compact format. They also need to know what is uncertain or unsupported.

Save a briefing that is concise, evidence-aware, and honest about limits. It should make source material usable without hiding caveats or presenting implications as confirmed facts.



Know Before You Try

A source-based briefing should separate what the source says, what it implies, what remains unknown, and what the next step should be.

Use four lanes: facts, interpretations, open questions, and recommended next steps. Keeping those lanes separate prevents a briefing from sounding more certain than the source allows.

Facts come from the source. Interpretations explain what the facts may mean. Open questions name what is still unknown. Recommended next steps suggest what to do with the information.

A useful briefing usually includes context, key points, evidence, impact, risks, open questions, and next steps. It should be short enough to read quickly but specific enough to be useful.

The briefing should help a reader act, not just learn. It should make clear what the reader needs to understand, what decision or discussion may follow, and what questions still need answers.

If the source does not support a point, mark it as an assumption, implication, or question rather than presenting it as fact. The best briefings are concise and honest about uncertainty.

Before you try

- A source-based briefing is not just a summary. It is a decision-support document for a specific reader.
- Good briefings usually include context, key points, evidence, implications, open questions, and recommended next steps or review needs.
- Use NotebookLM for source grounding, then use your workplace judgment to decide what the reader needs first.

Where this helps

Use this before project planning meetings, product messaging sessions, domain reviews, media prep, or getting oriented discussions.

- before meeting with subject-matter, legal, technical, or other review partners
- preparing background for a work plan
- turning several sources into a concise decision-support document



Try It

PRACTICE

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.
- **Minimum useful version:** Write four lanes: facts, implications, open questions, and next steps.
- **If stuck:** "Fact: the source says X. Implication: this may matter because Y. Open question: what has not been confirmed?"
- **Done when:** A reader can tell what is sourced, what is interpretation, and what needs verification.
- **Add only if useful:** Add one sentence about who should review the briefing before real use.

Aim for

- **Fact:** "The source describes three stages in the workflow."
- **Interpretation:** "This may help explain why the update affects multiple teams."
- **Open question:** "Which teams are affected first?"
- **Next step:** "Confirm scope with the project owner before drafting a broader message."

Practice

Choose one notebook. Ask NotebookLM to create a short briefing on the most important themes in the sources. Ask it to include:

1. Key points.
2. Open questions.
3. Risks.
4. Source-based facts.
5. Possible work implications.
6. What needs attention.

Then ask for three possible learning aids that would help you learn the topic better. Save the best briefing and mark which parts are source facts, which parts are interpretations, and which parts need review.

Work in passes:

1. Ask NotebookLM for key takeaways from the source set.
2. Ask for risks, open questions, and possible stakeholder concerns.
3. Turn the result into a briefing structure: context, takeaways, implications, questions, next steps.
4. Review the source support for the most important points.

If the briefing feels like a generic summary, add a purpose: "Brief me so I can prepare workplace questions for a workflow review." Purpose makes the output sharper.

Before you save it:

- Write the reader and decision at the top before drafting the briefing.
- Check whether each key point has a source, an implication, or a review flag.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Using only the sources in this notebook, create a short source-based briefing with key points, open questions, risks, source-based facts, possible work implications, and what needs attention.

Improve prompt: Use this to make the briefing more review-ready.

Simple Prompt

Review this source-based briefing. Separate facts, implications, risks, assumptions, and open questions. Flag any claim that needs a citation, a stronger source, or subject-matter review before it is shared.

Apply prompt: Use this to brief a specific audience.

Simple Prompt

Ask me who the briefing is for and what decision or discussion it should support. Then create a source-based briefing using only notebook sources, with key points, evidence, risks, open questions, and recommended next step.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Write a briefing someone could skim before a decision, meeting, or review conversation.

Save **source-based briefing with review flags**.

Make sure it includes:

- a short context section
- three to five key takeaways
- source-supported evidence or details
- risks, open questions, and next steps

Worked example: source-based briefing

Reader: Manager preparing for a project review.

Context: The source describes a draft AI-assisted intake workflow for internal support requests.

Key takeaways:

1. The workflow is intended to help sort incoming requests by topic and urgency.
2. The source describes an internal pilot, not a fully approved rollout.
3. The main unresolved issues are review ownership, privacy guidance, and escalation rules.

Facts from the source: The pilot is internal, the support team is testing categories, and the escalation process is still being defined.

Implications: The team can discuss the workflow as an experiment, but should not describe it as launched, proven, or customer-ready.

Open questions: Who approves category labels? What data can be used? What review is needed before broader sharing?

Why this works: It separates source facts, implications, and open questions so a busy reader can act without mistaking uncertainty for approval.



Review and Save

Specific risk to check: The risk today is a briefing that hides uncertainty. Busy readers need facts, implications, open questions, and review needs separated clearly.

Mark anything that needs verification. Do not use source-based output as approved messaging unless it has gone through the right review.

Ask yourself:

- What are the most important points, and what supports them?
- What would I need to verify before sharing this?
- Are assumptions clearly labeled?
- Does the briefing help someone decide what to ask or do next?

Watch for

A briefing can be accurate and still not be strategic. After NotebookLM summarizes the source, use your judgment or ChatGPT to shape what it means for the work.

Do not let the briefing become a dumping ground. If everything is important, nothing is important. Choose what the reader needs most.

Save

Save this in your 30-day work folder as **Day 18 - source-based briefing with review flags**.

Add a quick reuse note: **Use this at work for:** briefing a teammate, manager, or reviewer on what sources say, what they do not answer, and what needs action.

Save the briefing with the topic, date, and source set. Briefings age, so the date matters.

Check yourself

- I chose one NotebookLM notebook.
- I created a source-based briefing.
- I separated key points from open questions and risks.
- I identified what needs attention.
- I marked anything that needs verification or human review.
- I saved the briefing in a format I could reuse.
- I can explain how my briefing differs from a simple summary.
- I can create a briefing that separates facts, implications, open questions, and next steps.

DAY 19 | NotebookLM | Make a useful work output.

Produce Your NotebookLM System

Time	About 30 minutes
Tool	NotebookLM
Save	My NotebookLM System note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 19: Produce Your NotebookLM System

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

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

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

- 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

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

Next

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

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WHY THIS HELPS



Why It Matters

NotebookLM becomes more useful when it turns into a lightweight source-learning system instead of a one-time experiment. Decide which notebooks to keep, what sources belong, what learning aids are worth saving, and how the system will stay current.

Workplace learning scatters easily across chats, documents, links, meeting notes, and memory. A small maintained system keeps source-grounded learning available without creating another repository no one uses.

Save a system note with notebook categories, source criteria, update habits, saved learning aids, review routines, and material that should not be uploaded. Keep it simple enough to survive a busy month.



Know Before You Try

A NotebookLM system is a lightweight operating system for learning from trusted sources. It defines what notebooks to keep, what sources to add, what questions to ask, what learning aids to generate, and how often to update the material.

The system should be light enough to maintain. A few useful notebooks are better than a complicated library that becomes stale.

A good system answers five questions: What notebooks do I need? What sources belong in each? What should never be uploaded? How will I know when a source is outdated? What outputs are worth saving or revisiting?

Maintenance is part of the concept. Sources expire, project language changes, and old summaries can become misleading. A useful system includes a way to refresh, archive, or flag stale material.

The point is not to build a perfect library. The point is to make future learning easier when work gets busy and to keep source-grounded knowledge from scattering across notes, chats, and documents.

Before you try

- A NotebookLM system needs simple governance: what notebooks exist, who they are for, what sources belong there, and how often they should be refreshed.
- Use naming conventions and source notes so future you can tell whether a notebook is current, draft, archived, or experimental.
- A small maintained system is better than a large messy one. The point is reusable learning, not a library you never open.

Where this helps

Use this during getting oriented and whenever a new domain becomes important.

- getting oriented into a new project or product area
- tracking trusted sources over time
- building reusable summaries, FAQs, glossaries, and briefings



Try It

Start small: Name the notebooks you would keep, the source rules for each, and one habit for keeping them current.

Quick version

- **Save:** My NotebookLM System note.
- **Minimum useful version:** Define two notebooks, three source rules, two saved learning-aid types, and one maintenance habit.
- **If stuck:** "If a source does not help me understand or act, I do not add it."
- **Done when:** The system feels light enough to maintain after the challenge.
- **Add only if useful:** Add an update rhythm for each notebook category.

Aim for

- **Notebook 1:** Product and Technology, for approved product references and terms.
- **Notebook 2:** Messaging and Positioning, for approved language and review notes.

- **Source rule:** "Add only sources that help me understand, explain, or decide."
- **Maintenance habit:** "Review notebooks every two weeks and remove stale sources."

Practice

Create a note called "My NotebookLM System." Include:

1. Notebooks to keep.
2. Sources to add.
3. Questions to ask often.
4. Learning aids that help.
5. When to update each notebook.
6. Which notebooks may need workplace-approved sources only.
7. Which notebooks should use only public or sanitized practice material until your workplace's guidance is clear.

End the note with one simple maintenance rule, such as: "If a source does not help me understand or act, I will not add it."

Work in passes:

1. List the notebooks you might need.
2. Define the purpose of each notebook.
3. Create a source hygiene rule, such as only adding approved, current, topic-relevant sources.
4. Create a maintenance rhythm, such as reviewing key notebooks monthly.

If the system feels too big, start with three notebooks: Work Reference, Project Context, and Reusable Examples. You can add more only when needed.

Before you save it:

- Give each proposed notebook a purpose statement and an update rule.
- Add an archive rule for old or superseded sources so outdated material does not quietly shape future answers.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me design My NotebookLM System. Include notebooks to keep, sources to add, recurring questions, useful learning aids, update rhythm, workplace-approved source rules, and a simple maintenance rule.

Improve prompt: Use this to keep the system maintainable.

Simple Prompt

Review My NotebookLM System for too many notebooks, vague source rules, weak update rhythm, missing citation checks, and unclear maintenance habits. Suggest a simpler version I could actually keep using.

Apply prompt: Use this to turn the system into a recurring workflow.

Simple Prompt

Ask me what topics I revisit most often and how often they change. Then create a monthly NotebookLM maintenance checklist with notebooks to update, sources to review, questions to rerun, and learning aids to refresh.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a simple system for keeping source notebooks useful after this practice ends.

Save **My NotebookLM System note**.

Make sure it includes:

- a list of notebooks or notebook categories
- purpose statements for each
- source rules
- saved learning-aid types such as summaries, FAQs, glossaries, and briefings
- a simple maintenance habit

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is system drift. Notebooks, source lists, and saved aids become less useful if nobody knows what is current, draft, archived, or experimental.

Make sure the system is simple enough to actually use. The best system is not the most complete system. It is the one you maintain.

Ask yourself:

- Is this system easy enough to maintain?
- Are source boundaries clear?
- How will I avoid outdated or duplicate material?
- What outputs are worth saving versus regenerating later?

Watch for

Do not turn NotebookLM into a dumping ground. If a source does not help you understand or act, do not add it.

A system can become procrastination if you spend more time organizing than learning. Build enough structure to help yourself, then move on.

Save

Save this in your 30-day work folder as **Day 19 - My NotebookLM System note**.

Add a quick reuse note: **Use this at work for:** maintaining a lightweight source-learning system for ongoing projects, domains, or recurring research needs.

Save the system note in your work folder. It is one of the durable pieces from the NotebookLM stretch.

Check yourself

- I created my NotebookLM system note.
- I listed the notebooks I want to keep.
- I listed the sources I should add.
- I listed the questions I should ask often.
- I identified which learning aids help me most.
- I created a simple update rhythm for keeping notebooks useful.
- I can describe how I would keep my NotebookLM system useful after the challenge.
- I can maintain a NotebookLM system that is useful enough to keep and simple enough to update.

Days 20 to 24: Gemini

Practice Google Workspace productivity and web visibility thinking, including search intent, SEO, AEO, and FAQ structures.

This stretch helps you think about AI where work already happens, especially inside Google Workspace when Gemini is available. It also introduces web visibility habits so public-facing content is clearer, more useful, and easier for readers to find and understand.

Set Up and Walk Through Gemini

Time	About 30 minutes
Tool	Gemini and Google Workspace, if available
Save	Where Gemini Shows Up note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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 review
- 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.

Spark•Academy | A Brighter Way to Learn

WHY THIS HELPS



Why It Matters

Gemini can show up as a standalone assistant and inside Google Workspace, depending on your account. Before using it for real work, map where it appears, what it can do, and what still needs review.

Its value often comes from proximity to Gmail, Docs, Slides, Drive, and search-related work. That convenience can reduce friction, but it does not automatically make a use case appropriate for sensitive or unapproved content.

Save an access map that names available features, likely productivity uses, search or web-visibility uses, unclear limitations, and policy questions. The map should help you decide when Gemini fits and when another tool or review path is better.



Know Before You Try

Tool: Gemini. Start by reviewing the [Gemini entry in The Tools](index.html#gemini), then open the standalone Gemini app or check whether Gemini appears inside Google Workspace. Use the Tools section as the main reference for links, Workspace access notes, account differences, and current feature notes. Today, focus on where Gemini appears for you and what each surface seems able to do.

Features may vary by account, plan, workspace settings, device, and workplace permissions. Be especially careful with connected apps such as Gmail, Docs, Drive, Slides, and Sheets. Do not use sensitive workplace material, private files, or connected Workspace content unless that use is approved.

Gemini is useful to think about in terms of fit: where the work is happening and what kind of help the task needs.

For this challenge, Gemini has two main lanes. One lane is Workspace productivity: drafting, summarizing, editing, or organizing work in tools like Gmail, Docs, Slides, Drive, or Sheets when those features are available. The other lane is web visibility thinking: considering how public content may be found, scanned, and understood.

Gemini may overlap with ChatGPT, but the surrounding context is different. If the work already lives in Google Workspace, Gemini may reduce switching and keep the workflow closer to the document or message you are editing.

That convenience raises the importance of boundaries. A tool that appears close to your work may have access rules, account settings, or workplace policies you need to understand before using real content.

Access and features may vary. The durable skill is to notice where Gemini appears, what kind of help it offers in your environment, and when another tool or human review process is the better choice.

Before you try

- Gemini can appear as a standalone app and inside Google products, but those experiences may have different capabilities, data access, and admin settings.
- Before using connected apps, understand what Gemini can access and what your account or workplace allows.
- Use Gemini's response tools, source links, or double-check habits when available, but still verify important facts yourself.

Where this helps

Use Gemini when working in Gmail, Docs, Slides, Drive, or when thinking about how content might be discovered, structured, or understood online.

- working inside Google Docs, Gmail, Slides, Drive, or Sheets and Gemini is available
- exploring how a draft might be structured for readers or search
- comparing Workspace-native AI support with ChatGPT workflows



Try It

Start small: Check where Gemini appears in your account and note one use that is convenient but still needs review.

Quick version

- **Save:** Where Gemini Shows Up note.
- **Minimum useful version:** List where Gemini appears for you, what each place seems useful for, and one caution for real workplace content.

- **If stuck:** "Gemini in Docs may help revise a paragraph, but I still need to check meaning, tone, and approval."
- **Done when:** You can describe Gemini's fit in your own Workspace environment.
- **Add only if useful:** Compare one Gemini use case with a similar ChatGPT use case.

Aim for

- **Where it appears:** Standalone Gemini, Docs, Gmail, Slides, or Drive depending on account.
- **Useful task:** Make a safe paragraph clearer or summarize a non-sensitive practice document.
- **Caution:** Being close to work documents does not remove the need for review and approval.
- **Why this works:** It records fit and boundaries instead of treating convenience as permission.

Practice

Open Gemini. Check whether Gemini appears in:

1. Gmail.
2. Google Docs.
3. Google Slides.
4. Google Drive.
5. The standalone Gemini web app.

Create a note called "Where Gemini Shows Up." In that note, write:

1. Where I can access Gemini.
2. What it seems useful for.
3. What I should be careful about.
4. Where it may overlap with ChatGPT.
5. Which use cases should wait for workplace guidance.

Work in passes:

1. Check the standalone Gemini app.
2. Check Gmail, Docs, Slides, Drive, and Sheets if you have access.
3. Write down where Gemini appears and what it offers.
4. Add a caution note about what content should not be used without approval.

If Gemini does not appear, do not force it. Record that access may not be enabled. That is still a useful outcome for the day.

Before you save it:

- Write down where Gemini is available in your account: app, Gmail, Docs, Sheets, Slides, Drive, Meet, or other tools.
- Test one safe prompt in the Gemini app and one safe prompt inside a Workspace app if available.

PROMPT TO USE

CHOOSE



Prompt

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me create a Where Gemini Shows Up note. List where Gemini may appear, what each place is useful for, what to be careful about, where it overlaps with ChatGPT, and which use cases should wait for workplace guidance.
```

Improve prompt: Use this to clarify access and boundaries.

Simple Prompt

```
Review my Where Gemini Shows Up note. Add columns for available to me, possible use, content to avoid, needs workplace guidance, overlaps with ChatGPT, and safe practice prompt. Flag any assumptions about account or workspace access.
```

Apply prompt: Use this to plan a safe Gemini test.

Simple Prompt

```
Help me design a safe Gemini practice test using only mock, public, sanitized, or approved content. Include one standalone Gemini prompt, one Workspace prompt if available, what to compare, and what cautions to write down afterward.
```

MAKE SOMETHING USEFUL

BUILD



Make Something Useful

Map where Gemini appears, what it can help with, and what still needs review.

Save **Where Gemini Shows Up note**.

Make sure it includes:

- a list of places where Gemini appears
- a list of places where it does not appear or you are unsure
- possible use cases for each location
- cautions about sensitive or unapproved content

Use tomorrow: Pick one safe Workspace-style task, such as tightening an email or organizing a Doc outline, and note where Gemini could help without changing meaning or exposing sensitive content.



Review and Save

Specific risk to check: The risk today is Workspace convenience overriding data judgment. Connected tools may sit near real email, Docs, Slides, and Drive material that still needs approval before AI use.

Do not assume Workspace access means all work content is approved for AI use. Follow workplace guidance.

Ask yourself:

- Am I clear about what I personally have access to?
- Does Workspace convenience change the privacy or approval question?
- Where does Gemini overlap with ChatGPT?
- Which uses should wait for workplace guidance?

Watch for

Gemini may be convenient inside Google tools, but convenience alone does not make it the best tool. Choose based on the task.

Do not assume that because a tool is inside a familiar workspace, every document or email is appropriate to use with it. Follow workplace policy and approval paths.

Save

Save this in your 30-day work folder as **Day 20 - Where Gemini Shows Up note**.

Add a quick reuse note: **Use this at work for:** deciding where Gemini fits into Docs, Gmail, Slides, Drive, or search-oriented content work.

Save the note as a practical access map. It can prevent confusion later when a guide or colleague mentions a feature you may or may not have.

Check yourself

- I opened Gemini.
- I checked where Gemini is available to me.
- I looked for Gemini in Gmail, Docs, Slides, or Drive if available.
- I wrote down where Gemini may help inside Google Workspace.
- I noted where Gemini overlaps with ChatGPT.
- I understand that convenience does not always mean it is the best tool.
- I can name where Gemini appears for me and where I need more guidance.
- I can explain where Gemini fits my Workspace or web-content workflow and what still needs review.

Optional video

Watch: [Prompt your way with Gemini](#) (official Google YouTube channel, 1:08).

Why it helps: It offers a quick official introduction to prompting with Gemini.

Use Gemini for Workspace Productivity

Time	About 30 minutes
Tool	Gemini and Google Workspace, if available
Save	Workspace productivity use case and improved practice...

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

Gemini can reduce friction on small Workspace tasks: tightening an email, summarizing a document, shaping an outline, or clarifying a paragraph. Keep the task focused and check the result before it moves forward.

These small tasks can be cognitively expensive even when they are not high stakes. AI can help, but only if you keep facts, tone, permissions, and next steps visible.

Save a before-and-after example that shows what improved and what you verified. The final version should be easier to use while still clearly under your control.

KNOW BEFORE YOU TRY



Know Before You Try

Workspace AI is valuable because it can reduce context switching. If Gemini is available inside Gmail or Docs, it can help with drafts, summaries, rewrites, and outlines where the work already lives.

The best use cases are focused and bounded: summarize this safe text, rewrite this paragraph for clarity, create an outline, suggest a response, identify missing points, or turn notes into a clean working draft.

The main risk is the false finish. Because the draft appears inside a real document or message, it can feel closer to done than it is. Speed and proximity are not the same as quality.

Workspace productivity has two responsibilities: improve the working document and preserve ownership. The person who owns the document still owns the facts, tone, approvals, and final decision to share.

Slow down enough to check names, dates, claims, links, assumptions, and whether the message fits the relationship. Use Gemini to reduce context switching, not to replace your understanding of the work.

Before you try

- Workspace productivity is about reducing context switching. Gemini can help when the work already lives in Gmail, Docs, Sheets, Slides, Drive, Meet, or related Google tools.
- The side panel can summarize, analyze, and generate content using the context available in the app, but access depends on your workplace's settings and file permissions.
- Always review before inserting AI-generated text into shared documents, emails, or slides. Once inserted, it looks like normal work product.

Where this helps

Use Gemini for email drafting, document polishing, note summaries, slide outlines, and quick rewrites inside Google Workspace.

- revising a Google Doc
- drafting or improving a safe email
- summarizing a safe document or Drive file
- turning notes into an outline or action list

TRY IT



Try It

PRACTICE

Start small: Use a safe Workspace-style task to improve one email, paragraph, or outline, then compare before and after.

Quick version

- **Save:** Workspace productivity use case and improved practice example.
- **Minimum useful version:** Improve one safe paragraph, email, note, or slide outline and write what changed.
- **If stuck:** Ask for one clearer version and one shorter version, then keep only the edits that preserve meaning.
- **Done when:** You can identify what Gemini improved and what you changed yourself.
- **Add only if useful:** Add an accept, revise, or reject note for each major AI suggestion.

Aim for

- **Before:** "Can you look at this and tell me what you think?"
- **After:** "Could you review this draft for clarity, accuracy, and any missing context before Friday?"
- **AI edit accepted:** Clearer ask and timeline.
- **Human edit kept:** Final tone and whether Friday is realistic.

Practice

Choose one practice example:

1. Email.
2. Document paragraph.
3. Meeting notes.
4. Slide outline.

Ask Gemini to make it clear, friendly, and concise while keeping the meaning the same. Then ask for:

1. One warmer version.
2. One more concise version.
3. One version that is shorter but still complete.

Compare the outputs and choose the parts that actually improve the work.

Work in passes:

1. Choose a safe mock Workspace item.
2. Ask Gemini for one focused task, such as summarize, rewrite, or outline.
3. Compare the result to the original.
4. Edit the output so it matches your voice, context, and accuracy needs.

If Gemini gives a generic response, add context about the audience, purpose, and desired format. If the output is too long, ask for a concise version with only the most important points.

Before you save it:

- Choose one realistic Workspace task, such as summarizing a safe document or drafting a safe email.
- Check whether Gemini used the right context and whether anything important from the source was missed.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Improve this practice example so it is clear, friendly, and concise while keeping the meaning the same. Then create one warmer version, one more concise version, and one shorter version that is still complete.

Improve prompt: Use this to review the output before accepting it.

Simple Prompt

Compare the original practice example with the improved versions. Identify any meaning changes, missing details, tone problems, unsupported additions, and which sentence from each version is worth keeping.

Apply prompt: Use this inside a safe Workspace workflow.

Simple Prompt

Ask me for a safe email, document paragraph, meeting note, or slide outline. Then help me improve it for clarity, warmth, and concision while preserving meaning and marking anything I should review before using.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Save a before-and-after Workspace example that shows what Gemini improved and what you verified.

Save **Workspace productivity use case and improved practice example**.

Make sure it includes:

- one safe Workspace example
- a clear before and after
- notes about what improved
- notes about what still required human judgment

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is quiet meaning change. Workspace edits can alter tone, commitment, ownership, or facts while still looking like a cleaner draft.

Make sure Gemini did not change the meaning. Check tone, accuracy, and whether the final version still sounds like you.

Ask yourself:

- Did Gemini preserve the meaning of the original?
- Did it add claims, details, or tone that do not belong?
- Is the output appropriate for the audience?
- Would this need review before being used in real work?

Watch for

Workspace AI can make editing fast, but it may also make everything sound generic. Do not accept the first polished version just because it reads smoothly.

Convenience can make review feel optional. It is not optional. The closer AI is to your real work, the more important it is to slow down before trusting the output.

Save

Save this in your 30-day work folder as **Day 21 - Workspace productivity use case and improved practice example**.

Add a quick reuse note: **Use this at work for:** improving a safe Workspace draft, email, summary, or outline while preserving meaning and tone.

Save the workflow note with the prompt you used. Good Workspace prompts can become quick reusable tools.

Check yourself

- I used Gemini on a Workspace related task.
- I improved or summarized a piece of work.
- I compared versions with different tones or levels of polish.
- I checked whether Gemini changed the meaning.
- I made the final version sound like me.
- I saved one Workspace productivity use case.
- I can use Gemini for one focused Workspace task and review the result carefully.
- I can use Gemini to improve a safe Workspace draft or file while checking meaning, tone, and readiness.

Optional video

Watch: [Create faster with Gemini in Google Workspace](#) (official Google Workspace YouTube channel, 1:15).

Why it helps: It shows Gemini working across Workspace, which reinforces productivity-in-context rather than separate chatbot use.

Produce a Workspace Ready Draft

Time	About 30 minutes
Tool	Gemini and Google Workspace, if available
Save	Workspace-ready draft and change note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

A Workspace-ready draft should be easy for another person to review, comment on, approve, or move forward. That means the audience, purpose, main point, supporting details, unresolved items, and next action are easy to see.

AI-assisted drafts often look complete before they are actually usable. A good working draft reduces the reviewer's effort instead of hiding missing facts, open questions, unsupported claims, or approval needs.

Save a draft with a short change note. It should show what is ready, what needs confirmation, and what the next person should do.



Know Before You Try

A Workspace-ready draft is not necessarily final. It is a clean working version that makes review, collaboration, and next action easier.

A strong draft makes the message shape visible: audience, purpose, main point, supporting details, and next step. It also makes unresolved items visible instead of hiding them inside smooth language.

Use brackets or comments for facts, approvals, names, dates, numbers, links, or claims that still need confirmation. Visible uncertainty is better than hidden uncertainty.

The important part is ownership. The draft may start in Gemini, but the final version needs your accuracy check, tone check, context check, and judgment.

A draft is ready for Workspace when another person can understand it, comment on it, and see what still needs review without needing you to explain the whole backstory. The test is simple: can a reviewer tell what is ready, what is uncertain, and what action is needed next?

Before you try

- A Workspace-ready draft should be easy for someone else to review, comment on, revise, and approve.
- Use document structure deliberately: title, purpose, audience, key message, details, questions, and review notes.
- Google Docs, comments, suggestions, version history, and sharing settings are part of the workflow. The AI draft is only one piece.

Where this helps

Use this when preparing emails, follow-ups, project summaries, meeting notes, document outlines, or slide structures.

- preparing a draft email, project summary, meeting recap, outline, or team note
- you want a structured first draft that a person can review
- the work will continue inside Google Docs, Gmail, or Slides



Try It

Start small: Prepare one draft so another person can review it quickly: purpose, main point, open items, and next action.

Quick version

- **Save:** Workspace-ready draft and change note.
- **Minimum useful version:** Produce one clean draft with audience, purpose, main point, next step, and two bracketed review notes.
- **If stuck:** Use brackets like "[verify date]," "[confirm owner]," or "[needs approval before sending]."
- **Done when:** Another person could review the draft without guessing what is ready and what still needs confirmation.
- **Add only if useful:** Add a short before-and-after note showing what AI changed and what you changed.

Aim for

- **Audience:** Project reviewer.
- **Main point:** "This draft explains the workflow update and asks for accuracy review."

- **Marked item:** "[verify launch timing before sharing]."
- **Change note:** "Gemini improved structure; I added review flags and removed an unsupported benefit."

Practice

Choose a practical asset:

1. Email.
2. Follow-up note.
3. Document summary.
4. Slide outline.

Use Gemini to improve it. Then revise it yourself. Create a final version and a short note called "What Gemini improved, and what I changed myself." In that note, separate the useful AI edits from the edits you made because of judgment, audience, accuracy, or tone.

Work in passes:

1. Define the draft type and audience.
2. Ask Gemini or another tool for a first draft using safe content.
3. Revise for clarity, tone, and structure.
4. Mark any facts, claims, or approvals that need confirmation.

If the draft is too generic, ask for a version with a clearer audience and purpose. If it is too detailed, ask for an concise-summary version.

Before you save it:

- Add review notes inside the draft for facts, claims, or decisions that are not final.
- Before saving, make sure the document title, first paragraph, and next step all agree with each other.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me improve this Workspace practice example, then help me write a short note explaining what Gemini improved and what I changed myself because of judgment, audience, accuracy, or tone.

Improve prompt: Use this to make the reflection stronger.

Simple Prompt

Review my before-and-after Workspace draft. Help me explain what the AI improved, what I changed myself, what required judgment, and what I would do differently next time.

Apply prompt: Use this to build a reusable Workspace editing habit.

Simple Prompt

Create a reusable Workspace editing checklist for safe drafts. Include prompts for summarize, rewrite, shorten, warm up, check tone, preserve meaning, and review before inserting or sending.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Prepare a Workspace draft with assumptions, changes, and next steps visible.

Save **Workspace-ready draft and change note**.

Make sure it includes:

- a clear audience and purpose
- a readable structure
- a next step or takeaway
- marked assumptions, facts to verify, or review needs

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is review confusion. A draft can look ready while assumptions, share settings, unresolved facts, or required approvals are still unclear.

Ask whether the draft is accurate, appropriately toned, and ready for its intended audience. Confirm it does not include anything that should not be shared.

Ask yourself:

- Does this draft help the reader understand what matters?
- Are any facts, names, dates, or claims unverified?
- Is the tone appropriate for the relationship?
- Have I marked what needs human review?

Watch for

The final step should be yours. AI can polish, but you are responsible for the message.

A clean draft can hide weak inputs. If the prompt was vague or the source material was incomplete, the draft may need more review than it appears to need.

Save

Save this in your 30-day work folder as **Day 22 - Workspace-ready draft and change note**.

Add a quick reuse note: **Use this at work for:** preparing a reviewable draft that another person can comment on, approve, or move forward.

Save the draft and a short note about what you would check before using it for real.

Check yourself

- I selected a practical Workspace asset.
- I used Gemini to improve it.
- I reviewed the output for accuracy and tone.
- I made my own edits before saving the final version.
- I noted what Gemini improved and what I changed myself.
- I saved a Workspace-ready draft.
- I can identify what is ready in my draft and what still needs verification.
- I can prepare a Workspace-ready draft that shows what is ready, unresolved, and ready for review.

Use Gemini for Search Intent, SEO, and AEO

Time	About 30 minutes
Tool	Gemini and Google Workspace, if available
Save	search intent, SEO, AEO, and FAQ notes

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

Search intent, SEO, and AEO are useful only when they help real readers. Start with what the audience is trying to understand, what answer would satisfy them, and what proof or caution the content needs.

Public-facing content fails when it chases keywords instead of intent or makes claims broader than the evidence allows. Visibility work should make content clearer, not louder.

Save a reader-intent note that connects questions, direct answers, evidence needs, FAQ opportunities, and trust signals. It should avoid keyword stuffing, promotional overreach, and unsupported authority.



Know Before You Try

Public content should answer real audience questions. Search intent is the reason behind a query: what the reader wants to know, do, compare, choose, or solve.

SEO helps content be discoverable and understandable to search engines and readers. AEO, or answer engine optimization, focuses on making answers clear enough for answer-style and AI-assisted experiences.

The practical habit is reader-first answer design: identify likely questions, answer them directly, organize the page with useful headings, and include FAQ-style follow-ups when they help.

Search-friendly content is not keyword stuffing. Do not add keywords, claims, or answers that the content cannot support. A clear, accurate answer is more valuable than a page that sounds optimized but does not help the reader.

Write for humans first, then structure the content so humans and systems can understand it. Public content should be reviewed for accuracy, sensitivity, source support, and approval needs before publication.

Before you try

- Search intent means understanding what the reader is trying to accomplish, not just which keywords they might type.
- Google's guidance for generative AI features still points back to strong SEO fundamentals: useful people-first content, crawlable pages, clear structure, and content that can be trusted.
- AEO and GEO are terms people use, but for Google Search the practical advice is still to make helpful, accessible, well-structured content for real users.

Where this helps

Use this for blog posts, public FAQs, web pages, media resources, explainers, and content that may appear in search results.

- planning public-facing web content
- writing FAQs, explainers, blog outlines, or help content
- reviewing whether a page answers the questions readers actually have



Try It

PRACTICE

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.
- **Minimum useful version:** Pick one public-facing topic, list five reader questions, group them by intent, and draft three FAQ answers.
- **If stuck:** Start with the reader question before any keyword: "What is the person trying to understand?"
- **Done when:** The notes serve the reader first and mark claims that need evidence or review.
- **Add only if useful:** Add one section showing what a search engine might need and what a human reader needs.

Aim for

- **Reader question:** "How does AI-supported customer support work?"

- **Intent:** Understand, not buy.
- **Direct answer:** "AI-supported support can help organize information, but the exact experience depends on the workflow and human review."
- **Review flag:** "Confirm product details and avoid unsupported customer outcome claims."

Practice

Use the topic: "AI-supported customer support." Ask Gemini how different audiences might search for the topic. Group searches by:

1. Customer.
2. Journalist.
3. Employer.
4. Business reader.

Then ask for SEO and AEO improvements, including:

1. Keywords.
2. Questions to answer.
3. Section headings.
4. A short FAQ.
5. Claims that would need subject-matter, legal, privacy, compliance, or other appropriate review.

Work in passes:

1. Choose a topic a reader might search for.
2. List the questions they might ask before, during, and after reading.
3. Group the questions by intent: learn, compare, decide, troubleshoot, or trust-building.
4. Ask Gemini or ChatGPT to suggest a helpful content structure, then revise it yourself.

If you only think of keywords, switch to questions. Ask: "What would someone type if they were confused, cautious, curious, or ready to act?"

Before you save it:

- Write three reader intents for the same topic: learn, compare, and decide.
- For each intent, draft one question the page should answer and one proof point the answer would need.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

For the topic AI-supported customer support, identify how customers, journalists, employers, and business readers might search for it. Suggest keywords, questions to answer, section headings, a short FAQ, and claims that need subject-matter, legal, privacy, compliance, or other appropriate review.

Improve prompt: Use this to make the content more useful for readers.

Simple Prompt

Review these search intent, SEO, and AEO ideas. Separate customer questions, journalist questions, employer questions, and business-reader questions. Flag headings or FAQ answers that sound generic, unsupported, or too promotional.

Apply prompt: Use this to analyze a safe public-facing topic.

Simple Prompt

Ask me for a safe, approved, or mock public-facing topic and audience. Then identify search intent, keywords, reader questions, section headings, FAQ opportunities, answer-engine questions, and claims needing review.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Create a reader-intent note that connects questions, structure, evidence, and review needs.

Save **search intent, SEO, AEO, and FAQ notes.**

Make sure it includes:

- a list of likely reader questions
- intent categories
- content sections that answer those questions
- notes about trust, evidence, and review needs

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is chasing visibility over usefulness. Keywords, SEO, AEO, and search ideas should not create unsupported claims or content that serves algorithms more than readers.

Make sure the content stays helpful and accurate. Do not force keywords. Do not make claims just to rank.

Ask yourself:

- Does this serve the reader first?
- Are we answering real questions or just chasing search terms?
- What evidence, expertise, or review would make the content trustworthy?
- Could any answer be misleading if summarized by an AI system?

Watch for

SEO and AEO should support clarity, not distort it. Workplace content about AI should prioritize trust, accuracy, and usefulness over traffic.

Do not treat SEO or AEO as a shortcut around quality. Search systems and readers both reward usefulness over empty optimization.

Save

Save this in your 30-day work folder as **Day 23 - search intent, SEO, AEO, and FAQ notes**.

Add a quick reuse note: **Use this at work for:** planning public-facing content around reader questions, search intent, FAQ needs, and trust signals.

Save the note in your work folder and prompt library. Reader-question lists are reusable for briefs, FAQs, outlines, and stakeholder conversations.

Check yourself

- I used Gemini to explore search intent.
- I grouped search questions by audience.
- I generated keyword or topic ideas.
- I created FAQ or answer focused ideas.
- I checked whether the content stayed helpful and accurate.
- I understand that SEO and AEO should support clarity, not distort it.
- I can distinguish a keyword from the reader intent behind it.
- I can connect reader questions, search intent, SEO, AEO, evidence, and trust in a content plan.

Optional video

Watch: [Google Search Gen AI Reports, Search Profiles & more \(Q2 '26\)](#) (official Google Search Central YouTube channel, 6:29).

Why it helps: It is a current official Search Central update that helps participants connect search visibility with generative AI features.

Produce a Web Friendly Content Outline

Time	About 30 minutes
Tool	Gemini and Google Workspace, if available
Save	web-friendly content outline

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

WHY THIS HELPS



Why It Matters

A web-friendly outline plans the page before anyone polishes the copy. It decides what the reader needs first, what deserves proof, which claims need review, and how the page can help both skimmers and readers who need detail.

Strong headings do real work. They signal what each section answers instead of simply naming a topic.

Save an outline that helps a writer draft efficiently and helps a reviewer see risks early. It should connect audience questions to page structure, source needs, answer clarity, and trust-building choices.

KNOW BEFORE YOU TRY



Know Before You Try

A web-friendly outline is content architecture. It decides what the reader sees first, how the page earns trust, what questions are answered, and where review is needed before anyone polishes the language.

A strong outline includes a clear title, useful headings, reader questions, FAQ opportunities, evidence needs, and a natural flow from problem to explanation to next step.

Each section should have a job. The title sets expectations. The introduction orients the reader. The body answers the main questions. The FAQ handles common follow-ups or concerns.

The outline should make the content easier to write and easier to review. If headings are generic, the final content will probably be generic too. Strong headings signal what the section will answer, not just what topic it mentions.

For sensitive topics, the outline should identify what evidence supports each section and who needs to review it before publication. The outline is where you catch missing proof early, before the page sounds finished.

Before you try

- A web-friendly outline should help readers and reviewers. It should not be a pile of SEO phrases.
- Start with the reader journey: what they need to know first, what proof they need, what questions they may ask, and what action makes sense next.
- For AI or regulated topics, include review flags for subject-matter, legal, security, privacy, compliance, or other appropriate review before drafting final copy.

Where this helps

Use this before writing a public article, web page, FAQ, project page, blog post, or educational explainer.

- planning a webpage, blog post, FAQ, help article, or public explainer
- turning a content brief into a structure
- making sure a draft answers reader questions before writing the full text

TRY IT



Try It

PRACTICE

Start small: Turn reader questions into headings, then flag which claims need evidence or approval.

Quick version

- **Save:** Web-friendly content outline.
- **Minimum useful version:** Create a title, five section headings, one reader question per section, and review notes for unsupported claims.
- **If stuck:** Use a four-column outline: section, reader question, evidence needed, review need.
- **Done when:** The outline would help a writer draft and a reviewer spot risks before copy is polished.
- **Add only if useful:** Add FAQ opportunities and a suggested next step for the reader.

Aim for

- **Section:** What is changing?
- **Reader question:** "What will be different for customers or teams?"
- **Evidence needed:** Approved product or workflow details.
- **Review need:** Customer impact, legal/privacy language, and any AI feature claims.

Practice

Choose one topic:

1. AI-supported customer support.
2. How customer support works.
3. What customers should know about AI-supported service.
4. An AI-related workflow update.

Ask Gemini to create a web-friendly content outline with:

1. Title.
2. Section headings.
3. Keyword ideas.
4. AEO questions.
5. A short FAQ.
6. Suggested reader next step.

Ask which sections need subject-matter, legal, privacy, compliance, or other appropriate review. Then revise the outline so it sounds useful to a real reader, not just optimized for search.

Work in passes:

1. Start with the reader questions from Day 23 or create a new list.
2. Turn the questions into sections and sub-sections.
3. Add a short note about the purpose of each section.
4. Mark proof points, sources, and review needs.

If the outline feels like a random list, reorder it by reader journey: what they need first, what they need next, and what they may ask before trusting or acting.

Before you save it:

- Add a purpose note under each major heading so you know why the section exists.
- Mark source needs and review needs directly in the outline, not in a separate mental note.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Create a web-friendly content outline for a safe or mock workplace AI topic. Include title, section headings, keyword ideas, AEO questions, a short FAQ, suggested reader next step, and review flags.
```

Improve prompt: Use this to strengthen the outline.

Simple Prompt

Review this web-friendly content outline for reader usefulness, heading clarity, search intent coverage, FAQ quality, unsupported claims, missing review flags, and whether the next step matches the audience.

Apply prompt: Use this to adapt the outline to a real format.

Simple Prompt

Ask me for a safe topic, intended reader, desired page type, and what the reader should do next. Then create a web-friendly outline with headings, FAQ, AEO questions, proof needs, and review notes.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build an outline a writer could draft from and a reviewer could evaluate quickly.

Save **web-friendly content outline**.

Make sure it includes:

- a clear title or working headline
- sections tied to reader questions
- FAQ or follow-up questions
- proof points, source needs, and review needs marked

Worked example: web-friendly outline

Working title: How Our Internal AI Intake Pilot Helps Route Support Requests

Reader questions:

- What is changing?
- Who is affected?
- What does the pilot do and not do?
- What information is reviewed by a person?
- Where should someone send questions?

Outline:

1. What is being tested
2. Why the team is testing it
3. Who is included in the pilot
4. What the workflow can help with
5. What it does not decide
6. Privacy, review, and escalation notes
7. FAQ
8. Next step and contact path

Review flags: Do not claim faster resolution, reduced workload, or customer impact unless those claims are supported and approved.

Why this works: The outline starts with reader intent, keeps proof and limits visible, and gives reviewers a clear place to evaluate risky claims.

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is a public outline that buries proof and review needs. Reader-friendly structure still needs supported claims, clear limits, and approval flags.

Check whether the outline is actually useful to readers. Remove generic headings. Add review flags where needed.

Ask yourself:

- Would a reader know what the page is about quickly?
- Does each section answer a real question?
- Are claims supported or marked for review?
- Is the structure helpful even if search did not exist?

Watch for

A web-friendly outline is not final content. It still needs approved facts, voice, positioning, and review.

Do not over-optimize the outline until it stops sounding human. The best structure should feel useful to a real person first.

Save

Save this in your 30-day work folder as **Day 24 - web-friendly content outline**.

Add a quick reuse note: **Use this at work for:** outlining a webpage, article, FAQ, help page, or explainer before anyone starts polishing copy.

Save the outline as a saved work example. It is a strong example of combining AI support with workplace judgment.

Check yourself

- I chose a public facing topic.
- I created a web-friendly title and structure.
- I created useful section headings.
- I created FAQ or AEO questions.
- I identified sections that may need subject-matter, legal, privacy, compliance, or other appropriate review.
- I saved a web-friendly content outline.
- I can explain how my outline answers reader questions and supports review.
- I can build a web-friendly outline that helps a writer draft and a reviewer identify risks.

Days 25 to 27: Codex

Use Codex lightly for technical translation and better technical questions.

This stretch is not about turning you into an engineer. It is about using Codex to understand technical material more clearly, translate it into plain English, and prepare better questions for technical partners.

Set Up and Walk Through Codex

Time	About 30 minutes
Tool	Codex or ChatGPT for technical translation
Save	What Codex Might Help Me Understand note

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

Codex can help you understand technical material well enough to communicate responsibly, ask better questions, and avoid inaccurate explanations. Use it for sensemaking, not as engineering approval.

AI-related work often includes architecture, data, model, integration, security, deployment, or product language that is easy to repeat and hard to explain. You need enough grounding to preserve meaning and know when expert confirmation is required.

Save a technical orientation note with key terms, relationships, assumptions, and questions for technical partners. It should improve your ability to communicate without pretending to have expertise you have not earned.



Know Before You Try

Tool: Codex. Start by reviewing the [Codex entry in The Tools](index.html#codex), then open Codex through ChatGPT if it is available for your account. Use the Tools section as the main reference for access notes, plan differences, desktop app notes, and current links. Today, focus on how Codex can explain safe technical context and help you prepare better questions.

Features may vary by account, plan, workspace settings, device, and workplace permissions. Do not connect repositories, run unfamiliar code, expose secrets, upload proprietary technical material, change real systems, or bypass engineering review unless that use is explicitly approved.

Codex is useful for technical sensemaking: turning code, technical notes, workflow diagrams, or engineering concepts into questions and explanations a nontechnical partner can use.

For beginners, the value is not writing production code. The value is understanding what something means, why it matters, how pieces connect, what assumptions are present, and what could be misunderstood.

The point is not to replace engineering judgment. The point is to understand enough to prepare better questions before you talk with technical partners.

A good Codex prompt gives context, names the audience, identifies the source material, and asks for the level of explanation you need. You can ask it to explain like you are a nontechnical partner, product partner, or new team member.

Technical explanations should preserve uncertainty. If the explanation affects public messaging, product claims, security, privacy, or customer commitments, mark what needs expert confirmation before using it. Use safe, mock, public, or approved technical material unless your workplace has explicitly approved a different workflow.

Before you try

- Codex is a coding agent from OpenAI. For a non-engineer, its value may be technical translation, workflow understanding, and better questions, not writing production code alone.
- Codex works best with clear context: repository, goal, constraints, files to inspect, tests to run, and what kind of output you want.
- Safety matters. Do not ask Codex to run unfamiliar code, change real systems, expose secrets, or bypass review. Treat its output as something a human still reviews.

Where this helps

Use Codex when technical context feels difficult to interpret, or when you are preparing questions for technical stakeholders.

- reading technical notes, product specs, engineering docs, or code comments
- preparing questions for engineers
- translating technical language into clearer stakeholder language



Try It

Start small: Pick one technical term or workflow and write what it means, what it affects, and what you should not claim yet.

Quick version

- **Save:** What Codex Might Help Me Understand note.

- **Minimum useful version:** Choose one safe technical topic, define three terms, and write three questions for a technical partner.
- **If stuck:** "I am not trying to code. I am trying to understand what this does, why it matters, and what I should not claim."
- **Done when:** You can restate the idea in plain English and name what still needs expert confirmation.
- **Add only if useful:** Add a simple relationship map showing how the pieces connect.

Aim for

- **Term:** API.
- **Plain-English meaning:** A way for one system to request information or action from another system.
- **Question for technical partner:** "What data moves through this connection, and what should we avoid claiming about it?"
- **Why this works:** It builds enough understanding to ask better questions without pretending to be the engineer.

Practice

Open Codex if available. Write a short note called "What Codex Might Help Me Understand." Include topics such as:

1. Product architecture.
2. Feature behavior.
3. Technical limitations.
4. Engineering terminology.
5. Data flow.
6. Integration questions.
7. Reliability.
8. Performance concepts.

For each topic, write one reason it could matter for workplace use.

Work in passes:

1. Open Codex or the available Codex surface.
2. Provide safe technical material or use a public example.
3. Ask for a plain-English explanation.
4. Ask what questions a nontechnical partner should ask before writing about it.

If the explanation is too technical, say: "Explain this for a smart non-engineer at work." If it is too simple, ask for one level deeper with examples.

Before you save it:

- Ask Codex to explain safe technical material in plain English before asking it to suggest changes.
- Write down what Codex could inspect, what it should not touch, and who would need to review the output.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

```
Help me list technical topics Codex might help me understand, such as technical architecture, feature behavior, technical limitations, engineering terminology, data flow, integrations, reliability, and performance. For each, explain why it could matter for workplace use.
```

Improve prompt: Use this to make the technical map more practical.

Simple Prompt

```
Review my list of technical topics. Group them by what I need to understand, what I need to ask engineering, what could affect claims, and what is only background context. Add cautions about not treating explanations as approval.
```

Apply prompt: Use this to plan a technical learning session.

Simple Prompt

```
Ask me for a safe technical topic I need to understand and my audience. Then create a learning plan with plain-English questions, terms to define, likely misunderstandings, and what to confirm with engineering.
```

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Write a technical orientation note that helps you understand enough to ask better questions.

Save **What Codex Might Help Me Understand note**.

Make sure it includes:

- a plain-English explanation
- a list of key terms
- questions to ask engineering or product partners
- notes about what should not be claimed without confirmation

Use tomorrow: Bring one technical term, workflow, release note, API mention, or engineering comment to Codex and turn it into a plain-English explanation plus three questions for a technical partner.



Review and Save

Specific risk to check: The risk today is treating technical sensemaking as technical approval. Codex can help you understand and ask better questions, but engineers still need to confirm accuracy.

Do not treat Codex output as engineering approval. Use it to prepare better questions.

Ask yourself:

- Do I understand the explanation well enough to restate it?
- Did Codex infer anything from limited context?
- What would an engineer need to confirm?
- Could this explanation be misleading if simplified too much?

Watch for

Technical translation can oversimplify. If accuracy matters, confirm with technical partners.

Do not use Codex to bypass technical partners. Use it to prepare for better conversations with them.

Save

Save this in your 30-day work folder as **Day 25 - What Codex Might Help Me Understand note**.

Add a quick reuse note: **Use this at work for:** understanding technical material well enough to ask better product, engineering, or implementation questions.

Save your orientation note with the prompt that produced the clearest explanation. This can become a reusable technical translation prompt.

Check yourself

- I opened or reviewed Codex.
- I understand that Codex is mainly useful for technical understanding.
- I listed technical topics Codex might help me understand.
- I understand that Codex output is not engineering approval.
- I know when to ask technical partners for confirmation.
- I understand that the point is technical translation, not becoming a coder.
- I can ask Codex for a plain-English explanation and identify what still needs expert confirmation.
- I can use Codex or ChatGPT to understand technical context without treating the output as expert approval.

Optional video

Watch: [A first look at the Codex app](#) (official OpenAI YouTube channel, 2:13).

Why it helps: It provides an official quick orientation to the Codex app before participants use it for technical understanding.

Use Codex for Technical Translation

Time	About 30 minutes
Tool	Codex or ChatGPT for technical translation
Save	plain-English technical explanation and technical...

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 26: Use Codex for Technical Translation
Codex | Explore and practice. | AI toolkit | Ask clearer technical questions.

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

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

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

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

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WHY THIS HELPS



Why It Matters

Technical translation means making technical material understandable without changing its meaning. The challenge is to simplify language, structure, examples, and level of detail while preserving truth.

Bad technical communication fails in two directions: it drowns readers in jargon or oversimplifies until the explanation becomes wrong. Good translation keeps necessary terms, removes unnecessary complexity, and makes limits visible.

Save a plain-English explanation with review questions. It should be simpler and more readable while still faithful to what a technical partner would recognize as accurate.



Know Before You Try

Good technical translation preserves truth while changing form. It makes the idea accurate, clear, and useful for the audience.

Plain English is not less precise English. It means choosing words, structure, and examples that help the intended audience understand the point without changing the meaning.

A strong translation answers: What does this do? Why does it matter? Who is affected? What terms need defining? What limitations matter? What could be misunderstood? What should we avoid claiming?

Examples and analogies can help, but they must be used carefully. A simple analogy is useful only if it clarifies the concept without hiding important constraints.

Technical translation is usually not the final approval step. If the explanation will guide messaging, customers, policy, security, or product decisions, confirm it with the appropriate expert before sharing. The test is whether an expert would say the explanation is simpler but still true.

Before you try

- Technical translation means preserving accuracy while changing the level of explanation. It is not simplifying so much that the meaning changes.
- Ask Codex to separate what the system does, why it matters, dependencies, limitations, risks, and what a non-technical stakeholder should ask next.
- When the topic involves architecture, security, data, APIs, models, or reliability, mark uncertainty clearly and get technical review.

Where this helps

Use this before writing about features, AI capabilities, integrations, infrastructure, data flows, model behavior, or product limitations.

- preparing product explainers, FAQs, project notes, team updates, or stakeholder briefings
- technical language may confuse non-technical readers
- you need to ask engineers whether a simplification is accurate



Try It

PRACTICE

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.
- **Minimum useful version:** Create one paragraph explanation, three-term glossary, and three questions for technical review.
- **If stuck:** Compare three versions: too technical, too simplified, and accurate plain English.
- **Done when:** The explanation is easier to read without changing the technical meaning.
- **Add only if useful:** Add one sentence about what the explanation should not claim yet.

Aim for

- **Too technical:** "The service calls an endpoint that returns normalized intent categories."
- **Too simplified:** "The system understands what every customer wants."
- **Better plain English:** "The system groups incoming requests into categories that a support workflow can use, but a technical partner should confirm how accurate and complete those categories are."
- **Why this works:** It is simpler without becoming false.

Practice

Use a short technical note, product flow, or architecture paragraph. For practice, use mock, public, or sanitized material. Ask Codex or ChatGPT to explain it for a nontechnical reader. Ask it to focus on:

1. What it does.
2. Why it matters.
3. What could be misunderstood.
4. What cannot be claimed yet.
5. What questions to ask engineering.

Then ask for three versions:

1. One sentence.
2. One paragraph.
3. Five bullet points.

Compare the versions and decide which one is most useful for the audience.

Work in passes:

1. Paste or describe safe technical material.
2. Ask Codex for a plain-English explanation.
3. Ask it to list jargon, assumptions, and possible misunderstandings.
4. Create your own final version and mark what needs expert review.

If the translation feels too loose, ask Codex to stay closer to the source. If it feels too technical, ask for examples or analogies, but review analogies carefully because they can oversimplify.

Before you save it:

- Ask for both a beginner explanation and a more precise technical explanation, then compare them.
- Flag any sentence where you are not sure whether the simplified wording is still technically true.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Explain this safe or mock technical material for a nontechnical reader. Cover what it does, why it matters, what could be misunderstood, what cannot be claimed yet, and questions to ask engineering. Give me one-sentence, one-paragraph, and five-bullet versions.

Improve prompt: Use this to check the explanation for overreach.

Simple Prompt

Review this technical explanation for accuracy, unsupported claims, missing caveats, misleading simplifications, unclear terms, and places where engineering review is needed. Suggest a clearer version for a nontechnical reader.

Apply prompt: Use this to translate your own safe technical material.

Simple Prompt

Ask me for safe, approved, or mock technical material and the reader's role. Then create a nontechnical explanation, glossary, likely misunderstandings, cannot-claim-yet list, and engineering questions to confirm.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Create a plain-English translation with limits, possible misunderstandings, and review questions attached.

Save **plain-English technical explanation and engineering questions**.

Make sure it includes:

- a plain-English version
- a short glossary of necessary terms
- a list of possible misunderstandings
- questions for technical review

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is oversimplification. Plain English is successful only if it preserves dependencies, limits, data handling, and what cannot be claimed yet.

Make sure the explanation does not remove important limitations. Check with technical reviewers if the output will be used beyond personal learning.

Ask yourself:

- Did the plain-English version preserve the technical meaning?
- Did it remove or hide any important caveats?
- Could a non-technical reader understand it?
- What should an expert confirm before this is used?

Watch for

Plain English is not the same as less precise. If the simplified version changes the meaning, it is not good communication. The danger in technical translation is making something sound simpler than it really is. Simplicity is good; false simplicity is not.

Save

Save this in your 30-day work folder as **Day 26 - plain-English technical explanation and engineering questions**.

Add a quick reuse note: **Use this at work for:** translating technical notes, product behavior, integrations, or AI capabilities into accurate plain English.

Save the original, the AI translation, and your final version together. The comparison will teach you how much editing was needed.

Check yourself

- I used Codex or ChatGPT to explain a technical concept.
- I created a plain English explanation.
- I created more than one version of the explanation.
- I checked whether the simplified version preserved the meaning.
- I identified what could be misunderstood.
- I wrote questions to ask engineering.
- I can translate a technical idea while keeping review needs visible.
- I can translate technical material into plain English while preserving limits and review needs.

Optional video

Watch: [Codex for \(almost\) everything](#) (official OpenAI YouTube channel, 1:40).

Why it helps: It shows Codex being used across different tasks, which helps people see it as a technical thinking partner.

Produce Technical Questions

Time	About 30 minutes
Tool	Codex or ChatGPT for technical translation
Save	technical question bank

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

Day 27: Produce Technical Questions
Codex | Make a useful work output. | AI toolkit

Ask clearer technical questions.

START **Start**

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

LEARN **Learn**

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

TRY **Try**

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

MAKE **Make**

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

CHECK **Check**

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

SAVE **Next**

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

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WHY THIS HELPS



Why It Matters

Useful technical questions help work move forward. They ask about definitions, status, evidence, limits, dependencies, risks, timelines, and review needs in a way technical partners can answer.

You do not always need to master the full technical answer before contributing. In many meetings, the highest-value contribution is a question that reveals an assumption, prevents overclaiming, or uncovers what must be checked before communicating.

Save a question bank tied to a communication decision. The questions should be specific, answerable, and useful before anyone drafts high-stakes language.



Know Before You Try

You do not need to know every technical detail to ask good questions. You need enough understanding to identify what matters, what is unclear, and what could affect communication.

Good questions are specific, answerable, and respectful of the partner's expertise. They help clarify what is true, what is tested, what is approved, what is still uncertain, and what should not be said.

Use a question ladder: definition, status, evidence, limits, impact, risk, timeline, and review. Moving up the ladder turns general confusion into specific questions.

Instead of asking, "How does this work?" you might ask, "What part of this feature is new, what evidence supports the claim, and what should we avoid saying publicly?"

Sorting questions by urgency makes them easier to use. Some questions must be answered before writing, some are helpful for context, and some can wait until later.

Good technical questions also build trust. They show that you are not asking a technical partner to approve vague language; you are trying to understand what is true enough to communicate responsibly.

Before you try

- Good technical questions are specific, answerable, and connected to a decision or communication need.
- Cover the basics: user impact, evidence, limitations, data handling, security, reliability, rollout status, dependencies, metrics, and what cannot be claimed yet.
- The tone matters. The point is not to interrogate partners; it is to help the team communicate clearly and avoid preventable mistakes.

Where this helps

Use this before workflow reviews, rollout planning, technical briefings, claim reviews, and messaging sessions.

- before meeting with engineers or product teammates
- preparing a plain-English brief about a technical topic
- reviewing claims about product capabilities, AI behavior, integrations, or data flows



Try It

Start small: Write eight technical questions and mark which three are must-ask before communicating externally or broadly.

Quick version

- **Save:** Technical question bank.
- **Minimum useful version:** Write eight questions and sort them into must ask, useful context, and save for later.
- **If stuck:** Use the question ladder: definition, status, evidence, limits, impact, risk, timeline, review.
- **Done when:** The must-ask questions would help prevent an inaccurate or overconfident message.
- **Add only if useful:** Rewrite the questions in the voice you would actually use in a meeting.

Aim for

- **Must ask:** "What has been tested, and what is still experimental?"
- **Useful context:** "Which teams or systems are involved?"
- **Save for later:** "What future improvements are being considered?"
- **Why this works:** It prioritizes questions that affect what can safely be communicated now.

Practice

Use the same concept from Day 26. Ask Codex or ChatGPT to create a short technical briefing for a nontechnical reader. Include:

1. What it does.
2. Why it matters.
3. What could be misunderstood.
4. What cannot be claimed yet.
5. Five questions to ask technical partners.

Rewrite the questions in your own voice. Then sort the questions into three groups:

1. Must answer before writing.
2. Helpful for context.
3. Save for later.

Work in passes:

1. Ask Codex to explain the safe technical scenario.
2. Ask it to generate questions a nontechnical partner should ask.
3. Group the questions by category.
4. Choose the strongest questions and rewrite them in your own voice.

If the questions sound too generic, add the communication goal. For example: "I need to write a team update" or "I need to prepare for a workflow review."

Before you save it:

- Rewrite every AI-generated question in your own voice before saving it.
- Star the five questions that must be answered before anyone drafts public or high-stakes language.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Create a short technical briefing and technical question list from this safe or mock concept. Include what it does, why it matters, what could be misunderstood, what cannot be claimed yet, and questions sorted into must answer before writing, helpful for context, and save for later.

Improve prompt: Use this to make the question list sharper.

Simple Prompt

Review this technical briefing and question list. Identify vague questions, missing risks, unsupported claims, unclear terminology, and questions that must be answered before writing anything public or team-facing.

Apply prompt: Use this before a technical review conversation.

Simple Prompt

Ask me for a safe technical concept, audience, and planned output. Then create a briefing and technical questions sorted into must answer before writing, helpful for context, and save for later.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build a technical question bank you could bring into a product, engineering, or implementation conversation.

Save **technical question bank**.

Make sure it includes:

- questions grouped by topic
- must-ask questions identified
- questions about evidence, limitations, risks, and review needs
- plain language that you would actually use in a meeting

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is vague technical questioning. Questions should be specific enough that a technical partner can answer them and connected to a real decision or communication need.

Make sure the questions are specific enough to be answerable. Avoid vague questions like "Is this good?" Ask what is true, what is tested, what is approved, and what should not be said.

Ask yourself:

- Would these questions help a real conversation?
- Are any questions leading or based on assumptions?
- Do they cover what we can say, what we cannot say, and what needs proof?
- Which questions matter most before writing?

Watch for

AI can help generate questions, but relationship judgment matters. Some questions should be asked live, with context, not dropped into a document without care.

Do not ask questions only to sound smart. Ask questions that help the work become clearer, safer, and more useful.

Save

Save this in your 30-day work folder as **Day 27 - technical question bank**.

Add a quick reuse note: **Use this at work for:** preparing for a technical review, product discussion, engineering sync, or claim-checking conversation.

Save the question bank as a reusable reference. It can support many future technical conversations.

Check yourself

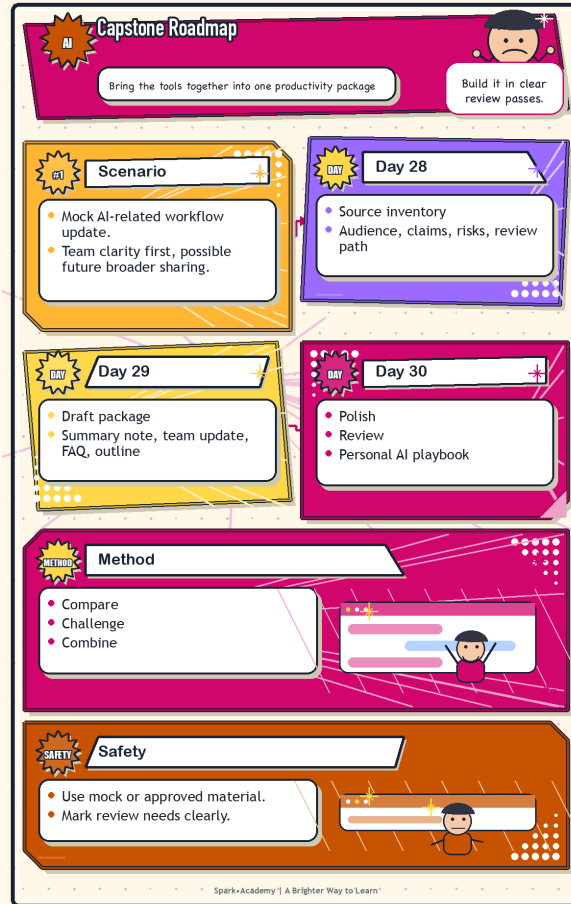
- I created a short technical briefing.
- I identified what the concept does and why it matters.
- I identified what could be misunderstood.
- I identified what cannot be claimed yet.
- I created specific technical questions.
- I revised the questions in my own voice.
- I can turn technical uncertainty into useful questions for technical partners.
- I can turn technical uncertainty into specific questions that help partners answer what matters.

COURSE SECTION

Days 28 to 30: Capstone Project

Bring everything together into one AI-assisted productivity package.

Use the visual roadmap as a quick scan before reading the section.



Bring everything together into one AI-assisted productivity package.

The final three days bring everything together. Instead of doing separate exercises, you will build one larger project in three small steps. The scenario is: a safe or mock workplace is preparing to communicate an AI-related workflow update to teammates, with possible future broader sharing.

You will also practice **Compare, Challenge, Combine**: compare what different tools produce, challenge one tool's answer with another, and combine the best parts using your own judgment.

Use mock, public, sanitized, or approved source material for the capstone. The point is to practice the workflow, not to create real public-facing messaging without review.

DAY 28 | Capstone Project | Make a useful work output.

Capstone Part 1, Build the Source and Strategy Foundation

Time	About 30 minutes
Tool	ChatGPT, NotebookLM, Gemini, and Codex as needed
Save	source and strategy foundation for the capstone

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

The capstone starts with source and strategy because high-stakes communication becomes risky when assumptions harden into story too quickly. Slow down the setup so the final package can move faster and withstand review.

Build one factual spine before drafting: audience, purpose, message strategy, evidence, safe claims, open questions, risks, dependencies, approvals, and unresolved decisions.

Save the foundation before creating final assets. It should keep the capstone from becoming polished but unsupported.

Choose one scenario track before you draft:

- 1. Internal rollout:** A team is piloting an AI-assisted workflow and needs an internal update, FAQ, and review note.
- 2. Customer-facing FAQ:** A product or service change may eventually need public explanation, but today you will build a safe mock FAQ with review flags.
- 3. Technical feature explanation:** A technical capability needs to be translated into plain English for nontechnical stakeholders, with limits and engineering questions attached.

Stay with the same track across Days 28 to 30 so the final package feels coherent instead of scattered.

KNOW BEFORE YOU TRY



Know Before You Try

Good workplace communication starts before writing. The capstone begins by building a source and strategy foundation so the story does not move faster than the facts.

The foundation answers: What are we communicating? Who is it for? What outcome do we want? What sources support it? What claims are safe? What is unknown? What could be misunderstood? Who needs to review it?

The foundation should separate facts, interpretations, assumptions, open questions, and recommendations. If those categories blur together, the final assets may sound confident while resting on unclear support.

Use the tools in combination, with each tool doing a clear job. NotebookLM can support source-grounded summary. ChatGPT can shape strategy and questions. Gemini can support Workspace or web structure. Codex can support technical translation if needed.

The point is a single factual spine for the capstone. Before producing assets, make sure the foundation names the audience, message, evidence, risks, review needs, and unresolved decisions.

Before you try

- The capstone foundation should include a source inventory, stakeholder map, audience definition, claim inventory, review path, and decision about what is mock versus approved.
- Start with truth before story. If the sources are weak, unclear, or not approved, the draft should stay limited and clearly labeled.
- Use Compare, Challenge, Combine deliberately: compare tool outputs, challenge unsupported claims, and combine only what survives your review.

Where this helps

Use this at the beginning of any important rollout, announcement, media response, decision briefing, or workplace project.

- before building a rollout package, briefing, FAQ, team update, or web outline
- a project has source material, claims, audience needs, and review requirements
- you need to compare tool outputs before choosing a direction

TRY IT



Try It

PRACTICE

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.
- **Minimum useful version:** Choose one capstone topic and fill in audience, purpose, three supported facts, three open questions, and review needs.
- **If stuck:** Pick one manageable scenario: product update, team update, AI feature update, media inquiry, or decision-support topic.
- **Done when:** You know what is supported, what is assumed, and what must be reviewed before drafting.

- **Add only if useful:** Add a claim inventory with safe claims, risky claims, and claims to avoid.

Aim for

- **Topic:** AI-supported customer support update.
- **Supported fact:** "The source says the workflow is being reviewed by the support team."
- **Assumption:** "This may improve response clarity, but that outcome is not proven yet."
- **Review need:** Product, legal/privacy, customer-facing language, and technical accuracy.

Practice

Choose one scenario:

1. Product update.
2. AI feature or workflow change.
3. Team update.
4. Media inquiry.
5. Decision-support topic.

Use NotebookLM to create a source-based briefing. Use ChatGPT to identify:

1. Audience.
2. Main message.
3. Proof points.
4. Risks.
5. Open questions.
6. Review needs.

Use Codex or ChatGPT for technical translation if needed. Then ask ChatGPT to compare what each tool did well, what is missing, and what needs human review.

Work in passes:

1. Choose a safe capstone topic.
2. Collect or create safe source material.
3. Use NotebookLM or ChatGPT to summarize what the sources support.
4. Create a strategy note with audience, goal, key points, risks, questions, and review needs.

If the project feels too large, narrow it to one deliverable, such as a mock team update with an FAQ. A smaller capstone done carefully is better than a sprawling one.

Before you save it:

- Create a source table with columns for source, owner, date, approved use, key facts, and review notes.
- Before moving to drafting, identify the three claims most likely to need review.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me build the source and strategy foundation for a safe or mock capstone scenario. Separate audience, main message, proof points, risks, open questions, review needs, technical translation needs, and what each AI tool did well or missed.

Improve prompt: Use this to strengthen the foundation before drafting.

Simple Prompt

Review my capstone source and strategy foundation. Separate supported facts, assumptions, open questions, weak sources, risky claims, missing stakeholders, and review needs. Tell me what should be fixed before drafting any productivity package.

Apply prompt: Use this to narrow the capstone scope.

Simple Prompt

Ask me for my safe capstone topic, source material, audience, and intended output. Then help me narrow the project to a manageable foundation with source inventory, claim inventory, risks, questions, and review path.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Build the source and strategy foundation for a realistic communication package.

Save **source and strategy foundation for the capstone.**

Make sure it includes:

- a clear capstone topic
- a safe source list
- source-supported takeaways
- audience and goal definition
- risks, open questions, and review needs



Review and Save

Specific risk to check: The risk today is assumptions hardening into the story. Keep sources, facts, interpretations, and open questions separate before drafting anything polished.

Keep source-based facts separate from interpretation. Mark all claims that need subject-matter, legal, privacy, compliance, or other appropriate review.

Ask yourself:

- What is actually supported by sources?
- What is still an assumption?
- What would different stakeholders worry about?
- What must get human review before this could be real?

Watch for

A strategy built from incomplete sources can be misleading. If the source material is weak, the foundation is weak.

Do not start writing the story before gathering the truth. AI can make an incomplete foundation sound finished, which is exactly why this step matters.

Save

Save this in your 30-day work folder as **Day 28 - source and strategy foundation for the capstone**.

Add a quick reuse note: **Use this at work for:** grounding an announcement, rollout, briefing, or capstone project in sources before drafting.

Save the foundation as Day 28. You will need it for Days 29 and 30.

Check yourself

- I chose one realistic capstone scenario.
- I used NotebookLM to create a source-based summary.
- I used ChatGPT to create a work plan note.
- I used Codex or ChatGPT to translate technical material if needed.
- I compared what each tool did well.
- I marked what needs relevant subject-matter, legal, privacy, or compliance review.
- I can explain the capstone topic, source support, audience, risks, and review needs before drafting.
- I can build a source and strategy foundation before drafting a higher-stakes communication package.

DAY 29 | Capstone Project | Make a useful work output.

Capstone Part 2, Create the Productivity Package

Time	About 30 minutes
Tool	ChatGPT, NotebookLM, Gemini, and Codex as needed
Save	capstone productivity package

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

WHY THIS HELPS



Why It Matters

A real work package is rarely one document. It often includes messages, FAQs, briefings, outlines, or question sets for different audiences or moments.

Those pieces can drift unless claims, caveats, names, dates, evidence, and review notes stay aligned. The source foundation from Day 28 should anchor every piece.

Save a connected package that serves different reader needs while telling the same truth. It should show source grounding, clear drafting, reader questions, technical clarity, risk review, and human judgment.

Continue with the same capstone scenario track you chose on Day 28 so each asset uses the same audience, source foundation, and review path.



Know Before You Try

A productivity package is a set of aligned assets, not a pile of drafts. Each asset can serve a different audience while staying connected to the same factual spine.

The pieces do not need to sound identical, but they should not contradict each other. A summary note, team update, FAQ, briefing, and web outline may vary in format and tone while relying on the same claims, caveats, names, dates, and next steps.

Each asset has a job. A summary or briefing may help stakeholders understand the situation. A team update may coordinate action. An FAQ may anticipate questions. A web outline may prepare public content.

Use AI to create options and variations, but use your judgment to make the pieces consistent, accurate, and ready for review.

The final quality check is cross-asset alignment. Look for conflicting claims, missing caveats, different names or dates, unsupported benefits, and places where one asset promises more than another can support.

Before you try

- A productivity package usually needs more than one asset because different audiences need different levels of detail.
- Build a message hierarchy first: core message, audience-specific version, proof points, risks or limitations, FAQ, and suggested next step.
- Keep review annotations visible. A polished package with hidden uncertainty is less useful than a slightly rough package that clearly marks what needs approval.

Where this helps

Use this when preparing project materials, team updates, decision briefings, FAQs, reader questions, or project narratives.

- preparing a mock rollout, team update, FAQ, briefing, or web outline
- several communication pieces need to tell the same story consistently
- comparing tool outputs can improve the final package



Try It

Start small: Draft one core message and one supporting asset from the same source foundation, then check that the claims match.

Quick version

- **Save:** Capstone productivity package.
- **Minimum useful version:** Create three aligned pieces: core message, FAQ, and review checklist.
- **If stuck:** Keep every piece tied to the Day 28 source foundation. If a claim is not supported there, mark it or remove it.
- **Done when:** The pieces tell the same truth for different reader needs.
- **Add only if useful:** Add a decision brief, web outline, or stakeholder question set.

Aim for

- **Core message:** "We are reviewing an AI-supported workflow to help organize support information more clearly."

- **FAQ question:** "Does this replace human support?" Answer: "No claim should be made unless approved; mark for review."
- **Review checklist:** Supported facts, risky claims, audience fit, caveats, and approvals.
- **Why this works:** Each piece uses the same factual spine without sounding identical.

Practice

Use ChatGPT to create a productivity package with:

1. Plain-English explainer.
2. Decision brief.
3. Team update.
4. FAQ.
5. Stakeholder questions.
6. Review checklist.

Use Gemini to review the package for:

1. Search intent.
2. SEO.
3. AEO.
4. Web-friendly headings.
5. FAQ opportunities.
6. Questions people may ask online.

Ask ChatGPT to compare the productivity package and Gemini suggestions. Keep, cut, revise, or combine the strongest ideas. Write down why you kept or cut each major suggestion.

Work in passes:

1. Use the Day 28 foundation as input.
2. Draft the core message with ChatGPT or Gemini.
3. Create supporting assets such as FAQ, briefing, outline, or stakeholder questions.
4. Compare the package against the source foundation and revise for consistency.

If the package feels too big, choose three pieces: a core message, an FAQ, and a review checklist. That is enough to practice the full workflow.

Before you save it:

- Draft the team-facing version before any possible public-facing version. Team clarity comes first.
- Compare the package against the source foundation from Day 28 and remove anything that is not supported.

PROMPT TO USE

CHOOSE



Prompt

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Help me create a capstone productivity package with a plain-English explainer, decision brief, team update, FAQ, stakeholder questions, and review checklist. Then help me evaluate search intent, SEO, AEO, web headings, FAQ opportunities, and which suggestions to keep, cut, revise, or combine.

Improve prompt: Use this to check consistency across the package.

Simple Prompt

Review my capstone productivity package against my source and strategy foundation. Identify unsupported claims, inconsistent language, audience mismatch, missing review notes, weak FAQs, and pieces that should be kept, cut, revised, or combined.

Apply prompt: Use this to create a smaller package if the full version is too much.

Simple Prompt

Help me create a focused capstone package with only three pieces: core message, FAQ, and review checklist. Use my source foundation, keep claims grounded, and mark questions or approvals needed before real use.

MAKE SOMETHING USEFUL

BUILD



Make Something Useful

Build one coherent package, not separate drafts: each piece should use the same source foundation and review notes.

Save **capstone productivity package**.

Make sure it includes:

- a core message or announcement
- at least one supporting asset such as FAQ, briefing, outline, or question set
- source and review notes
- consistent language across the package

Worked example: capstone package

Scenario track: Internal rollout.

Factual spine: The source says an AI-assisted intake workflow is being piloted internally. It does not prove business impact yet. Privacy, escalation, and approved benefit language still need review.

Core message:

We are piloting an internal AI-assisted intake workflow to help the support team sort requests more consistently. The pilot is still under review, so the current goal is to collect feedback, confirm escalation rules, and identify what language is safe to use before broader sharing.

Supporting assets:

- **Team update:** concise announcement with timeline, owner, feedback path, and review limits.
- **FAQ:** what is changing, who is included, what the workflow does not decide, what data rules apply, and where to ask questions.
- **Reviewer note:** claims to verify, privacy questions, technical accuracy questions, and unresolved decisions.

Why this works: The assets serve different readers while staying aligned to the same facts, limits, and review needs.

REVIEW AND SAVE



Review and Save

REVIEW

Specific risk to check: The risk today is inconsistency across assets. A team update, FAQ, briefing, and web outline can drift unless they share the same factual spine and review notes.

Review whether the package is consistent across assets. The FAQ, summary note, and team update should not tell different stories.

Ask yourself:

- Do all pieces tell the same story?
- Are claims supported by the Day 28 foundation?
- Are risks and open questions marked?
- Does each asset have a clear audience and purpose?

Watch for

Different outputs may optimize for different goals. A summary note should not read like a blog post. A web outline should not dictate team messaging.

Do not let the tools create five polished assets that disagree with one another. Consistency is part of quality.

Save

Save this in your 30-day work folder as **Day 29 - capstone productivity package**.

Add a quick reuse note: **Use this at work for:** creating aligned messages, FAQs, briefs, and review notes for one project or communication package.

Save the full package in one folder or note so you can review it as a set on Day 30.

Check yourself

- [] I created a plain English product explainer.
- [] I created a decision brief.
- [] I created a team update draft.
- [] I created an FAQ and stakeholder questions.

- [] I used Gemini to think about web visibility, SEO, AEO, and FAQs.
- [] I compared, challenged, and combined outputs across tools.
- [] I can explain how each asset in my package connects to the source foundation.
- [] I can keep multiple communication assets aligned to the same source foundation and review needs.

DAY 30 | Capstone Project | Make a useful work output.

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

Time	About 30 minutes
Tool	ChatGPT, NotebookLM, Gemini, and Codex as needed
Save	final capstone revisions and My AI Playbook

Read the opener, scan the roadmap, then move into the day with the purpose and review path in mind.

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.

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WHY THIS HELPS



Why It Matters

The final step is to turn the capstone into a reusable way of working. Your playbook should help you choose tools, prompt well, review answers, protect information, and decide what is ready for real use.

The lasting value is not the finished package alone. It is the judgment system around it: when to use AI, when not to, how to check it, how to protect information, and how to involve the right humans.

Save a short playbook you would actually use during a busy workday. It should include tool choices, prompt patterns, data boundaries, verification habits, review triggers, and warning signs.

Use the same scenario track from Days 28 and 29. Today is the quality pass: tighten the package, mark review needs, and turn the workflow into a personal playbook.



Know Before You Try

The final skill is judgment, not tool usage. A personal AI playbook turns that judgment into a repeatable workflow.

The playbook should answer five questions: When should I use each tool? What prompt patterns help? What information should I never paste? What review should I never skip? What needs human or expert review?

A useful playbook includes tool choices, prompt patterns, data boundaries, review habits, escalation points, and examples of outputs you trust. It should also include warning signs: when an answer sounds too confident, lacks sources, invents details, or needs expert review.

The playbook should help you compare outputs instead of accepting the first one. Sometimes the best result comes from using one tool to draft, another to summarize sources, and your own judgment to decide what belongs.

A good playbook is short, practical, and revisable. It should grow from real use, not freeze the challenge in place. Update it when tools change, your role changes, or you discover a better workflow.

Before you try

- Polish is more than making language smoother. It includes accuracy, structure, tone, accessibility, review readiness, and whether the final package can be used responsibly.
- Your personal AI playbook should be practical: favorite prompts, tool-selection rules, review checklists, privacy boundaries, and workflows you would actually repeat.
- End the challenge by noticing your judgment. The win is not that AI wrote things for you; the win is that you can guide, test, revise, and use AI with more confidence.

Where this helps

Use this after any major AI-assisted project and at the end of the regular work cycle.

- after any substantial AI-assisted project
- you want to review a package before sharing it
- you need a personal system for future AI use



Try It

Start small: Reduce your AI workflow to one page: tool choices, prompt habits, review rules, and privacy boundaries.

Quick version

- **Save:** Final capstone revisions and My AI Playbook.
- **Minimum useful version:** Revise the three-piece capstone package and create a one-page playbook with tools, prompts, review rules, and privacy boundaries.
- **If stuck:** Ask, "Would I use this playbook during a busy workday?" If not, cut it down.
- **Done when:** The final package is aligned and the playbook is simple enough to reuse after the challenge.
- **Add only if useful:** Add favorite prompts, warning signs, and examples of outputs you trust.

Aim for

- **Playbook rule:** "Use AI to start, structure, question, and review; do not use it as approval."

- **Tool choice:** ChatGPT for drafting, NotebookLM for source learning, Gemini for Workspace/web structure, Codex for technical sensemaking.
- **Review rule:** "Before sharing, check facts, source support, tone, privacy, and human review needs."
- **Why this works:** It is short enough to use during a busy workday.

Practice

Use ChatGPT to pressure test the full capstone from the perspective of:

1. Teammate.
2. Technical reviewer.
3. Subject-matter experts.
4. Legal team.
5. Customer-facing reader.
6. Skeptical reader.

Revise the package. Create a note called "What I Learned From Comparing Tools." Create "My AI Playbook" with:

1. When to use each tool.
2. Best prompts.
3. Review rules.
4. Reusable workflows.
5. Your Compare, Challenge, Combine method.
6. What must always get human review.

End with: "AI helps me move faster, but my judgment decides what is ready to use."

Work in passes:

1. Pressure test the full capstone package from several perspectives.
2. Revise the package based on the strongest feedback.
3. Create a playbook with tool uses, best prompts, review rules, workflows, and human review triggers.
4. End with your personal responsible-use sentence.

If the playbook becomes too long, reduce it to one page: tools, best prompts, review checklist, and what needs human review. You can always expand later.

Before you save it:

- Do one final pass as the writer, one as the reviewer, and one as the future user of your playbook.
- Choose five prompts or rules from the challenge that you are most likely to reuse in real work.

PROMPT TO USE



Prompt

CHOOSE

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Primary prompt: Use this to get a first useful draft.

Simple Prompt

Pressure test my full safe or mock capstone package from the perspective of a teammate, subject-matter reviewer, legal or privacy reviewer, skeptical reader, customer-facing reader, and technical reviewer. Then help me build My AI Playbook with tool uses, best prompts, review rules, workflows, Compare-Challenge-Combine, and human review rules.

Improve prompt: Use this to turn review feedback into final edits.

Simple Prompt

Turn the pressure-test feedback on my capstone into a prioritized revision plan. Separate must-fix accuracy or review issues, should-fix clarity issues, optional polish, and days to add to My AI Playbook.

Apply prompt: Use this to make the playbook usable after the challenge.

Simple Prompt

Help me reduce My AI Playbook to one practical page. Include when to use each tool, five prompts I will reuse, review rules I should never skip, privacy boundaries, and my Compare-Challenge-Combine workflow.

MAKE SOMETHING USEFUL



Make Something Useful

BUILD

Save the final reusable record of your workflow, judgment habits, and personal AI rules.

Save **final capstone revisions and My AI Playbook**.

Make sure it includes:

- a revised capstone package
- a list of changes made after pressure testing
- a simple AI playbook
- clear rules for privacy, accuracy, review, and tool choice



Review and Save

Specific risk to check: The risk today is declaring the workflow finished too soon. The final package still needs accuracy, review flags, privacy boundaries, and a playbook you will actually reuse.

Review the capstone as if someone important will read it. Check accuracy, source support, tone, risk, review needs, and audience fit.

Ask yourself:

- What changed after review?
- What still needs a human reviewer?
- Which prompts were most useful?
- Can I use this playbook during a real busy work period?

Watch for

The playbook should stay simple. If it becomes too complicated, it will not be used. Keep it practical and revise it after real work begins.

Do not make the playbook so elaborate that it becomes homework. The value is in having a small set of rules you can actually remember and use.

Save

Save this in your 30-day work folder as **Day 30 - final capstone revisions and My AI Playbook**.

Add a quick reuse note: **Use this at work for:** reviewing a final AI-assisted project and keeping a personal playbook you can reuse during real work.

Save the playbook where you can find it quickly. This is the challenge's final durable asset.

Check yourself

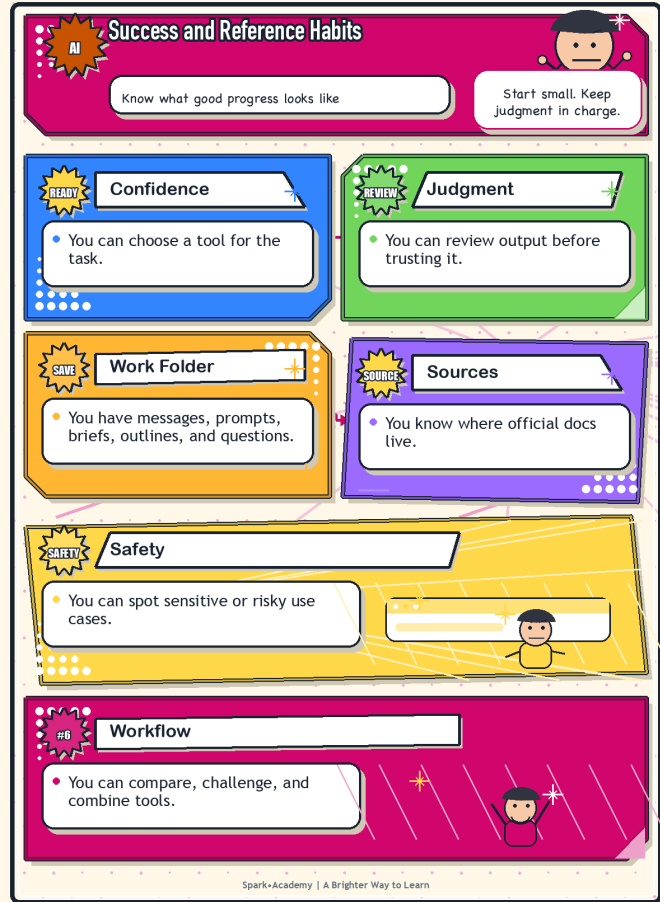
- I pressure tested the full capstone package.
- I revised the final outputs.
- I marked what needs human review.
- I created a note about what I learned from comparing tools.
- I created my personal AI playbook.
- I can explain how I would use these tools during my busy work period.
- I can describe my personal AI workflow from source gathering through final review.
- I can carry this workflow into future work through a practical AI playbook and review habit.

COURSE SECTION

What Success Looks Like

You made it through the 30-day challenge. The point was not to become an expert in every tool or use AI for everything. The point was to practice a durable work habit: gather the truth, ask better...

Use the visual roadmap as a quick scan before reading the section.



You made it through the 30-day challenge. The point was not to become an expert in every tool or use AI for everything. The point was to practice a durable work habit: gather the truth, ask better questions, draft thoughtfully, pressure test the result, and decide what needs human review.

You do not need to remember every prompt or every feature. Take the playbook forward one project at a time, and keep refining it as the tools and your work change.

Use this checklist to confirm that your work folder matches the objectives from the beginning of the challenge:

- [] I have an AI tool map for everyday work.
- [] I have reusable prompts for writing, meetings, research, planning, review, web structure, technical questions, and capstone work.
- [] I have clearer workplace messages with review notes.
- [] I have a meeting prep and follow-up package.
- [] I have a project framing and stakeholder question set.
- [] I have source-based summaries, briefs, learning aids, and a simple NotebookLM system.
- [] I have a visual summary and planning workflow.
- [] I have a Workspace-ready draft with a change note.
- [] I have a web-friendly content outline with search intent, SEO, AEO, FAQ, and review thinking.
- [] I have plain-English technical explanations and a technical question bank.
- [] I have claim, source, privacy, accuracy, tone, and human-review habits I can reuse.

- I have practiced Compare, Challenge, Combine across more than one tool.
- I have a capstone productivity package and personal AI playbook I can reuse.

If one box is missing, return to the matching day and save a simple version. The point is not a perfect piece. The point is a practical system you can keep using.

COURSE SECTION

The AI Prompt Library

This living appendix collects the current prompts in one place, including the primary prompt and optional follow-up prompts for each day. It is generated from the same Prompt blocks used in the guide, so...

Use the visual roadmap as a quick scan before reading the section.



This living appendix collects the current prompts in one place, including the primary prompt and optional follow-up prompts for each day. It is generated from the same Prompt blocks used in the guide, so prompt updates are mirrored here during export.

Each prompt below is provided in a copy-friendly code block. Copy the prompt you need and paste it into your AI tool.

This student guide PDF includes Simple Prompts for quick practice. The separate Prompt Library PDF includes both the Simple and Expanded versions for comparison.

Day 1: Understand Why This Challenge Exists - Primary Prompt

Simple Prompt

```
Help me think through how AI could support my work. Use simple language. Suggest practical use cases, risks to watch, and one sentence I can save about using AI responsibly.
```

Day 1: Understand Why This Challenge Exists - Improve Prompt

Simple Prompt

Review my AI-at-work use cases. Separate low-risk drafting, organizing, and learning uses from uses that need human, privacy, legal, compliance, or subject-matter review. Suggest missing cautions and improve my responsible-use sentence.

Day 1: Understand Why This Challenge Exists - Apply Prompt

Simple Prompt

Ask me up to five questions about my role, recurring tasks, and workplace boundaries. Then suggest practical ways AI could help me start faster, think more clearly, and review more carefully, using only safe or approved examples.

Day 2: Create Your AI Tool Map - Primary Prompt

Simple Prompt

Help me create my AI Tool Map. Compare ChatGPT, NotebookLM, Gemini, and Codex by best use case, what to be careful about, one practical workplace use case, and one prompt I might try.

Day 2: Create Your AI Tool Map - Improve Prompt

Simple Prompt

Review my AI Tool Map for overlap, vague tool choices, missing cautions, and unclear data boundaries. Help me add one strong use case, one weak use case, and one decision question for each tool.

Day 2: Create Your AI Tool Map - Apply Prompt

Simple Prompt

Create a simple tool-choice rule for my work. Ask what kind of task I am doing, whether I have approved source material, whether the output is technical or nontechnical, and what review is needed before sharing.

Day 3: Set Up and Walk Through ChatGPT - Primary Prompt

Simple Prompt

Help me make a checklist of ChatGPT features to look for in my account, including new chat, file upload, chat history, projects, tools, settings, and the desktop app. Separate what I should use often from what I should only use after checking workplace guidance.

Day 3: Set Up and Walk Through ChatGPT - Improve Prompt

Simple Prompt

Review my ChatGPT setup checklist. Add columns for available to me, useful for, use with caution, needs workplace guidance, and safe practice example. Flag anything that depends on account, region, device, plan, or workspace settings.

Day 3: Set Up and Walk Through ChatGPT - Apply Prompt

Simple Prompt

Help me design a 20-minute safe ChatGPT practice session using only mock, public, sanitized, or approved material. Include what to try first, what to avoid, what settings or features to notice, and what notes to save afterward.

Day 4: Use ChatGPT for Writing Support - Primary Prompt

Simple Prompt

Rewrite this team update in three versions: concise, direct, and warm. Keep the meaning clear and professional.

Sample: We are preparing for a workflow update and want the team to understand why it matters, what is changing, and what happens next.

Recommend the strongest version for a team audience, then combine the best parts into one final draft.

Day 4: Use ChatGPT for Writing Support - Improve Prompt

Simple Prompt

Compare the concise, direct, warm, and final versions. Explain what changed in clarity, tone, specificity, and reader usefulness. Flag any wording that changed the meaning, added unsupported details, or made the message too vague.

Day 4: Use ChatGPT for Writing Support - Apply Prompt

Simple Prompt

Help me revise a safe workplace draft. First ask for the audience, purpose, desired tone, length limit, and any facts that must not change. Then produce three versions and a final version with a short explanation of the edits.

Day 5: Produce a Clear Written Message - Primary Prompt

Simple Prompt

Draft a short team update under 150 words for this safe or mock scenario: a workplace is preparing to roll out an improvement to the customer experience. The update is intended to make support easier to access and easier to understand. Then create a sharper concise version and help me compare the two.

Day 5: Produce a Clear Written Message - Improve Prompt

Simple Prompt

Review the team update for audience fit, clarity, missing context, unsupported claims, vague wording, and next-step usefulness. Then suggest a tighter version under 120 words that keeps the meaning grounded.

Day 5: Produce a Clear Written Message - Apply Prompt

Simple Prompt

Help me create a reusable team-update template for a safe, approved, or mock workplace change. Include purpose, what is changing, why it matters, who is affected, what happens next, and review notes before sending.

Day 6: Use ChatGPT for Meeting Support - Primary Prompt

Simple Prompt

Help me prepare for a project planning meeting about how your workplace should explain its AI capabilities to broader audiences. Create a short meeting purpose, agenda, five smart questions, a briefing note, and possible risks or sensitive points.

Day 6: Use ChatGPT for Meeting Support - Improve Prompt

Simple Prompt

Review this meeting prep for missing stakeholders, unclear decisions, weak agenda items, sensitive points, and questions that should be answered before the meeting. Turn the questions into fact questions, judgment questions, and approval questions.

Day 6: Use ChatGPT for Meeting Support - Apply Prompt

Simple Prompt

Ask me for a safe, approved, or mock meeting topic, audience, goal, and decision needed. Then create a meeting prep note with agenda, context, questions, risks, decisions needed, and follow-up items.

Day 7: Produce a Meeting Prep and Follow Up Package - Primary Prompt

Simple Prompt

Create a reusable meeting prep and follow-up package for a project planning meeting. Include purpose, agenda, context, questions, decisions needed, risks, follow-up template, and action tracker.

Day 7: Produce a Meeting Prep and Follow Up Package - Improve Prompt

Simple Prompt

Review this meeting prep and follow-up package. Identify missing owners, unclear decisions, weak risks, vague follow-up language, and action items that need due dates or dependencies. Rewrite it as a reusable template.

Day 7: Produce a Meeting Prep and Follow Up Package - Apply Prompt

Simple Prompt

Help me adapt this meeting package to a safe project. Ask for the meeting goal, attendees by role, decision needed, known risks, and follow-up format. Then produce a copy-ready prep note and action tracker.

Day 8: Use ChatGPT for Brainstorming and Question Development - Primary Prompt

Simple Prompt

Generate ten possible project framings for a team using AI at work preparing to share a workflow update. For each angle, include audience, why it matters, proof needed, one risk, and one reason it may be too generic or hard to support.

Day 8: Use ChatGPT for Brainstorming and Question Development - Improve Prompt

Simple Prompt

Review these project framings. Group similar ideas, identify the strongest three, reject the weakest three with reasons, and flag any angle that sounds generic, promotional, unsupported, or risky for the audience.

Day 8: Use ChatGPT for Brainstorming and Question Development - Apply Prompt

Simple Prompt

Ask me for a safe topic, audience, and goal. Then generate project framings in three categories: practical, trust-building, and future-looking. For each, include proof needed, risk, and a question to ask before using it.

Day 9: Produce a Project Framing and Question Set - Primary Prompt

Simple Prompt

Help me create three project framings for a safe or mock product update. For each angle, include audience, importance, proof needed, risks, and questions to ask before using it. Then help me select and refine the strongest one.

Day 9: Produce a Project Framing and Question Set - Improve Prompt

Simple Prompt

Pressure test my selected project framing. Identify what evidence it needs, what a skeptical stakeholder might challenge, what wording could overpromise, and which questions should go to subject-matter, legal, privacy, compliance, or technical reviewers.

Day 9: Produce a Project Framing and Question Set - Apply Prompt

Simple Prompt

Ask me for a safe, approved, or mock project topic and intended audience. Then help me create a one-page planning note with selected angle, rationale, proof needed, risks, rejected alternatives, and stakeholder questions.

Day 10: Use ChatGPT for Pressure Testing and Claim Discipline - Primary Prompt

Simple Prompt

Critique this draft from the perspective of a customer, subject-matter expert, journalist, investor, regulator, teammate, and skeptic: a safe or mock workplace is redefining customer support with AI-powered tools. Identify what works, what is unclear, what sounds unsupported, what could be misunderstood, and how to make it clearer and more grounded.

Day 10: Use ChatGPT for Pressure Testing and Claim Discipline - Improve Prompt

Simple Prompt

Mark each claim in this draft as sourced, needs source, opinion, vague, risky, or remove. Then suggest a rewrite that keeps the strongest supportable point while removing unsupported promises and unclear implications.

Day 10: Use ChatGPT for Pressure Testing and Claim Discipline - Apply Prompt

Simple Prompt

Ask me for a safe, approved, or mock draft and the audience. Then pressure test it from three reader perspectives, identify unsupported claims, and create a grounded rewrite with notes about what needs human review.

Day 11: Produce a Safer, Clearer Message - Primary Prompt

Simple Prompt

Review this safe or mock message for clarity, credibility, unsupported claims, possible misunderstanding, stakeholder concerns, and review needs: a safe or mock workplace helps customers get answers faster with AI-powered technology. Then create a clearer, more grounded rewrite and a review checklist.

Day 11: Produce a Safer, Clearer Message - Improve Prompt

Simple Prompt

Turn the critique of this message into a practical review checklist. Include checks for audience, evidence, overstatement, privacy or compliance sensitivity, stakeholder concerns, missing context, and final approval needs.

Day 11: Produce a Safer, Clearer Message - Apply Prompt

Simple Prompt

Ask me for a safe, approved, or mock message, target reader, required facts, and words to avoid. Then create a safer rewrite and explain which edits improved clarity, credibility, and review readiness.

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

Simple Prompt

Help me turn safe or mock four-week workload data into a simple table, summarize the pattern in plain English, suggest two visuals, explain which visual is easiest for a busy reader, and list what data needs checking.

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

Simple Prompt

Review this table summary and visual recommendation. Identify possible data quality issues, misleading comparisons, unclear labels, missing context, and what a busy reader could misunderstand. Suggest a clearer table title and chart note.

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

Simple Prompt

Ask me for a small safe, approved, or mock dataset and the decision it should support. Then recommend a table, two possible visuals, a plain-English summary, and the data checks needed before sharing.

Day 13: Produce a Visual Summary and Planning Workflow - Primary Prompt

Simple Prompt

Using the provided safe or mock table and visual recommendation, create a concise summary, three key takeaways, one suggested weekly priority, a practical schedule, and a task list with owners, due dates, dependencies, and reminders.

Day 13: Produce a Visual Summary and Planning Workflow - Improve Prompt

Simple Prompt

Review this summary, schedule, and task list for overloaded days, unclear owners, missing dependencies, vague deadlines, and tasks that do not match the data. Suggest a more realistic next-seven-days version.

Day 13: Produce a Visual Summary and Planning Workflow - Apply Prompt

Simple Prompt

Ask me for a safe project summary, known deadlines, constraints, and owner roles. Then create a concise summary, weekly priority, schedule, task list, dependencies, and reminders that are realistic for one week.

Day 14: Set Up and Walk Through NotebookLM - Primary Prompt

Simple Prompt

Help me create a NotebookLM getting oriented plan. Suggest what sources might belong in a Work Reference notebook, what questions I should ask, and what I should be careful about before adding workplace material.

Day 14: Set Up and Walk Through NotebookLM - Improve Prompt

Simple Prompt

Review my NotebookLM getting oriented plan. Identify sources that may be too broad, private, stale, duplicate, or unapproved. Suggest better source categories, safer practice sources, and citation checks to perform.

Day 14: Set Up and Walk Through NotebookLM - Apply Prompt

Simple Prompt

Ask me for a safe learning topic and what I need to understand. Then design a NotebookLM notebook with source types to add, questions to ask, notes to save, and cautions before using workplace material.

Day 15: Use NotebookLM for Topic Based Learning - Primary Prompt

Simple Prompt

Help me plan topic-based NotebookLM notebooks for Domain AI, Product and Technology, Workplace Narrative, Competitors, Media Strategy, Messaging and Positioning, Customer Experience, and Trust and Risk Questions. For each, explain why it may be useful and what sources belong there.

Day 15: Use NotebookLM for Topic Based Learning - Improve Prompt

Simple Prompt

Review this topic-based notebook plan. Identify notebooks that overlap, sources that belong in more than one place, topics that are too broad, and questions that should be asked inside each notebook before relying on its answers.

Day 15: Use NotebookLM for Topic Based Learning - Apply Prompt

Simple Prompt

Ask me about the topics I need to learn for work. Then suggest five to eight NotebookLM notebooks, the safe source types for each, recurring questions, and rules for when to create a new notebook instead of adding to an old one.

Day 16: Produce a Source Based Notebook Summary - Primary Prompt

Simple Prompt

Using only the sources in this notebook, summarize one source in five points, identify open questions, explain what matters to the work, flag terms or claims needing verification, and suggest review needs.

Day 16: Produce a Source Based Notebook Summary - Improve Prompt

Simple Prompt

Audit this notebook summary against the source. Separate direct source-supported points from interpretation, assumptions, and missing context. List citations or source locations I should verify before using the summary.

Day 16: Produce a Source Based Notebook Summary - Apply Prompt

Simple Prompt

Using only this notebook source, create a work-ready summary with key facts, why they matter, open questions, terms to define, claims to verify, and next actions for a teammate who has not read the source.

Day 17: Use NotebookLM for Learning Aids - Primary Prompt

Simple Prompt

Using only this notebook source, create a short study guide, FAQ, glossary, timeline if sequence matters, and five-question quiz. Then tell me which learning aid is most useful for remembering and using the material.

Day 17: Use NotebookLM for Learning Aids - Improve Prompt

Simple Prompt

Review these learning aids for accuracy, source support, missing terms, confusing questions, and usefulness for remembering the material. Suggest which learning aid to keep, revise, combine, or remove.

Day 17: Use NotebookLM for Learning Aids - Apply Prompt

Simple Prompt

Ask me what I need to do with this source: learn it, brief someone, answer questions, prepare for a meeting, or train a teammate. Then create the best-fit learning aid using only the notebook source.

Day 18: Produce a Source Based Briefing - Primary Prompt

Simple Prompt

Using only the sources in this notebook, create a short source-based briefing with key points, open questions, risks, source-based facts, possible work implications, and what needs attention.

Day 18: Produce a Source Based Briefing - Improve Prompt

Simple Prompt

Review this source-based briefing. Separate facts, implications, risks, assumptions, and open questions. Flag any claim that needs a citation, a stronger source, or subject-matter review before it is shared.

Day 18: Produce a Source Based Briefing - Apply Prompt

Simple Prompt

Ask me who the briefing is for and what decision or discussion it should support. Then create a source-based briefing using only notebook sources, with key points, evidence, risks, open questions, and recommended next step.

Day 19: Produce Your NotebookLM System - Primary Prompt

Simple Prompt

Help me design My NotebookLM System. Include notebooks to keep, sources to add, recurring questions, useful learning aids, update rhythm, workplace-approved source rules, and a simple maintenance rule.

Day 19: Produce Your NotebookLM System - Improve Prompt

Simple Prompt

Review My NotebookLM System for too many notebooks, vague source rules, weak update rhythm, missing citation checks, and unclear maintenance habits. Suggest a simpler version I could actually keep using.

Day 19: Produce Your NotebookLM System - Apply Prompt

Simple Prompt

Ask me what topics I revisit most often and how often they change. Then create a monthly NotebookLM maintenance checklist with notebooks to update, sources to review, questions to rerun, and learning aids to refresh.

Day 20: Set Up and Walk Through Gemini - Primary Prompt

Simple Prompt

Help me create a Where Gemini Shows Up note. List where Gemini may appear, what each place is useful for, what to be careful about, where it overlaps with ChatGPT, and which use cases should wait for workplace guidance.

Day 20: Set Up and Walk Through Gemini - Improve Prompt

Simple Prompt

Review my Where Gemini Shows Up note. Add columns for available to me, possible use, content to avoid, needs workplace guidance, overlaps with ChatGPT, and safe practice prompt. Flag any assumptions about account or workspace access.

Day 20: Set Up and Walk Through Gemini - Apply Prompt

Simple Prompt

Help me design a safe Gemini practice test using only mock, public, sanitized, or approved content. Include one standalone Gemini prompt, one Workspace prompt if available, what to compare, and what cautions to write down afterward.

Day 21: Use Gemini for Workspace Productivity - Primary Prompt

Simple Prompt

Improve this practice example so it is clear, friendly, and concise while keeping the meaning the same. Then create one warmer version, one more concise version, and one shorter version that is still complete.

Day 21: Use Gemini for Workspace Productivity - Improve Prompt

Simple Prompt

Compare the original practice example with the improved versions. Identify any meaning changes, missing details, tone problems, unsupported additions, and which sentence from each version is worth keeping.

Day 21: Use Gemini for Workspace Productivity - Apply Prompt

Simple Prompt

Ask me for a safe email, document paragraph, meeting note, or slide outline. Then help me improve it for clarity, warmth, and concision while preserving meaning and marking anything I should review before using.

Day 22: Produce a Workspace Ready Draft - Primary Prompt

Simple Prompt

Help me improve this Workspace practice example, then help me write a short note explaining what Gemini improved and what I changed myself because of judgment, audience, accuracy, or tone.

Day 22: Produce a Workspace Ready Draft - Improve Prompt

Simple Prompt

Review my before-and-after Workspace draft. Help me explain what the AI improved, what I changed myself, what required judgment, and what I would do differently next time.

Day 22: Produce a Workspace Ready Draft - Apply Prompt

Simple Prompt

Create a reusable Workspace editing checklist for safe drafts. Include prompts for summarize, rewrite, shorten, warm up, check tone, preserve meaning, and review before inserting or sending.

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

Simple Prompt

For the topic AI-supported customer support, identify how customers, journalists, employers, and business readers might search for it. Suggest keywords, questions to answer, section headings, a short FAQ, and claims that need subject-matter, legal, privacy, compliance, or other appropriate review.

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

Simple Prompt

Review these search intent, SEO, and AEO ideas. Separate customer questions, journalist questions, employer questions, and business-reader questions. Flag headings or FAQ answers that sound generic, unsupported, or too promotional.

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

Simple Prompt

Ask me for a safe, approved, or mock public-facing topic and audience. Then identify search intent, keywords, reader questions, section headings, FAQ opportunities, answer-engine questions, and claims needing review.

Day 24: Produce a Web Friendly Content Outline - Primary Prompt

Simple Prompt

Create a web-friendly content outline for a safe or mock workplace AI topic. Include title, section headings, keyword ideas, AEO questions, a short FAQ, suggested reader next step, and review flags.

Day 24: Produce a Web Friendly Content Outline - Improve Prompt

Simple Prompt

Review this web-friendly content outline for reader usefulness, heading clarity, search intent coverage, FAQ quality, unsupported claims, missing review flags, and whether the next step matches the audience.

Day 24: Produce a Web Friendly Content Outline - Apply Prompt

Simple Prompt

Ask me for a safe topic, intended reader, desired page type, and what the reader should do next. Then create a web-friendly outline with headings, FAQ, AEO questions, proof needs, and review notes.

Day 25: Set Up and Walk Through Codex - Primary Prompt

Simple Prompt

Help me list technical topics Codex might help me understand, such as technical architecture, feature behavior, technical limitations, engineering terminology, data flow, integrations, reliability, and performance. For each, explain why it could matter for workplace use.

Day 25: Set Up and Walk Through Codex - Improve Prompt

Simple Prompt

Review my list of technical topics. Group them by what I need to understand, what I need to ask engineering, what could affect claims, and what is only background context. Add cautions about not treating explanations as approval.

Day 25: Set Up and Walk Through Codex - Apply Prompt

Simple Prompt

Ask me for a safe technical topic I need to understand and my audience. Then create a learning plan with plain-English questions, terms to define, likely misunderstandings, and what to confirm with engineering.

Day 26: Use Codex for Technical Translation - Primary Prompt

Simple Prompt

Explain this safe or mock technical material for a nontechnical reader. Cover what it does, why it matters, what could be misunderstood, what cannot be claimed yet, and questions to ask engineering. Give me one-sentence, one-paragraph, and five-bullet versions.

Day 26: Use Codex for Technical Translation - Improve Prompt

Simple Prompt

Review this technical explanation for accuracy, unsupported claims, missing caveats, misleading simplifications, unclear terms, and places where engineering review is needed. Suggest a clearer version for a nontechnical reader.

Day 26: Use Codex for Technical Translation - Apply Prompt

Simple Prompt

Ask me for safe, approved, or mock technical material and the reader's role. Then create a nontechnical explanation, glossary, likely misunderstandings, cannot-claim-yet list, and engineering questions to confirm.

Day 27: Produce Technical Questions - Primary Prompt

Simple Prompt

Create a short technical briefing and technical question list from this safe or mock concept. Include what it does, why it matters, what could be misunderstood, what cannot be claimed yet, and questions sorted into must answer before writing, helpful for context, and save for later.

Day 27: Produce Technical Questions - Improve Prompt

Simple Prompt

Review this technical briefing and question list. Identify vague questions, missing risks, unsupported claims, unclear terminology, and questions that must be answered before writing anything public or team-facing.

Day 27: Produce Technical Questions - Apply Prompt

Simple Prompt

Ask me for a safe technical concept, audience, and planned output. Then create a briefing and technical questions sorted into must answer before writing, helpful for context, and save for later.

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

Simple Prompt

Help me build the source and strategy foundation for a safe or mock capstone scenario. Separate audience, main message, proof points, risks, open questions, review needs, technical translation needs, and what each AI tool did well or missed.

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

Simple Prompt

Review my capstone source and strategy foundation. Separate supported facts, assumptions, open questions, weak sources, risky claims, missing stakeholders, and review needs. Tell me what should be fixed before drafting any productivity package.

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

Simple Prompt

Ask me for my safe capstone topic, source material, audience, and intended output. Then help me narrow the project to a manageable foundation with source inventory, claim inventory, risks, questions, and review path.

Day 29: Capstone Part 2, Create the Productivity Package - Primary Prompt

Simple Prompt

Help me create a capstone productivity package with a plain-English explainer, decision brief, team update, FAQ, stakeholder questions, and review checklist. Then help me evaluate search intent, SEO, AEO, web headings, FAQ opportunities, and which suggestions to keep, cut, revise, or combine.

Day 29: Capstone Part 2, Create the Productivity Package - Improve Prompt

Simple Prompt

Review my capstone productivity package against my source and strategy foundation. Identify unsupported claims, inconsistent language, audience mismatch, missing review notes, weak FAQs, and pieces that should be kept, cut, revised, or combined.

Day 29: Capstone Part 2, Create the Productivity Package - Apply Prompt

Simple Prompt

Help me create a focused capstone package with only three pieces: core message, FAQ, and review checklist. Use my source foundation, keep claims grounded, and mark questions or approvals needed before real use.

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

Simple Prompt

Pressure test my full safe or mock capstone package from the perspective of a teammate, subject-matter reviewer, legal or privacy reviewer, skeptical reader, customer-facing reader, and technical reviewer. Then help me build My AI Playbook with tool uses, best prompts, review rules, workflows, Compare-Challenge-Combine, and human review rules.

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

Simple Prompt

Turn the pressure-test feedback on my capstone into a prioritized revision plan. Separate must-fix accuracy or review issues, should-fix clarity issues, optional polish, and days to add to My AI Playbook.

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

Simple Prompt

Help me reduce My AI Playbook to one practical page. Include when to use each tool, five prompts I will reuse, review rules I should never skip, privacy boundaries, and my Compare-Challenge-Combine workflow.

COURSE SECTION

Global Reference List

All source links used throughout the challenge in one place.

Use the visual roadmap as a quick scan before reading the section.



All source links used throughout the challenge in one place.

OpenAI and ChatGPT

1. ChatGPT (<https://chatgpt.com/>)
2. Download ChatGPT for Desktop (<https://chatgpt.com/download/>)
3. ChatGPT Help Center (<https://help.openai.com/en/collections/3742473-chatgpt>)
4. How Do I Create a Good Prompt for an AI Model? (<https://help.openai.com/en/articles/6654000-how-do-i-create-a-good-prompt-for-an-ai-model>)
5. Prompt Engineering Best Practices for ChatGPT (<https://help.openai.com/en/articles/10032626-prompt-engineering-best-practices-for-chatgpt>)
6. File Uploads FAQ (<https://help.openai.com/en/articles/8555545-file-uploads-faq>)
7. Data Analysis with ChatGPT (<https://help.openai.com/en/articles/8437071-data-analysis-with-chatgpt>)
8. Projects in ChatGPT (<https://help.openai.com/en/articles/10169521-projects-in-chatgpt>)
9. Using Codex with Your ChatGPT Plan (<https://help.openai.com/en/articles/11369540-getting-started-with-codex>)
10. Codex (<https://chatgpt.com/codex/>)

NotebookLM

1. NotebookLM (<https://notebooklm.google.com/>)

2. NotebookLM Help Center (<https://support.google.com/notebooklm>)
3. Learn About NotebookLM (https://support.google.com/notebooklm/answer/16164461?hl=en&ref_topic=16164070)
4. Create a Notebook in NotebookLM (https://support.google.com/notebooklm/answer/16206563?hl=en&ref_topic=16164070)
5. Add or Discover New Sources for Your Notebook (https://support.google.com/notebooklm/answer/16215270?hl=en&ref_topic=16164070)
6. Use Chat in NotebookLM (https://support.google.com/notebooklm/answer/16179559?hl=en&ref_topic=16164070)
7. Create and Add Notes in NotebookLM (https://support.google.com/notebooklm/answer/16262519?hl=en&ref_topic=16164070)
8. Generate Flashcards or Quizzes in NotebookLM (https://support.google.com/notebooklm/answer/16958963?hl=en&ref_topic=16164070)
9. Privacy and Terms of Use in NotebookLM (https://support.google.com/notebooklm/answer/17004255?hl=en&ref_topic=16164070)

Gemini and Google Workspace

1. Gemini (<https://gemini.google.com/>)
2. Google Gemini App on the App Store (<https://apps.apple.com/us/app/google-gemini/id6477489729>)
3. Google Workspace AI (<https://workspace.google.com/solutions/ai/>)
4. Gemini for Google Workspace Help (<https://support.google.com/a/users/answer/14506784?hl=en>)
5. Draft Emails with Gemini in Gmail (<https://support.google.com/mail/answer/13955415>)
6. Collaborate with Gemini in Google Docs (<https://support.google.com/docs/answer/14206696>)

Google Search, SEO, and Web Visibility

1. Google Search Central SEO Starter Guide (<https://developers.google.com/search/docs/fundamentals/seo-starter-guide>)
2. Creating Helpful, Reliable, People First Content (<https://developers.google.com/search/docs/fundamentals/creating-helpful-content>)

Calendar and Planning

1. Google Calendar Help Center (<https://support.google.com/calendar>)

Safety, AI Risk, and Responsible Claims

1. NIST AI Risk Management Framework (<https://www.nist.gov/itl/ai-risk-management-framework>)
2. FTC Artificial Intelligence Guidance and Actions (<https://www.ftc.gov/industry/technology/artificial-intelligence>)

Historical and Learning Spark Sources

1. Dartmouth: Artificial Intelligence Coined at Dartmouth (<https://home.dartmouth.edu/about/artificial-intelligence-ai-coined-dartmouth>)
2. Stanford: A Proposal for the Dartmouth Summer Research Project on Artificial Intelligence (<https://www-formal.stanford.edu/jmc/history/dartmouth/dartmouth.html>)
3. Yale: Biography of Grace Murray Hopper (<https://president.yale.edu/biography-grace-murray-hopper>)
4. Internet Hall of Fame: Raymond Tomlinson (<https://www.internethalloffame.org/inductee/raymond-tomlinson/>)
5. Atul Gawande: The Checklist Manifesto (<https://atulgawande.com/book/the-checklist-manifesto/>)

6. Buffalo State Center for Applied Imagination: Alex F. Osborn (<https://creativity.buffalostate.edu/directory/alex-f-osborn>)
7. Nielsen Norman Group: Jakob Nielsen (<https://www.nngroup.com/people/jakob-nielsen/>)
8. NIST: Ada Lovelace and Early Computing
(<https://www.nist.gov/blogs/taking-measure/ada-lovelace-worlds-first-computer-programmer-who-predicted-artificial>)
9. arXiv: Attention Is All You Need (<https://arxiv.org/abs/1706.03762>)