



FREE GUIDE · WORK SMARTER WITH AI

Before you hit enter.

AI is only as good as the way you use it.

Most people type a quick question, get a flat answer, and stop there. It can do far more.

Inside:

- Simple habits for better answers
- The tools worth your time
- One rule to keep your work safe

PROMPTING

Better answers, today

Brief any AI tool well. Turn a flat first answer into one you can use.

TOOLS

The tools worth your time

What each tool is actually for. No jargon. No hype.

You control one thing: your input. Get it right, and the tools do the rest.

01 Write briefs, not questions

Stop asking questions. Start writing briefs.

One structure does most of the work: **RTF**.

R

Role

Who the AI should be. “A careful finance manager.”

T

Task

The exact job. Paste your material in.

F

Format

How you want it back. Length, structure, tone.

Three everyday jobs. Weak version, then RTF.

i. Rough notes into a clean draft

WEAK

“Write an email about the project delay.”

RTF

“You are my project manager. Turn these notes into a short, calm client email about a two-week delay and the new date. Under 150 words. Notes: [paste].”

ii. Reframe for a different reader

WEAK

“Explain this clause.”

RTF

“You are a plain-English translator. Rewrite this for a reader with no background. Keep the meaning exact. Short sentences. Flag anything they should ask me. Text: [paste].”

iii. Pressure-test your thinking

WEAK

“Is this a good plan?”

RTF

“You are a sceptical board member. List the three weakest assumptions in my plan, the questions a cautious investor would ask, and one thing I have missed. Be direct. Plan: [paste].”

02 Treat it like a colleague, not a search box

A search box wants keywords.

A colleague wants context, and improves with feedback.

AI is the second kind. **Three habits:**

i. Brief it

It starts every chat knowing nothing about you. One or two lines of context change the whole reply.

NO CONTEXT

“Write a message asking my supplier for better payment terms.”

WITH CONTEXT

“Write a message asking my supplier for better payment terms. Context: mid-sized appliances distributor, six years with them, always paid on time, want to move from 30-day to 60-day terms without straining the relationship.”

ii. Show it

Liked a past email or report? Paste it in: “match this tone and structure.”

AI copies a real example far better than it follows adjectives. So stop describing good. Show it.

iii. Steer it

The first reply is a first draft. Push back. Keep these handy:

“Cut this by half.”

“Too formal — sound like a person.”

“Give me three versions, not one.”

“You’ve missed X. Redo it.”

“What’s the weakest part?”

“Why did you choose that?”

03 The tools worth your time

Hundreds of AI tools exist. A handful earn a place in your week.
Here is what each is for.

START HERE

ChatGPT & Claude — the all-rounders

- Draft and summarise
- Analyse
- Think a problem through

Master these first. **Everything else builds on them.**

YOUR DOCUMENTS

NotebookLM

Ask questions of your own files. Answers come only from them, with citations.

MEETINGS

Fireflies

Records and transcribes your calls. Writes the summary and the actions.

SLIDES

Gamma

Turns an outline into a designed, editable deck.

VISUALS

Napkin AI

Turns a paragraph into a clean diagram.

ALREADY ON YOUR DESK

Copilot & Gemini

Built into Microsoft 365 and Google Workspace. Most people never open it.

VOICE

Wispr Flow

Talk instead of type. Fast, accurate dictation in any app.

On their own, each saves time.

Joined into a workflow, they change how you work — a meeting recording becomes a finished deck, no retyping.

That is what the workshop builds, live.

One habit worth keeping

Anything in a personal AI account can leave your control. A simple rule:

FINE TO SHARE

Public info and your own drafts

STRIP FIRST

Internal names, numbers, client detail

KEEP OUT

Personal data, contracts, passwords

When in doubt, leave it out. **The workshop covers the full picture** — free, paid and enterprise accounts.

WORK SMARTER WITH AI

Twenty demonstrations. Four evenings.

This guide is a taste. The workshop is the whole thing:

- Twenty live demonstrations
- Four evening sessions — around eight hours
- The tools above, plus the workflows that connect them
- Worked on real tasks, live

For managers, founders and professionals who would rather use AI **well than warily**.
You keep the recordings, the prompt library and the checklists.

Reserve my spot →

Dates, price and seats: sochoai.com/work-smarter-with-ai

A note on accuracy. AI tools change fast — features, settings and data policies. Treat this as principles, not current specifics. Check your own account before sharing anything sensitive.