

# Behind on AI? Start Here — Bonus Bundle

Bonus materials designed to help non-technical professionals start using AI at work safely, simply, and consistently.

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## Bonus 1 — The AI at Work Prompt Pack

50 ready-to-use prompts for non-technical professionals

This prompt pack is designed to make AI more useful at work without turning you into a “prompt engineer.”

You do not need to use every prompt exactly as written. Think of them as solid starting points. Replace the details with your real situation, keep sensitive information out unless you are explicitly allowed to use an approved tool, and always verify the output before using it.

### How to use this prompt pack

For better results:

- replace placeholders with your real context
  - tell the AI who the output is for
  - add tone, length, and format if needed
  - keep the task specific
  - review before using or sending
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## Section 1 — Writing & Communication

### 1. Draft a professional email

Draft a short professional email about [topic]. The audience is [who it is for]. Keep the tone clear, polite, and concise. Keep it under [word count] words.

### 2. Rewrite for clarity

Rewrite this message so it is clearer and easier to understand. Keep the meaning the same, remove repetition, and make it easier to scan.

### 3. Adjust the tone

Rewrite this message so it sounds [warmer / more confident / more diplomatic / more direct] without sounding unnatural.

#### **4. Make this shorter**

Shorten this message by about 30 percent while keeping the key meaning and professional tone.

#### **5. Make this more polished**

Turn these rough notes into a polished internal update. Keep it practical, structured, and easy to read.

#### **6. Summarize a long message**

Summarize this email thread in plain English. Give me the key points, decisions, open questions, and anything that needs follow-up.

#### **7. Turn bullet points into a message**

Turn these bullet points into a professional message for [audience]. Keep it natural, clear, and ready to send.

#### **8. Improve a sensitive message**

Rewrite this message so it sounds calm and professional. Keep the message firm but not harsh.

#### **9. Create a subject line**

Based on this email draft, suggest 10 clear subject lines. Keep them professional and specific.

#### **10. Create a short version and a longer version**

Write two versions of this message: one very short version for chat, and one fuller version for email.

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## **Section 2 — Meetings & Notes**

#### **11. Prepare for a meeting**

Help me prepare for a meeting about [topic]. Based on this context, give me likely questions, decision points, and a simple agenda.

#### **12. Turn notes into action points**

Turn these meeting notes into a structured action list with tasks, owners, deadlines, and open questions.

#### **13. Write a follow-up message**

Draft a follow-up email after this meeting. Summarize the key decisions, next steps, and deadlines in a clear and professional tone.

#### **14. Extract decisions from notes**

Read these notes and pull out only the decisions that were made. Present them as a short bullet list.

#### **15. Extract open questions**

Review these notes and list the unresolved questions that still need answers.

#### **16. Create a meeting summary**

Turn these notes into a one-page meeting summary with four sections: context, key points, decisions, and actions.

#### **17. Prepare questions in advance**

I have a meeting with [person/team] about [topic]. Based on this context, suggest 8 useful questions I should ask.

#### **18. Turn a messy transcript into something usable**

Clean up these rough meeting notes and turn them into a clear, readable summary in plain English.

#### **19. Create a meeting brief**

Create a short pre-meeting brief from this background information. Include objective, context, risks, and expected outcomes.

#### **20. Draft a reminder message**

Write a short reminder message to participants before the meeting. Mention the purpose, timing, and anything they should prepare.

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### **Section 3 — Thinking & Planning**

#### **21. Create an outline**

Create a clear outline for a document or presentation about [topic]. Make it practical, logical, and easy to follow.

#### **22. Help me think through a problem**

Help me think through this problem step by step. First summarize the issue, then list possible causes, then suggest practical next steps.

#### **23. Generate realistic ideas**

Give me 10 realistic ideas for improving [process / communication / workflow]. Keep them low-cost and practical.

## **24. Compare options**

Compare these options. Show pros, cons, trade-offs, and where each option makes the most sense.

## **25. Prioritize tasks**

Based on this list of tasks, help me prioritize them. Group them into urgent, important, delegate if possible, and lower priority.

## **26. Turn messy thinking into structure**

Turn these rough thoughts into a structured note with headings, bullet points, and a clear flow.

## **27. Build a checklist**

Create a simple checklist for [task]. Organize it into preparation, execution, and follow-up.

## **28. Identify risks and blind spots**

Review this draft plan and identify the main risks, missing assumptions, and possible blind spots.

## **29. Simplify a complex topic**

Explain this topic in plain English for a non-technical audience. Keep the meaning but remove unnecessary jargon.

## **30. Create a first draft of a plan**

Based on this goal, create a simple action plan for the next 30 days. Keep it realistic and easy to follow.

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## **Section 4 — Management**

### **31. Prepare feedback points**

Help me prepare for a feedback conversation with a team member. I want to be clear, fair, and constructive. Based on this context, give me a suggested structure and key points.

### **32. Draft a team communication**

Draft a short team message about [change / update / issue]. Keep it clear, calm, and easy to understand.

### **33. Prepare for a one-to-one**

Help me prepare for a 1:1 with a team member. Suggest a structure, useful questions, and what I should listen for.

### **34. Summarize feedback themes**

I have several feedback notes below. Group them into common themes and summarize the main patterns.

### **35. Support a decision**

Help me think through a management decision about [topic]. Show the options, likely impacts, risks, and what information is still missing.

### **36. Clarify expectations**

Draft a message that sets clearer expectations about [priority / deadline / behavior]. Keep it respectful and specific.

### **37. Prepare a difficult conversation**

Help me prepare for a difficult but professional conversation about [issue]. Give me an opening, key talking points, and a calm closing.

### **38. Turn team updates into a summary**

Turn these multiple team updates into a short manager summary with key progress, blockers, and support needed.

### **39. Create a simple action plan after a problem**

Based on this issue, create a short action plan with immediate actions, medium-term fixes, and follow-up points.

### **40. Draft recognition or appreciation**

Write a short recognition message for a team member who did [achievement]. Keep it genuine, professional, and specific.

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## **Section 5 — Solo Work**

### **41. Draft a client message**

Draft a clear and professional message to a client about [topic]. Keep it concise, warm, and easy to understand.

### **42. Create a proposal outline**

Create a simple proposal outline for a service offer about [topic]. Include objective, scope, deliverables, timeline, and next steps.

### **43. Turn discovery notes into a client summary**

Turn these client call notes into a structured summary with needs, priorities, risks, and next steps.

### **44. Improve an offer description**

Rewrite this offer description so it is clearer, more credible, and more client-friendly without sounding exaggerated.

### **45. Plan the week**

Based on these priorities, help me plan my week. Group the work into focused blocks and highlight what matters most.

### **46. Generate content ideas**

Give me 15 practical content ideas for [audience / business / topic]. Keep them useful, non-generic, and easy to turn into posts.

### **47. Write a follow-up after a sales call**

Draft a short follow-up message after a discovery call. Recap the main need, proposed next step, and timeline.

### **48. Build a simple service checklist**

Create a checklist for delivering [service/task] consistently from start to finish.

### **49. Turn rough ideas into a clear note**

Turn these rough business ideas into a structured note with themes, strongest ideas, questions, and next actions.

### **50. Create a decision framework**

Help me decide whether to move forward with [idea / project / offer]. Create a simple framework with benefits, risks, effort, and likely value.

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## **A few reminders before you use these prompts**

- clearer usually beats cleverer
  - specific usually beats general
  - safe usually beats fast
  - useful usually beats impressive
  - verify before you use, send, or rely on the output
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# Bonus 2 — The Safe AI at Work Checklist

A simple before / during / after checklist for safer AI use

Use this checklist when you want a fast reminder before working with AI.

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## Before using AI

Ask yourself:

- Am I sharing anything sensitive?
- Do I really need real names, real numbers, or real data?
- Could I anonymize this first?
- Is this the right kind of task for AI?
- Am I using a tool that is appropriate for work?
- Would I be comfortable explaining this use to my manager, team, or client?

### Stop and rethink if:

- the content includes personal data
  - the content includes confidential business information
  - the task involves legal, HR, financial, or highly sensitive judgment
  - you are not sure whether the tool is approved
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## While using AI

Ask yourself:

- Did I give enough context for a useful answer?
- Did I ask for a clear output format?
- Did I keep the task bounded and specific?
- Am I using AI as support, not as the final decision-maker?
- Am I avoiding assumptions that the AI cannot verify?

### Better practice reminders

- ask for summaries, structure, drafts, or options
  - avoid vague requests
  - avoid pasting more than you need
  - keep the task as small as possible at first
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## Before using the output

Ask yourself:

- Did I verify the facts?

- Did I check the tone?
- Did I remove wrong assumptions or invented details?
- Did I compare it with the real source if needed?
- Am I comfortable owning this output as written?
- Would I still send or use this if my name were attached to it?

### **Never skip review when:**

- names, dates, numbers, or claims matter
  - the message is sensitive
  - the output will go to a client, manager, or larger audience
  - the content affects decisions, reputation, or trust
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## **One-line rule to remember**

**If the task is sensitive, unclear, or high-stakes, slow down. Use AI to support your thinking, not replace your judgment.**

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## **Bonus 3 — Manager One-Page AI Starter**

**A practical one-page cheat sheet for managers who want useful, low-risk starting points**

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### **What managers should encourage**

- using AI for low-risk drafting, summaries, and planning
- improving clarity in communication
- reducing blank-page friction
- testing small use cases before broad adoption
- verifying outputs before sending or acting on them
- sharing useful prompts and examples inside the team

### **What managers should avoid**

- encouraging blind trust in AI output
- using AI casually for sensitive people issues
- pasting confidential or personal information into unapproved tools
- treating AI as a substitute for management judgment
- pushing the team to use AI everywhere just because it exists

### **5 safe starter use cases for managers**

1. Draft a clearer team update
2. Prepare for a 1:1 conversation
3. Turn meeting notes into action points
4. Compare options before making a decision
5. Rewrite a message to improve tone and clarity

## 3 simple team rules

1. Do not paste sensitive information into AI tools unless the setup is approved and appropriate.
2. Use AI for drafting, structuring, and summarizing — not for replacing judgment in sensitive decisions.
3. Verify output before you send it, share it, or rely on it.

## One sentence on verification

If the output affects people, policy, money, or reputation, review it carefully before using it.

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# Bonus 4 — The 7-Day AI Start Plan

A printable action plan to build your first useful AI habits

Use this one-page plan to move from curiosity to practical use.

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## Day 1 — Understand the fit

- List 3 tasks you do regularly that involve writing, summarizing, organizing, or planning.
- Circle the one that feels easiest and lowest-risk to test with AI.

## Day 2 — Try one safe task

- Use AI on one low-risk task with non-sensitive content.
- Notice whether it saves time, reduces effort, or improves clarity.

## Day 3 — Improve the request

- Retry the same task with better context.
- Add the goal, context, constraints, and desired format.

## Day 4 — Rewrite something real

- Use AI to improve a real email, note, or summary you already wrote.
- Compare the original and the revised version.

## Day 5 — Practice verification

- Use the 60-second verification habit.
- Check facts, tone, missing details, and assumptions before using the output.

## Day 6 — Save what works

- Keep 3 prompts that gave useful results.
- Start a small personal prompt library.

## Day 7 — Choose your repeatable three

- Pick 3 AI-supported uses that felt genuinely useful and safe.
- Write down when you will use each one in your normal workflow.

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### My repeatable three

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### My reminder

**I do not need to use AI for everything. I only need a few safe, useful habits that genuinely help.**

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## End of bonus bundle

These bonus materials are designed to make the main guide easier to use in real life.

They are not there to impress. They are there to help you start.