

AI Starter Kit

A practical checklist for knowledge workers

Use ChatGPT, Copilot, and Claude to reduce friction in drafting, follow-up, and document review without turning your workflow into a science project.

Tools covered: ChatGPT, Copilot, Claude

START HERE

- ☐ Pick one recurring task to improve first: email drafting, meeting follow-up, status updates, or document summarizing.
- ☐ Use AI inside a real work block this week. Demo prompts do not tell you whether the workflow will stick.
- ☐ Keep the human job clear: review facts, tone, and permissions before anything leaves your screen.

PROMPT FRAME

- Goal: say what you need the draft, summary, or outline to accomplish.
- Context: include the audience, situation, and any raw notes the tool needs.
- Constraints: state the tone, length, taboo topics, and anything the model should avoid guessing.
- Output: request the format you actually need, such as bullet list, email draft, decision memo, or action table.

GUARDRAILS

- ☐ Do not paste confidential, regulated, or client-sensitive material unless your company policy explicitly allows it.
- ☐ Ask for options and structure before you ask for certainty. Models are much better at first drafts than final truth.

Five-Day Rollout

A simple first week beats a complicated AI operating system. Treat the rollout like a practical experiment.

MONDAY TO FRIDAY

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| Monday | Choose one task and write a baseline version manually so you can compare quality and speed later. |
| Tuesday | Run the same task through ChatGPT or Claude using the Goal, Context, Constraints, Output structure. |
| Wednesday | Try Copilot in the tool where the work already happens and compare how much editing each option needs. |
| Thursday | Refine one reusable prompt and save it with a clear label tied to the exact workflow it supports. |
| Friday | Decide what stays: keep the prompt only if it genuinely reduces friction in real work. |

QUICK TOOL MAP

- ChatGPT: flexible ideation, drafting, rewriting, and fast back-and-forth when you need options.
- Copilot: strongest when the work already lives inside Microsoft apps and you want less copying between tools.
- Claude: strong for long documents, synthesis, and careful rewriting when context length matters.

ONE PROMPT TO START

Goal: Draft a concise project update. Context: Here are my rough notes, blockers, and decisions. Constraints: Keep it under 180 words, plain-English, and do not invent dates or owners. Output: Give me a version for email and a shorter version for Slack.