



## Weekly Business Knowledge Review

A simple weekly process for keeping valuable work created with AI in your internal company systems.

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### Each week

- Run the prompt below at the end of the week.
- Review the summary. Keep only what is useful, accurate and worth retaining.
- Move important information into the system where your team will know to find it.

### Use this prompt each week

Review the work I completed with you from [START DATE] through [END DATE] that you can access.

Create a short summary organized by project or topic. For each item, include:

- what we worked on
- important decisions or final direction
- action items, owners or deadlines
- information worth keeping for future use

Label information worth keeping **SAVE INTERNALLY**. Leave out rejected drafts, routine questions and repetitive revisions. Do not fill in anything you cannot access or verify.

Finish with a brief summary of the most important accomplishments, outstanding action items and information that should be moved into our CRM, shared drive, process library or other company system.

### What is worth saving?

- Final decisions, approved wording or useful strategy
- Customer or audience information that belongs in the CRM
- Repeatable prompts, processes or workflows
- Research, training material or action items the team may need again

**The goal is not to save everything. It is to make sure valuable business knowledge does not disappear.**

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**Need help putting this into practice?** If you or your team would like assistance, contact Donna Peterson at World Innovators: [dpeterson@worldinnovators.com](mailto:dpeterson@worldinnovators.com) or call 1-860-210-8088.