



The AI Quick Reference Checklist

Essential Prompts and Tips for Everyday Use

1. 5 Beginner Prompts to Try

Use these to explore how AI can simplify everyday tasks:

- “Summarize this email thread in two sentences I can use in a meeting.”
- “Rewrite this paragraph to make it sound more professional and concise.”
- “Create three social media captions for this short announcement.”
- “Turn these bullet points into a clear paragraph for our team update.”
- “Draft a friendly follow-up email to a client who hasn’t responded.”

Tip: Adjust tone and context — for example, “Write this as if it’s for an internal memo” or “Use a conversational tone.”

2. Do’s and Don’ts of Using AI at Work

Do:

- Start small — one task at a time.
- Add clear context and instructions in your prompt.
- Verify information before sharing externally.
- Treat AI as a co-pilot, not a replacement.
- Keep examples of prompts that worked well to reuse later.

Don’t:

- Enter private or confidential information.
- Assume everything AI produces is accurate.
- Use AI to make decisions that require human judgment.
- Skip your review — always apply your own tone and context.



3. How to Refine a Weak Prompt

When AI's answer isn't quite right, tweak your prompt rather than starting over.

Ask yourself:

- Did I give enough context? (Who, what, when, why?)
- Did I specify the tone or style I want?
- Did I limit or define the length?
- Did I ask for structure (e.g., bullet points, summary, list)?

Example Refinement:

Weak: "Write a report."

Better: "Write a one-page summary of last month's customer survey with three key takeaways and one improvement suggestion, written in a professional tone."

4. Quick Reference: The Prompt Formula

Context + Task + Tone/Format = Strong Prompt

Example:

"You are an office manager. Summarize this client feedback in bullet points and end with two recommendations. Keep it concise and professional."



5. Space for Your Own Prompts

Use this section to jot down prompts that worked well for your team or ideas you want to test next.

My Prompt Ideas

Result / Notes

6. Encouragement Reminder: Progress Over Perfection

- Learning to use AI effectively is a journey, not a race. Every time you experiment, you're building confidence and skill.
- It's okay if your first few prompts don't work perfectly — that's how you learn.
- Small steps lead to big wins over time.
- Share what you discover — your insight might help someone else.
- Remember: AI isn't replacing your creativity or judgment — it's helping you shine.
- Keep exploring. Keep learning. Keep growing. Because progress — not perfection — is what makes your team unstoppable.