WORKBOOK 01 / FREE INTRODUCTION

Your first useful steps.

A little guidance. Space to practise. A skill to keep.

CHOOSE. TRY. CHECK.

Make AI useful for one real task.

You do not need to learn every tool.
Start with a clear request and your own judgement.

01 Choose Describe a small result you can judge.

02 Try Draft, revise and make it sound like you.

03 Check Compare the answer with the facts.

Print this workbook or keep your answers in your own notes. All practice scenarios are fictional. No new paid subscription is needed for these written exercises.

01 / CHOOSE

Start with a task you recognise.

A useful first task is small, uses suitable information and produces a result you can check.

Example: a short, friendly email to move a meeting. You supply the actual times and decide whether the final message is ready to send.

What would you like help with?

Name one task, such as drafting an update or organising notes.

Who is the result for?

Think about the reader and what they need.

What would a useful result look like?

Describe the length, format or decision it should support.

What stays your decision?

Name the facts you must check or the action you will approve.

02 / TRY

A clear request has three parts.

Task. Context. Shape. Add boundaries when something must stay out.

TASK What do you want the assistant to create or explain?

CONTEXT Who is it for, and what information should it use?

SHAPE What length, tone and structure would help?

Try: Help me write a friendly email to reschedule a meeting with a colleague. Keep it under 100 words. Include a brief apology and two alternative times. Use placeholders for names and times. Do not invent a reason for the change.

Your own request

Use fictional details while practising. Start with the result you want.

Before you paste: is this information appropriate to share with the tool? For this exercise, fictional details are enough.

02 / IMPROVE

Keep what works.
Change what does not.

A first answer is a starting point. Ask for one useful change, then check what the revision kept.

One possible draft: Hi [name], sorry, could we move our meeting from [original time]? Would [option one] or [option two] work for you? Thanks for being flexible. [Your name]

This is a written teaching example, not a live AI response.

Keep

Which details or wording should stay?

Change

What is too long, unclear, inaccurate or unlike your voice?

My follow-up instruction

Example: Keep both time options. Make the apology shorter.

Before real use, replace every placeholder and confirm the times. Drafting a message does not send it.

03 / CHECK

Smooth words.
Questionable facts.

Read the source, then find what the draft gets wrong. All details here are fictional.

Source notes - Harbour Desk website
The first homepage draft is complete. Photos have not arrived. The contact email needs confirmation. Navy and cream colours are approved. Mobile review comes after content arrives. No publication date is agreed. The three service priorities are undecided.

Deliberately flawed draft
Your website is finished and ready to launch this Friday. We have all product photos, a confirmed contact email and a completed mobile review. The navy and cream design is approved. We will feature your three bestselling services.

What is unsupported or still unknown?

Check dates, completed work and decisions. Answer guidance is on page 6.

03 / ANSWER GUIDE

Keep facts.
Leave unknowns open.

Compare your answer after trying the exercise. Different wording is fine if the meaning stays accurate.

Supported	The navy and cream colour direction is approved.
Overstated	A completed homepage draft does not mean the whole website is finished.
Invented	Friday is not an agreed launch date. No bestselling services are identified.
Still outstanding	Photos, the contact email, mobile review and service priorities are not complete.

A checked update
The first homepage draft is complete, and the navy/cream colour direction is approved. We still need product photos, the contact email and your priority order for the three services. The mobile layout will be reviewed once the content arrives. We can confirm publication timing after those steps.

Your rule for next time: compare the answer with the source. Correct or remove unsupported claims. Asking the same assistant “Are you sure?” is not independent evidence.

04 / INDEPENDENT PRACTICE

Try again.
With less help.

Use a fresh set of facts. This is where the process starts to become yours.

Fictional workshop notes
The room is reserved and the facilitator is available. Participant count is unknown. Accessibility needs have not been collected. An outline is drafted, but the agenda is not approved. No invitation has been sent. No event time is supplied.

Write a request for an action list

Ask for completed work, open questions and next steps. Do not invent owners or dates.

Which details did you check?

Name at least two facts and one thing that must remain unknown.

Check your result: room/facilitator can be listed as ready; count, access needs, agenda, invitation and event time still need attention. Unknown owners/dates should be labelled “to confirm”.

05 / KEEP THE SKILL

Your reusable workflow card.

Save the checking process with the prompt. A prompt alone does not explain when to trust the result.

Use when

Name the task and the situation it fits.

Prepare

What input is needed, and what must not be shared?

Ask and improve

What request and useful follow-up will you use?

Check

Which facts, source or person will you check against?

Stop or get help

What uncertainty means you should pause?

06 / TAKE IT WITH YOU

A small checklist.
A useful habit.

Before an answer becomes an email, plan or public page, give it a human check.

- [ ] The facts match the source.
- [ ] Names, numbers, dates and commitments are correct.
- [ ] Unknowns are visible; placeholders are resolved.
- [ ] The wording fits the reader and my meaning.
- [ ] I am allowed to use and share this information.
- [ ] I know whether anything was actually done.
- [ ] I make the final decision before sending or publishing.

Five useful words
Prompt: your request. Context: relevant information. Draft: a starting version. Source: material supporting a claim. Placeholder: a marker for details you must supply.

Next: repeat one familiar task with new inputs. Notice where you need less help and what you still check. The free introduction is a starting point, not an accredited qualification.