



WORK SMARTER WITH AI:

OBJECTIVE

Participants will be able to identify their next step for using AI more effectively in their daily work – whether that means trying it for the first time or expanding how they already use it.

EXPECTATIONS

There's a lot of hype about AI, but let's be practical.
The goal here is to reduce friction – not your role.



YOU STAY IN CONTROL

Output is reviewed and edited by you.
AI can suggest; but you still decide.



MEET WHERE YOU ARE

Whether you've never tried AI or you use it daily, there's a next step for you.



NO TECHNICAL SKILLS REQUIRED

If you can type a question or describe what you need, you can do this.

EXPECTATIONS

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And remember....

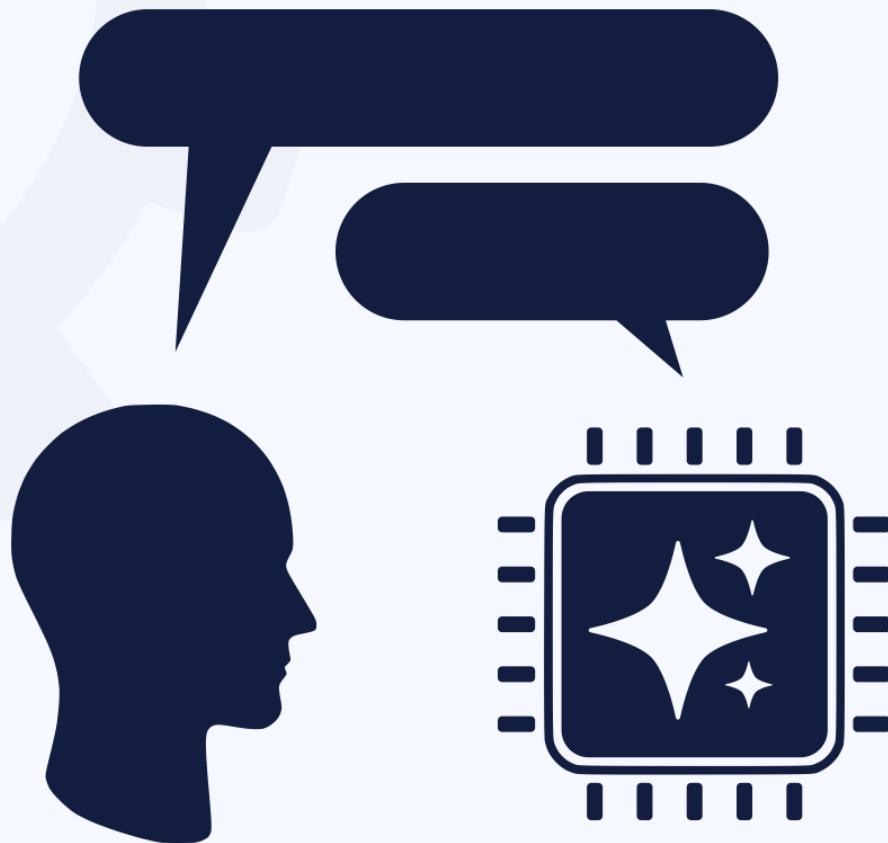
KEEP AN  OPEN MIND

AI EXAMPLES ROADMAP

We will be providing examples, working from most accessible to most advanced.



LEVEL 1 - ASK A QUESTION, GET AN ANSWER



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OLD WAY

Google a question, sift through links, piece together an answer, hope it's right.

WITH AI

Ask a question, get a direct answer, ask follow-ups if you need to know more.

EXAMPLES

- “What's the difference between a W-4 and a W-9?”
- “How do I write a professional out-of-office message?”
- “What does 'net 30' mean on an invoice?”

LEVEL 2 - GET A DRAFT INSTEAD OF A BLANK PAGE



LEVEL 2 - GET A DRAFT INSTEAD OF A BLANK PAGE

OLD WAY

Stare at a blank screen. Write a sentence. Delete it. Start over. Put it off until tomorrow.

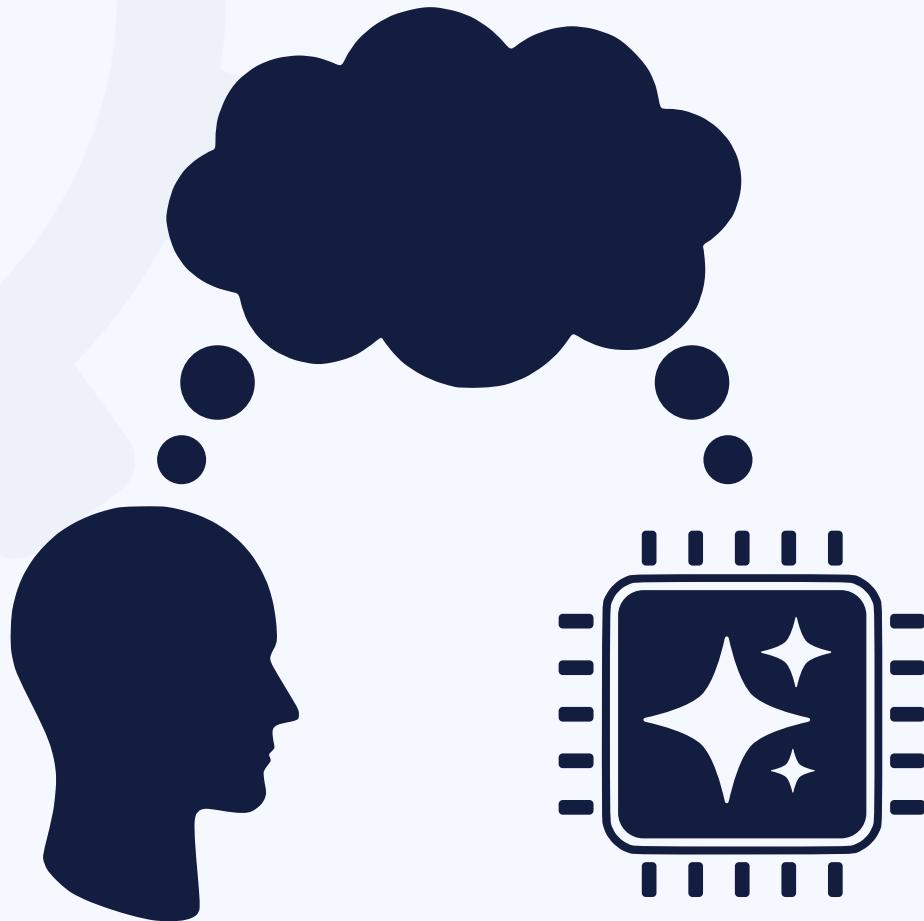
WITH AI

Describe what you need. Get a starting draft. Edit it into your voice. Done.

EXAMPLES

- “Draft an email to a client apologizing for a shipping delay.”
- “Write a short status update on our Q3 project progress.”
- “Help me phrase a request to reschedule a meeting.”

LEVEL 3 - USE AI TO THINK, NOT JUST WRITE



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BASIC USE

Ask a question,
get an answer.
Ask for a draft,
get a draft.

One input,
one output.

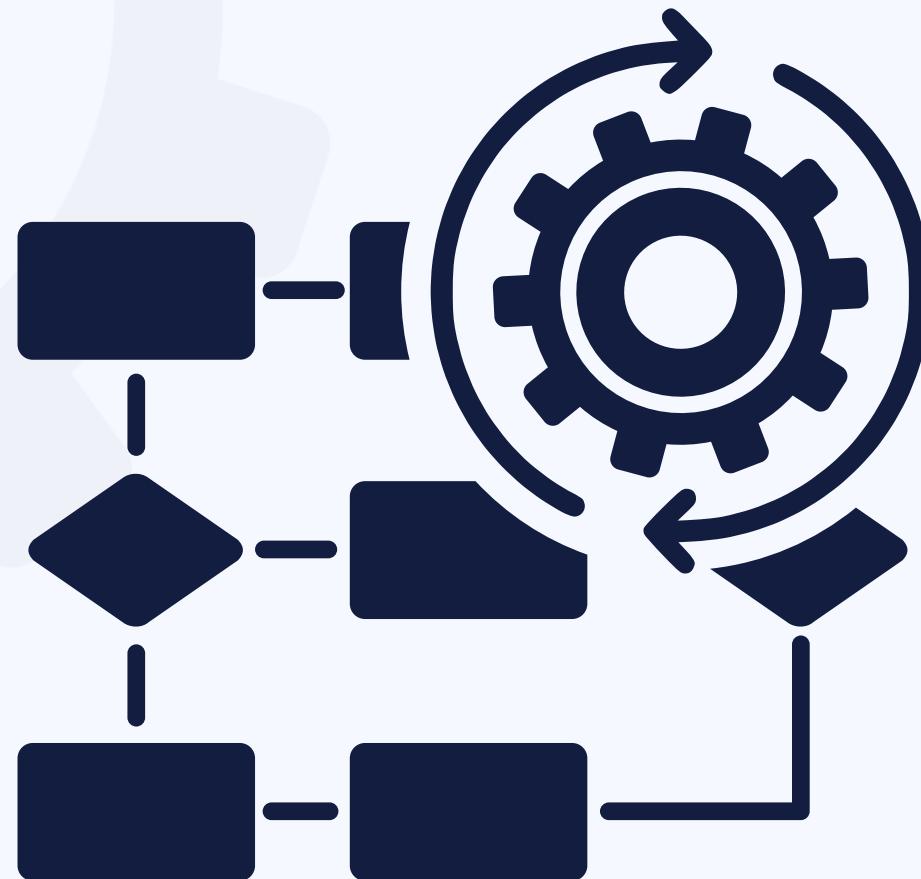
NEXT LEVEL

Have a
conversation.
Talk through
decisions. Ask it
to challenge your
thinking or show
you what you
might be missing.

EXAMPLES

- “Here's my plan – what am I not considering?”
- “Play devil's advocate on this decision.”
- “Help me think through the pros and cons of these two options.”

LEVEL 4 - CHAIN TASKS INTO WORKFLOWS



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SINGLE TASKS

One request
at a time.
Summarize this.
Draft that.
Each task is
separate.

WORKFLOWS

Chain tasks
together.
Transform
formats. Build on
previous outputs.
Orchestrate
multi-step
processes.

EXAMPLES

- “Summarize these notes, then turn them into an outline, then draft talking points from that outline.”
- “Convert this report into a two-paragraph summary for executives.”

GETTING GOOD RESULTS

1

BE SPECIFIC ABOUT WHAT YOU WANT

"Write a follow-up email about the delayed shipment" beats "write an email".

2

GIVE CONTEXT

Who's the audience? What's the goal? What tone are you going for?

3

ITERATE – DON'T EXPECT PERFECTION

The first response is a starting point. Say "make it shorter" or "more formal".

4

YOU'RE THE EDITOR, NOT THE AUDIENCE

Always review before using. The AI drafts; you decide what ships.

FIND YOUR NEXT STEP

Goal for this week:

Pick a task from your level. Try it with AI. Notice what works and what doesn't to learn what has value for you.



LEVEL 4 - BUILD WORKFLOWS

LEVEL 3 - THINK TOGETHER

LEVEL 2 - GET DRAFTS

LEVEL 1 - ASK QUESTIONS

QUESTIONS

