

A FULL-DAY WORKING SESSION

Train the Intern.

Putting AI to work at the Palm Beach County Sheriff's Office Police Athletic League. One day, from zero to operator.

Wednesday, August 5, 2026

9:00 AM – 4:00 PM

PAL Training Facility

Lake Worth, Florida

Led by AJ Fasano

Operate Bigger

This workbook belongs to _____

OPERATEBIGGER.

AI. STRUCTURE. RESULTS.

Today you hire your best employee.

Here is the promise of today: you do not need to learn AI. You need to learn how to manage it. AI is not a search engine and it is not magic. It is an intern. A brilliant, tireless, wildly capable intern that shows up with zero context about you, your team, or your mission. Interns perform exactly as well as they are managed.

Today's resources: www.operatebigger.com/pbsopal

By 4:00 PM you will have a working AI assistant that knows who you are, knows how PAL operates, and has already produced real work you can use this week. Not theory. Not a demo you watch. Work you built with your own hands.

How to use this workbook

It follows the day in order. When we hit an exercise, the instructions are on the page in front of you. Write in it. Argue with it. It is yours to keep, and every prompt printed in here is also available digitally so you can copy and paste instead of retyping.

Before we start, three ground rules

1. Nothing is a dumb question

Everyone in this room is starting from the same place. The person asking the "basic" question is asking it for six other people.

2. Hands on keyboards

You will not learn this by watching. When it is work time, it is your work time.

3. The intern never sends

All day, one rule stands above the rest: AI drafts, humans decide. Nothing goes out the door without your review.

Setup check: do this now

- ☐ Laptop open, connected to wifi
- ☐ You can load **claude.ai** or **chatgpt.com** and you are signed in to a free account
- ☐ You can load **notebooklm.google.com**
- ☐ You can load today's resource page: **www.operatebigger.com/pbsopal**

Agenda

9:00 – 9:25	Welcome & The 8% Problem Introductions, why we are here, and the two lists that will shape your whole day: your mic time and your mundane work.
9:25 – 9:45	What AI Can Actually Do A live look at a youth leadership platform built entirely with AI: the app, the coaching content, the podcasts. Built by a guy who has never written a line of code.
9:45 – 10:10	Actual Intelligence & Leverage What AI really is, why it is not a search engine, and why it hands a small team the leverage of a massive organization.
10:10 – 10:25	Meet Andy The intern who failed. And whose fault that really was.
10:25 – 10:55	Exercise 1: The First Day TEAMS Your intern starts this morning. What do you tell them? You already know how to manage. Prove it.
10:55 – 11:05	Break
11:05 – 11:30	Meet Jessica: The Five Layers The same tool, managed differently. Role, context, resources, task, output, and the feedback loop that makes it stick.
11:30 – 12:15	Exercise 2: Build Your Master & Operator Prompts SOLO The working session. You interview with your own AI and walk out with it configured for good.
12:15 – 12:45	Lunch
12:45 – 1:10	Exercise 3: The Proof SOLO Watch one full brief built live at the front of the room, then run your own: brief it, coach it, ship real work. The room adds up the minutes saved.
1:10 – 1:40	The Toolkit Claude vs. ChatGPT, and a live NotebookLM build: from documents to podcast in front of your eyes.
1:40 – 2:45	Exercise 4: The Team Challenge 3 TEAMS Three teams, three real PAL deliverables, one hour. Event package. Grant narrative. Youth session plan.
2:45 – 3:30	Present-Backs Each team shows the work and, more importantly, shows the conversation that produced it.
3:30 – 4:00	The Operating Plan Guardrails for a sheriff's office, your 30-day plan, session feedback, and what happens Monday morning.

The 8% Problem

Every job has mic time: the part of the work you are actually here to do. Coaching a kid through a hard week. Running a program. Standing in front of a room. And every job buries that mic time under mundane work: emails, reports, schedules, paperwork, follow-ups.

Stuff you spend two or three hours doing on the regular, you can do in 30 minutes. The goal of today is to give you back more mic time.

My mic time

The parts of my job that matter most, that only I can do, that I wish I had more time for.

My mundane work

The recurring tasks that eat my week: the emails, summaries, forms, schedules, reminders, reports.

Circle one item in your mundane list

Pick the one you would happily hand to a trusted assistant tomorrow. Minutes it honestly takes me, start to finish: _____ Keep it in mind all day. At 12:45, you hand it off for real.

Rate yourself: 1 to 10

How would you rate your AI use today? Write it here: _____ We will come back to this number at 3:45.

It's Not Artificial. It's Actual.

There is nothing artificial about the intelligence. The information AI works with is real: it exists, it is out there, and AI can reach all of it faster than you can hit refresh. What AI adds is the ability to reason with that intelligence, apply logic to it, and hand it back to you in plain conversation.

The leverage ladder

Growing organizations have always bought information leverage the same way. Every rung costs more than the last one.

1. One person

You, your hours, your effort.
Leverage: none.

2. People

Hire a team to gather and process information. Cost: salaries.

3. People + tech

Add databases, tools, systems. Cost: salaries plus licenses.

4. AI + a person

The leverage of a massive organization, without the payroll.

AI is the first rung of leverage in history that does not scale with headcount. A team of 12 with trained AI operates like a team of 40.

Stop treating it like Google

Most people use AI like a fancier search bar. Ask a question, get an answer, walk away. That is the single biggest waste of the tool. A search engine finds pages. An intern does work: drafts the email, builds the checklist, summarizes the binder, preps the meeting.

Notes

Meet Andy.

Twenty-two years at Verizon. Every summer, the call: “You have 17 interns starting Monday.” And every summer, Andy shows up. Shirt never met the dryer. First word out of his mouth: “bruh.”

Andy gets the obligatory welcome, the promise of one lunch, and a single instruction: “*Do a market analysis. Present it at the end of the summer.*” Andy says “yeah, whatever, man” and disappears into a cubicle.

End of summer, Andy’s presentation is garbage. Generic. Off-brand. Pointed in the wrong direction. Barely mentions Verizon.

And here is the part that matters: it was my fault.

Nobody told Andy what the company actually does. Nobody told him how we talk, who our competitors are, what the deck should look like, or what success even means. He got a task with no role, no context, no resources, and no definition of done. Then everyone acted surprised.

Sound familiar?

If you have ever asked AI for something and gotten back an answer that was “fine, but generic”: an email that doesn’t sound like you, a document pointed in the wrong direction. You didn’t have a bad tool. You had Andy. And you managed him like Andy.

Where have you gotten “Andy work” from AI before?

The First Day

Your unit just hired an intern. A real human one. Sharp, motivated, knows absolutely nothing about PAL. They start **this morning**, and by Friday they need to produce real work for you. You get one sit-down with them before they touch anything.

Your task, as a team

Write down everything you would tell this intern in that first sit-down. What do they need to know about the organization? About you? About the work? Assume nothing. Aim for at least 12 items. Go fast, go honest, no wrong answers.

Debrief: we will do this part together

Look back at your list. Next to each item, mark which bucket it belongs to:

R: who we are and what their role is **C:** context about the org and mission **S:** source material and resources **T:** the task itself **O:** what a good output looks like **Q:** “ask if you’re not sure”

Hold onto this list. You are about to see why it matters more than any technical skill in the building.

Meet Jessica: The Five Layers

Jessica is the same tool as Andy. Same intern program, same summer, same brain. The difference is that Jessica got onboarded like a real hire. That first-day conversation you just wrote? That was Jessica's onboarding. Here it is as a system:

1 Role clarity

Tell it what it is: "You are an operations coordinator for a PAL chapter." Assign decision context, not just a chore.

2 Context injection

Who we are, who we serve, what matters, what the constraints are. Andy never got this. Jessica always does.

3 Resources

The documents, templates, and prior work it should draw from, plus the guardrail to stay inside them.

4 Task definition

The specific job, the audience, the format, and what success looks like. "Four slides, first one covers competitors, second one has the bar graph."

5 Feedback loop

Iterate, correct, refine. One attempt is not a test. You would never fire a great hire over one rough draft.

The performance equation

$\text{Output quality} = \text{Instructions} \times \text{Context} \times \text{Resources} \times \text{Feedback}$

It multiplies. If any one factor is near zero, the output is near zero, no matter how strong the rest are. Most people run low instructions, no context, no resources, no feedback, and then blame the tool.

The sixth layer: make it ask

Tell your intern: "If you don't have enough information, or I wasn't clear, ask me questions before you start." You would say it to any new hire. An AI that asks before drafting is not failing. It is the system working.

The Intern Rules

It never presses send

No matter how shiny the output, it is an intern. It does not make decisions, send communications, or approve the final draft. You do.

You always review

Every output gets human eyes before it goes anywhere. Especially anything public-facing, anything legal, anything with a number in it.

It supports leadership

It is not the decision maker. It gathers, drafts, organizes, and preps so that you can lead with better information.

One attempt is not a test

If the first draft misses, coach it like you would coach a person: “closer, but make it shorter and warmer.” The redo takes seconds.

The maturity curve: where are you?

Mark where you are today with an X. Mark where you want to be in 30 days with a circle.

- 1 **Toy use** : random prompts, rap songs about spaghetti, low trust
- 2 **Task automation** : emails, notes, basic summaries
- 3 **Workflow support** : integrated into your daily work with real context
- 4 **System design** : AI embedded in team workflows, shared standards
- 5 **Digital workforce** : agents running multi-step work with measurable impact

Today’s session moves you from wherever you are into stage 3. The 30-day plan at the back of this workbook is your road to stage 4.

Build Your Master & Operator Prompts

This is the working session. In the next 45 minutes you will configure your AI so it permanently knows who you are and how you work. You do this once. Every conversation after today starts smarter because of it.

Master Prompt

Teaches your AI **who you are**: your role, your organization, your priorities, the kind of work you do, the outputs you need.

Operator Prompt

Teaches your AI **how to behave**: tone, structure, whether it should challenge you, and what it must never do.

You will not write these from scratch. You will paste in a builder prompt, and your AI will interview you, one question at a time. Your only job is to answer honestly. Before you start, rough out your answers below so the interview moves fast.

Prep sheet: rough answers, not polish

My role at PAL (title plus what you actually do all week)

What our unit does and who we serve

The outputs I need most (emails, reports, flyers, schedules, session plans...)

How I want it to talk to me (direct? warm? short? challenge my thinking?)

Three things it should never do

The Master Prompt

- 1 **Open a brand new conversation** in Claude or ChatGPT. Not an old thread. A clean start keeps your setup focused.
- 2 **Paste the builder prompt below** (copy it from the Intern Setup Kit at www.operatebigger.com/pbsopal, don't retype) and press enter.
- 3 **Answer the interview** one question at a time, using your prep sheet. When it has enough, it will write your Master Prompt.
- 4 **Copy the finished Master Prompt** somewhere safe: a note, a doc, an email to yourself. You need it again in step 3.

MASTER PROMPT BUILDER, copy this entire box

You are going to help me create a Master Prompt that will teach you how to assist me in my work. I am new to this, so you must guide me through it step by step.

Rules for this conversation: Ask me one question at a time. Wait for my answer before asking the next question. If my answer is vague, ask a follow-up question. Keep questions simple and easy to answer. When you have enough information, create my final Master Prompt.

The final Master Prompt should clearly explain: who I am, my role and responsibilities, the organization I work for and who it serves, the type of work I do, my priorities and goals, the type of help I want from AI, and the type of outputs that would be most useful to me.

When the interview is complete, produce a clean Master Prompt that I can copy and reuse.

Facilitator tip while you work

Answer like you are talking to a smart new hire, not filling out a government form. Specifics beat polish: "I run afterschool programs for 200 kids across 4 sites and I am buried in parent emails" is a great answer.

The Operator Prompt

- 1 **Open another new conversation.** Do not continue the Master Prompt thread.
- 2 **Paste the builder prompt below** (also in the Intern Setup Kit at www.operatebigger.com/pbsopal) and press enter.
- 3 **Answer the interview.** This one is about style: how you want your intern to communicate and behave.
- 4 **Copy the finished Operator Prompt** to the same safe place as your Master Prompt.

OPERATOR PROMPT BUILDER, copy this entire box

You are going to help me create an Operator Prompt. An Operator Prompt tells you how you should behave when working with me. I am new to this, so you must guide me through it as a step-by-step interview.

Rules for this conversation: Ask me one question at a time. Wait for my answer before asking the next question. If my answer is vague, ask follow-up questions. Keep questions simple and easy to answer. When you have enough information, create my final Operator Prompt.

The Operator Prompt you produce should include: the tone I want you to use when speaking with me, how I want information structured, whether I want you to challenge my thinking or simply execute requests, any guardrails or topics you should avoid, and what a good output looks like to me.

When the interview is complete, produce a clean Operator Prompt that I can copy and reuse.

Start by asking me: When AI responds to you, what tone should it use? And: What are three things you never want AI to do in its responses?

Strongly recommended for PAL work

When the interview asks about guardrails, include these three: never fabricate data or statistics, never include youth names or personal information, and always ask clarifying questions before drafting anything important.

Make It Permanent

Right now your two prompts live in a note. This step loads them into your AI's standing instructions so every future conversation starts with your intern already trained. No more re-introducing yourself every morning.

First: combine them into one

Open one more new conversation and paste: *"I have two prompts, a Master Prompt and an Operator Prompt. Combine them into a single clean prompt under 1,500 characters that keeps every important detail."* Then paste both prompts underneath. Copy the combined result.

If you are using Claude

- 1 Click your initials in the bottom left corner, then **Settings**
- 2 On the **General** tab, find the instructions field ("What should Claude know about you?")
- 3 Paste your combined prompt and **save**

If you are using ChatGPT

- 1 Click your profile in the corner, then **Settings > Personalization**
- 2 Open **Custom Instructions**
- 3 Paste your combined prompt into the "how should ChatGPT respond" field and **save**

The test

Open a fresh conversation and type: *"Based on what you know about me, what are five things you could take off my plate this week?"* If the answer sounds like it actually knows you, congratulations. You just turned Andy into Jessica.

☐ **Checkpoint:** My combined prompt is saved in my AI's settings and the test worked.

The Proof: See One, Ship One

Your intern is trained. Time to put it to work on the task you circled at 9:00, and to check the math on the morning's promise: 2 to 3 hours of work in 30 minutes.

First, we build one together

Watch the front of the room. AJ briefs his intern live on one real PAL task, and the room supplies the layers: the context, the audience, the output. When it asks questions back, notice that. It is not stalling. It is the setup working. You are about to get the same treatment.

Now your turn

- 1 **Brief it fully.** Fresh chat. All five layers: context for this task, paste the real facts it needs, the exact task and audience, the output format. Close with: *"Ask me questions before you draft if anything is unclear."*
- 2 **Answer its questions.** It will ask, just like it asked AJ. Answer the way you would answer a sharp new hire.
- 3 **Coach one revision.** Like a manager: shorter, warmer, add the deadline, fix the subject line. Feel how fast the redo is.
- 4 **Ship it.** If it is real work, finish it for real: review it, fix the last 10% by hand, and send or save it today. That last 10% is your job, and it stays your job.

What made the brief work? Layers I used:

My scoreboard

My estimate from p.4 _____ minus today's minutes
_____ = minutes back _____

Call it out when asked. The room total goes on the flip chart.

Quick-win menu if you finish early

Ask it to: draft next week's staff meeting agenda · run a prompt from the PAL Prompt Library at www.operatebigger.com/pbsopal · turn your last program flyer into three social captions · build a checklist for your next event · prep talking points for a parent conversation.

The Toolkit: Which Intern for Which Job

Claude and ChatGPT are iPhone and Android: same phone call, different feel. Pick one, train it well, and don't chase every shiny new tool. Here is the map.

ChatGPT	Your writing and thinking intern. Fast, flexible first drafts: emails, captions, outlines, brainstorming. Reach for it when you can describe the tone and outcome up front.
Claude	Your automation and agent intern. Careful writing plus multi-step work. Connectors reach your email, calendar, and files. Reach for it when you want AI to run a process, not just reply.
NotebookLM	Your research and document intern. Free from Google. Works only from sources you load, which keeps it honest. Turns your documents into briefings, FAQs, study guides, podcasts, and slides.
Gemini	Your Google-native intern. If your unit lives in Gmail and Docs, it is right there. Gems let you brief a repeat task once and reuse it weekly.

The \$20 rule

On whichever main tool you choose, the paid tier is not about speed. It buys your intern **memory** and room to work. An intern with no memory has to be re-introduced to you every Thursday. Pay the \$20.

The question everyone asks: what about Projects?

Claude and ChatGPT both have Projects: folders where a set of instructions and files live together for one lane of work. Think departments. Your saved instructions are the company handbook every intern knows; a Project is the events department or the grants department, with its own extra instructions and its own documents attached. Graduate a lane of work into a Project when you touch it every week. And the difference from NotebookLM: a Project still knows the whole outside world unless you tell it to stay inside your files. NotebookLM's binder is sealed by design.

NotebookLM in Five Minutes

Think of NotebookLM as a binder with a brain. Whatever you put in the binder is the only thing it knows, and that is the point: no wandering off to the internet, no made-up facts. Just your material, working for you.

- 1 **Go to notebooklm.google.com** and create a new notebook. Name it for the project, not the date.
- 2 **Load your sources:** PDFs, docs, transcripts, websites, even YouTube links. This is the binder.
- 3 **Ask it anything about the material**, or skip the typing and use the Studio buttons.
- 4 **One-touch outputs:** Audio Overview (a podcast about your documents), briefing doc, FAQ, study guide, slides, mind map, infographic.

Where this fits at PAL

Load a session recording transcript plus the lesson workbook, and NotebookLM gives you a recap podcast for parents, a briefing for mentors who missed the night, and next week's preview. That is exactly how the Martin County leadership program runs today.

Good binder ideas for your unit

Policies and SOPs · grant guidelines plus your prior applications · board packets · program curricula · event runbooks · onboarding material for new volunteers

The Team Challenge

Three teams. Three real PAL deliverables. One hour on the clock. Each team gets a mission brief, a packet of source material, and starter prompts. At 2:45 you present what you built, and just as important, **how you talked to AI to get it**.

Team roles: assign these first

Driver

Hands on the keyboard. Types what the team decides.

Prompt lead

Owens the five layers. Makes sure every ask has role, context, resources, task, and output format.

Quality lead

The human reviewer. Checks every fact against the packet. Nothing survives that isn't sourced.

Presenter

Tells the room what you built, what you asked, what surprised you.

Rules of engagement

- Use only the facts in your packet. If a number is not in the packet, your AI does not get to invent it, and neither do you.
- Make your AI ask clarifying questions before it drafts. Answer them as a team.
- Iterate at least twice. First drafts are starting points, not deliverables.
- Real names of real youth never go into any AI tool. The packets are fully fictional for exactly this reason.

Present-back format: 8 minutes per team

1. The deliverable itself, on the screen
2. The conversation: show the room your best prompt and your best correction
3. One thing AI got wrong and how you caught it
4. Would you ship this? What would it still need?

Mission: Fall Family Field Day

PAL is hosting its Fall Family Field Day on Saturday, October 17. Your packet holds the planning memo, last year's numbers, and last year's (rough) parent email. The unit needs the full operations package, and it needs to be better than last year.

Deliverables

- **A time-phased event checklist:** 30 days out, 14 days, 7 days, day-of, and post-event, with volunteer roles and communication checkpoints.
- **A parent-facing announcement email:** clear subject line, what/when/where, what to bring, RSVP action, contact info.
- **Stretch goal:** a one-paragraph social post and a volunteer reminder message.

Starter prompt

You are acting as an event operations planner for a youth nonprofit run by a sheriff's office PAL unit. I am going to give you a planning memo and last year's materials. Using only that information, build: (1) a time-phased checklist organized by 30 days prior, 14 days, 7 days, day of event, and post-event, including volunteer roles, risk considerations, and communication checkpoints, and (2) a parent-facing announcement email with a clear subject line, structured paragraphs, action items, and contact information at the bottom. Do not invent details that are not in the materials. Ask me clarifying questions before drafting.

Judge yourself before the room does

Did every date, time, and count come from the packet? Would a parent reading the email know exactly what to do next? Could a volunteer run their station from your checklist alone?

Mission: The \$20,000 Grant

The Palm Beach Community Trust has a \$20,000 youth development grant closing this month, and the unit wants to expand afterschool mentoring with it. Your packet holds the program fact sheet, an excerpt from a prior successful application, and the funder's priorities. Money is on the line: no fabricated numbers survive.

Deliverables

- **A grant narrative** (about one page) with: organizational overview, defined community need, program design, measurable outcomes, budget narrative, and community impact.
- **A cover email** to the foundation's program officer, three short paragraphs, professional and warm.
- **Stretch goal:** a bulleted internal summary your commander could approve in 60 seconds.

Starter prompt

You are acting as a nonprofit grant strategist for a sheriff's office PAL unit. We are applying for a \$20,000 community foundation grant to expand our afterschool mentoring program. I will provide our program fact sheet, an excerpt from a prior successful grant, and the funder's stated priorities. Before drafting: ask me for any missing metrics, confirm the program outcomes, and confirm the target reviewer. Use this structure: organizational overview, defined community need, program design, measurable outcomes, budget narrative, community impact. Guardrails: do not invent data, flag any unsupported claims, keep the tone measurable and professional. Ask follow-up questions before drafting.

Judge yourself before the room does

Can you point to the packet line behind every statistic? Does the need statement talk about the community, not the organization? Does the budget narrative account for the full \$20,000?

Mission: Next Wednesday's Session

The unit's youth leadership group meets Wednesday nights, and next week's lesson is Accountability. Your packet holds the lesson outline and a transcript from last week's session. You are building next week's night, and you are doing it in **NotebookLM** so everything stays grounded in the actual program material.

Deliverables

- **A session plan** for a 60-minute night: opening engagement, core teaching, guided discussion questions, group exercise, closing reflection. Ages 12 to 16.
- **An Audio Overview:** the podcast-style recap generated from your notebook, ready to share with mentors who missed last week.
- **Stretch goal:** a briefing doc for volunteer mentors: what happened last week, what is coming, three things to watch for.

How to run it

- 1 Create a new notebook at notebooklm.google.com and upload your team packet PDF from the Team Challenge section at www.operatebigger.com/pbsopal. One file; it holds both documents.
- 2 In the chat, run the starter prompt below for the session plan.
- 3 In Studio, generate the Audio Overview while you refine the session plan. Play 60 seconds of it in your present-back.

Starter prompt

Using only the sources in this notebook, design a 60-minute youth leadership session on Accountability for ages 12 to 16, run by a sheriff's office PAL unit. Structure it as: opening engagement activity, core teaching with structured examples, guided discussion questions, an applied group exercise, and a closing reflection tied to observable behavior. Connect at least two moments back to themes the kids actually raised in last week's transcript. Use age-appropriate language and structured timing for each segment.

Guardrails for a Sheriff's Office

You work with kids, inside a law enforcement agency. That makes these rules different from the rest of the workbook: they are not suggestions, and they are not negotiable.

Youth information never goes in

No names, addresses, photos, case details, disciplinary records, or anything that could identify a young person ever enters a public AI tool. Describe situations generically: “a 14-year-old in our program,” never who.

Agency-sensitive material stays out

Personnel matters, internal investigations, confidential financials, and anything covered by agency data policy stay in human-only channels. When in doubt, ask before you paste.

A named human approves every output

Every AI-drafted document that leaves the unit has one accountable reviewer whose name is on it. AI accelerates drafting. It never replaces sign-off.

No fabricated numbers, ever

Grants, board reports, and public statements live and die on credibility. If AI produces a statistic you did not give it, it gets deleted, not double-checked later.

Follow your agency's policy as it evolves

PBSO guidance on AI tools outranks anything in this workbook. If your agency approves specific tools or restricts others, that wins.

The intern does mundane work. Judgment, relationships, and responsibility stay with you. That is not a limitation of AI. That is the job.

Your 30-Day Operating Plan

Here is the truth from every room this training has ever run in: you are a little drunk on AI right now, and Monday morning the hangover hits. If you do not start this week, next week you are back to writing everything by hand and telling people about that cool training you took. So we commit now, on paper.

Week 1: One task, every day

The mundane task I am handing my intern this week:

Week 2: One workflow

The recurring workflow I will run with the five layers (event comms, board prep, session planning, volunteer emails...):

Week 3: One notebook

The document set I will load into NotebookLM and the first output I will generate from it:

Week 4: Measure and tell someone

Hours I estimate this is saving me per week: _____ The teammate I will show my best win to:

My accountability partner in this room

My rating today vs. this morning (1–10)

Resources

www.operatebigger.com/pbsopal

Your prompt library and all session resources live here: the six PAL workflow prompts (grant writing, volunteer coordination, parent communication, leadership curriculum, board reporting, social media), the master and operator prompt builders, and the digital copies of everything in this workbook.



SCAN OR TYPE

The five-layer checklist, one last time

Post it wherever you prompt. Every serious ask should have:

- ☐ **Role:** you are acting as...
- ☐ **Context:** who we are, who we serve, what matters
- ☐ **Resources:** the documents to use, and only those
- ☐ **Task:** the specific job and audience
- ☐ **Output:** format, length, and what success looks like
- ☐ **Questions:** ask before drafting

Keep in touch

Questions after today, wins worth sharing, or a workflow you want help building:

AJ Fasano | AJ@OperateBigger.com | 561-538-6614

Notes

OPERATEBIGGER.

AI. STRUCTURE. RESULTS.

“You don’t need to learn AI.
You need to give it better instructions.”

operatebigger.com · AJ@OperateBigger.com · 561-538-6614