

Module 8 - Your AI Workflow

Build your workflow

- List the tasks you repeat weekly (emails, summaries, reports).
- Write one strong prompt for each. Save them. Now it's paste-and-check.

Human in the loop, always

- AI drafts; you verify and decide.
- Every output goes through the 'put my name on it?' test.

Weekly report prompt (copy me)

- Turn my rough bullets into a report: Done / In progress / Blockers, max 6 bullets each.
- UK English, keep my numbers exactly. End with 'Ask of you this week: [...]'.

Prove the value

- Keep a rough log of hours saved per week on named tasks - that's what persuades a manager.