BOOKTRONAUT

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SPRINT, 7 DAYS

AI at Work in 7 Days

One small job a day. By Sunday, AI works for you.

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booktronaut.com

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Always follow your employer's rules about AI tools and confidential information. AI can make mistakes, so check anything important before you send or publish it.

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READ THIS FIRST

The Deal

Here's the deal. You give me ten minutes a day for seven days. I give you back hours every week for the rest of your working life.

That sounds like an ad. It isn't. It's just what happens when you stop doing by hand the things a machine can draft in seconds.

You've probably tried AI already. You asked it something, got a bland answer, shrugged and went back to work. That's the normal first experience. The problem wasn't the tool. It was the instructions. A brilliant new colleague who gets a one line brief also does a bland job.

This book teaches you how to brief.

How the week works

Every day has one job. Monday is email. Tuesday is meetings. And so on until Sunday, when you build one small automation that keeps working while you sleep.

Each day has the same parts.

- **Why it matters.** A minute of reading.
- **The mission.** One real task from your actual work, done with AI, in about ten minutes.
- **The prompts.** Copy, adjust, use.
- **What good looks like.** So you know when the output is ready.

- **Watch out.** The common mistakes.

Do the mission with real work, not with a test. Practicing on fake tasks feels productive and teaches you nothing.

The one rule that matters most

Never paste anything into an AI tool that your company wouldn't want outside the building. Customer names, contracts, salaries, unreleased plans, health information. If you're not sure, ask whoever handles IT or legal, or check if your company already has an approved AI tool. Many do now.

When in doubt, describe the situation instead of pasting the document. "A customer is upset about a late delivery and wants a discount" works just as well as the real email with the real name in it.

YOUR SETUP, FIVE MINUTES

- [ ] Pick one AI assistant and stick with it for the week.
- [ ] Check your company's AI policy or ask your manager.
- [ ] Make a note on your phone called "AI wins" and add one line each day.
- [ ] Block ten minutes in your calendar for the next seven days.

The brief formula

Everything in this book uses the same simple shape. Learn it once and you'll never write a lazy prompt again.

Role. Who should the AI pretend to be? "Act as an experienced project manager."

Context. What's going on? Who is this for? What happened?

Task. What exactly do you want? Be specific about the output.

Format. Bullet points, table, 100 words, three options?

Ask. End with "Ask me questions before you start if anything is unclear." This one line improves almost everything.

> *A vague brief gets a vague answer. A clear brief gets a colleague.*

DAY 1 MONDAY

Email You Never Want to Write

Email is where good days go to die. The average office worker spends a big chunk of the day reading and writing it, and most of that writing is not hard. It's just annoying. Saying no politely. Chasing someone for the third time. Explaining the same thing to a new person.

AI is extremely good at annoying writing. It doesn't get tired, it doesn't get passive aggressive, and it never sends at 11 p.m. out of frustration.

Today's mission

Find the email in your inbox you've been avoiding the longest. You know the one. Draft the reply with AI, edit it, send it. Ten minutes.

The prompts

#1.1 The Reply Drafter

For any email you don't want to answer

```
Act as a clear, friendly professional.
I received an email about [describe the situation without private details].
I want to reply and say [your actual answer in rough words].
Write a reply under 120 words. Warm but direct, no filler phrases.
Give me two versions, one more formal and one more relaxed.
```

#1.2 The Polite No

For requests you need to decline

```
Help me say no to [request] from [type of person, for example a colleague or client].
The real reason is [reason]. I want to keep a good relationship.
Write a short reply that says no clearly, gives a brief reason, and offers an alternative if possible.
```

#1.3 The Chaser

For the third reminder

```
I have asked [person or team] twice for [thing] and still have no answer. The deadline is [date].
Write a short follow up that is polite but makes the urgency clear and makes it very easy for them to reply.
Suggest a subject line too.
```

#1.4 The Inbox Triage

For a full inbox on Monday morning

```
Here are the subjects and first lines of my unread emails, with names removed.
Sort them into reply today, reply this week, delegate and archive.
For the reply today group, suggest a one sentence answer for each.
```

What good looks like

The draft sounds like you on a good day. It's shorter than what you would have written. The ask is in the first two lines. No "I hope this email finds you well".

Watch out

AI loves to be overly polite and slightly corporate. If the draft sounds like a press release, tell it "Make it sound like a real person, shorter, less formal." Also, always read before sending. Once in a while AI invents a detail that sounds right but isn't.

TEACH IT YOUR VOICE

Paste three emails you wrote and liked, with private details removed, and say "Study my writing style in these emails. Describe it in five bullet points. Use this style for all drafts in this conversation." Save the five bullet points. You'll reuse them all week.

DAY 2 TUESDAY

Meetings That Earn Their Time

Most meetings fail before they start. No clear goal, no agenda, and nobody sure what was decided at the end. Then everyone spends a week emailing to figure out what happened in the meeting.

AI can't make your meetings shorter on its own. It can make them sharper on both ends, before and after.

Today's mission

Pick one meeting this week. Use AI to write its agenda before, and turn your rough notes into a summary after.

The prompts

#2.1 The Agenda Builder

Before any meeting

```
I have a [length] meeting with [roles of attendees] about [topic].
The goal is to decide [decision] or to agree on [outcome].
Write a tight agenda with time for each item, the question each
item must answer, and what people should prepare.
End with a line that states the goal of the meeting in one
sentence.
```

#2.2 The Notes to Summary

Right after a meeting

```
Here are my messy notes from a meeting, with names replaced by
roles.
Turn them into a summary with three sections. Decisions made.
Action items with owner and due date. Open questions.
If something is unclear in my notes, list it at the end instead of
guessing.
```

#2.3 The Meeting Killer

When a meeting could be an email

```
I am about to schedule a meeting about [topic] with [people].
Ask me three questions to check if this really needs a meeting.
If it doesn't, write the email or message that replaces it.
```

#2.4 The Tough Meeting Prep

Before a hard conversation at work

```
I have a meeting about [difficult topic] with [role]. They will
probably say [expected objections].
Help me prepare. List my three key points, likely questions with
short answers, and one sentence I can use if the meeting gets
tense.
```

What good looks like

The agenda fits on a phone screen. Every action item has a name and a date. Someone who missed the meeting understands the summary in thirty seconds.

Watch out

If your company uses automatic meeting recordings and transcripts, check the rules about who may be recorded and where the transcripts go. Ask people before you record them. And never

trust an AI summary of a meeting you weren't in without checking with someone who was.

DAY 3 WEDNESDAY

Documents and Reports

The blank page is the most expensive thing in your job. Not because writing is hard, but because starting is. AI is the fastest way past the blank page you'll ever find.

The trick is to never ask it to write the whole thing. Ask it for structure, then fill the structure with what you know, then ask it to tighten.

Today's mission

Take one document you need to write this week. A report, a proposal, an update, a procedure. Build it in three passes with the prompts below.

The prompts

#3.1 The Outline First

Start here for any document

```
I need to write a [type of document] for [audience] about [topic].
The reader needs to understand [key message] and decide or do
[action].
Create an outline with section headings and, under each, the two
or three points that belong there.
Ask me what is missing before writing anything else.
```

#3.2 The Rough to Ready

After you've written a rough draft

```
Here is my rough draft.
Improve clarity and flow, cut anything repetitive, and make every
paragraph start with its main point.
Keep all facts exactly as they are. Do not add new claims. Mark
anything you think needs a source.
```

#3.3 The Executive Summary

For busy readers

```
Write a five sentence summary of the document below for a senior
reader who has two minutes.
Sentence one is the main conclusion. Then the reason, the numbers
that matter, the risk, and what I need from them.
```

#3.4 The Plain Language Pass

For documents full of jargon

```
Rewrite the text below so a smart person from outside my field
understands it.
Replace jargon with plain words, shorten long sentences and keep
the meaning exactly the same.
List any terms you were unsure about.
```

#3.5 The Reviewer

Before you send anything important

```
Act as a critical reviewer from [role of the reader].
Read this document and list the five questions or objections they
are most likely to have.
For each, suggest how I could address it in one or two sentences.
```

What good looks like

You wrote the thinking. AI wrote the scaffolding and the polish. The final document is shorter than your first draft and every number in it is one you checked yourself.

Watch out

AI sometimes adds facts or figures that sound convincing and are completely made up. Prompt 3.2 tells it not to, but always scan for numbers, names and dates you didn't provide.

DAY 4 THURSDAY

Research and Learning Fast

Every job now includes learning something new every month. A new tool, a new regulation, a new client industry. AI is a patient tutor who never makes you feel stupid for asking the same question twice.

It's also a confident liar sometimes. So today is about learning fast and checking smart.

Today's mission

Pick one thing you need to understand better for your job. Use AI to get the map of the topic, then check two key facts against a real source.

The prompts

#4.1 The Topic Map

When you know nothing about a topic

```
I need to understand [topic] for my work as [role].
Give me a map of the topic. The five most important ideas, the
words I need to know, common misunderstandings and the questions
experts argue about.
Keep it under 300 words.
```

#4.2 The Explain It Three Ways

When something won't click

```
Explain [concept] three ways. First to a ten year old, then with
an everyday example, then the way a professional in the field
would.
End with one question that checks if I really understood it.
```

#4.3 The Quiz Me

To make it stick

```
Ask me five questions about [topic], one at a time, based on what
we discussed.
After each answer, tell me what I got right, what I missed, and
explain briefly.
```

#4.4 The Source Checklist

Before you rely on anything

```
Here are the key claims I want to use at work.
For each claim, tell me what kind of source would confirm it, how
sure you are, and what could make it wrong.
Do not invent links or titles.

[Claims]
```

#4.5 The Competitor Snapshot

For quick market questions

```
I want to understand how companies in [industry] typically handle
[topic].
Give me common approaches, their pros and cons, and the questions
I should research further.
Be clear about what you know in general and what I must verify.
```

What good looks like

In ten minutes you can explain the topic to a colleague in your own words. You checked two facts against a real source and you know where your knowledge ends.

Watch out

Never paste a link, quote or statistic from an AI answer into a document without opening the original source yourself. If the AI can't point you to one, treat the claim as a rumor.

DAY 5 FRIDAY

Spreadsheets and Data

There are two kinds of people at work. People who are scared of spreadsheets and people who pretend they aren't. AI ends the pretending. You describe what you want in plain words and it hands you the formula, explains it and fixes it when it breaks.

Today's mission

Find one spreadsheet you use regularly. Ask AI for one formula, one summary and one chart idea that would save you time every week.

The prompts

#5.1 The Formula Maker

When you know what you want but not how

```
I use [Excel, Google Sheets or another tool].
Column A has [description], column B has [description], column C has [description].
I want a formula that [what you want, in plain words].
Give me the formula, explain each part in one line, and tell me where to put it.
```

#5.2 The Error Fixer

When a formula breaks

```
This formula returns [error or wrong result].
Here is the formula and an example of the data it uses.
Explain why it fails and give me a fixed version.
```

#5.3 The Data Summary

For a pile of numbers

```
Here is a small table with names and private details removed.
Summarize the three most important patterns, anything unusual, and
one question I should ask about this data.
Show your working for any numbers you calculate.

[Table]
```

#5.4 The Chart Picker

Before you present data

```
I want to show [message] to [audience] using data about [what the
data is].
Suggest the best chart type, what goes on each axis, a title that
states the conclusion, and one mistake to avoid.
```

#5.5 The Clean Up

For messy imported data

```
My data has these problems. Inconsistent dates, extra spaces,
duplicates and names written differently.
Give me step by step instructions to clean it in [tool], starting
with the safest steps first.
Remind me to keep a copy of the original.
```

What good looks like

You saved one recurring task at least fifteen minutes. You understand the formula well enough to change it yourself next month.

Watch out

AI can miscalculate when you paste large tables. Use it to write formulas that do the math inside your spreadsheet, rather than asking it to do the math in the chat.

DAY 6 SATURDAY

Your Personal Assistant System

By now you've noticed you keep typing the same context again and again. Your role, your company type, your writing style, your audience. Today you fix that once and for all.

Most AI tools let you save instructions that apply to every conversation, often called custom instructions, a profile or a project. If yours does, use it. If it doesn't, keep the text in a note and paste it at the top of new chats.

Today's mission

Write your personal brief and save it. Then build a small library of your five most useful prompts from this week.

The prompts

#6.1 The Personal Brief Builder

Do this once

```
Interview me to create a short personal brief that I will give to
AI tools at the start of every conversation.
Ask me one question at a time about my role, my industry, my
typical audience, my writing style, the tools I use and what I
want AI to do or never do.
After about ten questions, write the brief in under 150 words.
```

#6.2 The Prompt Library

To keep what works

```
Here are the prompts I used this week and how well each worked.
Turn the five best into reusable templates with clear brackets for
the parts I change.
Give each one a short name I will remember.
```

#6.3 The Weekly Plan

Every Monday morning

```
Here are my tasks and deadlines for the week, plus my meetings.
Build a realistic plan with focus blocks, buffer time and the
three things that must happen even if everything goes wrong.
Ask me which tasks I keep postponing.
```

#6.4 The End of Day Shutdown

Every evening, three minutes

```
Ask me three quick questions. What I finished, what is stuck, and
the first thing I will do tomorrow.
Turn my answers into a short note I can read tomorrow morning.
```

EXAMPLE PERSONAL BRIEF

I work as an operations coordinator in a mid size logistics company. My readers are drivers, warehouse leads and managers, so I write short and practical. I prefer bullet points, plain words and no corporate phrases. Never invent facts or numbers. If something is unclear, ask me first. Use metric units and European date format.

What good looks like

New conversations start smart instead of blank. You stop re explaining yourself. Your library has five prompts you actually trust.

DAY 7 SUNDAY

Automate One Boring Thing

The first six days made you faster. Today makes something happen without you.

Look at your week. Somewhere there is a task you do the same way every time. Weekly status update. Copying data from one place to another. Sending the same reminder. Sorting the same kind of request. That task is your target.

You don't need to code. Many everyday tools now have built in automations and AI steps. Calendar apps, email rules, spreadsheet tools, chat apps and automation services that connect them. Start small.

Today's mission

Pick one repeatable task. Use the prompts below to design the automation, then build the simplest version that works. If you can't build it today, write the plan and send it to whoever can help.

The prompts

#7.1 The Automation Finder

To pick the right target

```
Ask me about my typical work week, one question at a time,
focusing on tasks I repeat.
Then list my three best candidates for automation, ranked by time
saved and how easy they are to automate.
For each, describe what would trigger it, what would happen and
what I would still check by hand.
```

#7.2 The Workflow Designer

To plan it step by step

```
I want to automate [task]. Today I do it like this. [Your steps]
Design an automated version with a trigger, the steps, where AI
helps and where a human approves.
List the tools I could use based on these apps I already have.
[Your apps]
```

#7.3 The Status Update Machine

A great first automation

```
Every Friday I send a status update to [audience].
Here is last week's update and my notes for this week.
Write this week's update in exactly the same format, flag anything
that changed significantly, and list anything I forgot to mention.
```

#7.4 The Safety Check

Before you turn anything on

```
Here is the automation I plan to set up.
List what could go wrong, like wrong recipients, private data
leaking, loops or silent failures.
Suggest a simple test and one human checkpoint that would catch
problems early.
```

What good looks like

One task now happens with one click or no click. You know exactly where a human still checks it. You wrote down how it works so someone else could fix it.

Watch out

Automations fail quietly. Put a calendar reminder to check yours after one week and after one month. And never let an automation send something important to customers without a human approving it first.

AFTER SUNDAY

Week Two and Beyond

Open your "AI wins" note. Seven lines. Add up the minutes. Most people who do this honestly are surprised.

Here's how to keep the habit without turning it into a hobby.

- [ ] Use your personal brief in every new conversation.
- [ ] Keep your prompt library somewhere you see it daily.
- [ ] Every Friday, ask yourself which task annoyed you most this week. That's next week's target.
- [ ] Once a month, teach one colleague one prompt. Teams that share prompts get better much faster than people who keep them secret.

The rules that keep you employable

AI won't replace people who use it well. It will make the gap between people who use it well and people who don't very visible. So use it, but stay the one who thinks.

- You own every word you send, even if AI drafted it.
- You check every fact that matters.
- You protect every piece of private information.
- You tell people when AI did significant work on something they are relying on, if your company expects that.

> *Let AI do the first draft. You do the final say.*

Ten minutes a day. Seven days. You did it. The time you saved is yours now. Spend some of it on work only you can do, and some of it on going home on time.



Thank you for reading

Seven days ago AI was a toy you didn't trust. Now it's the colleague who never complains about the boring part. Keep it that way.

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