

ASSEMBLY INSTRUCTIONS

FIND A USE CASE

7 LEVELS · LEVEL 1

3 steps

About a minute

Nothing to buy

PARTS Last week A pen About a minute

WHAT YOU WERE TOLD "Use AI."

Use it for what, though? Nobody really tells you.

PARTS MISSING

1 Look at last week

FIND

One question. What did you do more than once?

✉ The same kind of email

🔍 A search you ran twice

📄 The report you rebuild every Friday

That is your target.

2 Put it in a sentence

NAME

Finish it out loud. "I want AI to help me with _____."

My follow-up emails

My notes

My research

A first draft

3 Three questions

CHECK

🕒 Do you do it often?

✅ Does it take real time?

📄 Rough first try, still fine?

Three yeses. That is the one.

HERE IS MINE · WORKED EXAMPLE

On the drive home from a meeting I talk into my phone for two minutes. AI turns that into my notes and the three things I promised to do.

FIND The job I already do more than once

NAME I want AI to help me with

CHECK I will try it on

You were never behind.
You just did not have a place to start.

NEXT · GUIDE 02
CHOOSE A TOOL