

ASSEMBLY INSTRUCTIONS

CHOOSE A TOOL

7 LEVELS · LEVEL 1-2

3 steps

About a minute

Nothing to buy

PARTS

The task you named in Guide 01

A phone or a browser

One minute

1 Ask what the job needs

NEED

There are only three answers. Read your task and pick the one it sits in.

≡ Words

Write it. Shorten it. Explain it.



Your files

A PDF. A spreadsheet. Last week's notes.



Current information

Prices. News. Something that changed this week.

Most first jobs only need words.

2 Use what you already have

HAVE

Look before you buy. Copilot and Gemini are often already turned on inside the tools you use every day.

Work runs on Microsoft

→ Copilot

Work runs on Google

→ Gemini

Neither one

→ ChatGPT or Claude **FREE**

Pay later. Once you know what you are paying for.

3 Give it the real job

RUN

Not a test question. The task you named last time. Type it in. If there is a document it needs, upload it. Then read what comes back and ask one question. Could I work with this? Not finished. Close enough to be worth your time.

WORKED EXAMPLE

Writing follow-ups after a sales call. That job needs words. It does not need my files or current information, so I talk into the tool already on my phone.

The tool I am starting with

The job I will run in it today