



AI COUNTDOWN

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5 GROUND RULES FOR USING AI

- No private or sensitive information goes into the model. If you wouldn't email it, don't feed it.
- Nothing leaves the building without human oversight.
- Trust cautiously – Always verify.
- AI is a tool, not a replacement. It helps, but it's not all you need to be successful.
- Please pay! If you aren't paying for the product, you ARE the product!

4 COMPONENTS OF POWERFUL PROMPTS

- Role: What's the AI's expertise?
- Context: Use the voice application to emulate conversation.
- Task(s): What's the desired output?
- Questions: What did we forget to ask?

3 PRACTICAL USE CASES

- Brainstorming & Idea Organization
- Content transformation
- Meeting transcription

2 FINAL THOUGHTS

- Stay Curious. Experiment.
- Dedicate either 15 minutes a day or one hour a week to learning and experimenting.

1 REMINDER

- While these models may be smart, they do not have heart, guts, or empathy. Use these tools to support your operations so you can deliver enhanced value to your stakeholders.

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