01 Start with one useful task

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Begin with a result you can recognise and check. In this series, the task is to prepare a workshop invitation and checklist from made-up notes. You will practise directing the work while keeping responsibility for facts and decisions.

Define a useful result

Your finish line is an invitation of no more than 120 words, a practical preparation checklist and a short record of open decisions. A result passes when it is clear, faithful to the notes and honest about missing information. Fluent wording alone is not enough.

Try this prompt

Act as a practical writing partner. I am learning to use AI. Help me turn fictional workshop notes into an invitation and preparation checklist. Do not draft yet. In two sentences, explain what we will make and what I should check myself.

Before you begin

Use a permitted account and only the fictional brief below. Do not substitute real customer, employee or confidential business information. If account access is unclear, rehearse on paper and ask the person responsible for AI or IT support which route to use.

Your fictional practice brief

Fictional office workshop: Better Team Handoffs. Thursday 12 November 2026, 10:00 to 10:30 am Brisbane time. Room Cedar. Audience: office administration colleagues. Purpose: practise a three-step handoff using a made-up example. Bring a notebook. No preparation or real work documents are needed. Room capacity: 12. Eight people have confirmed. The facilitator is not confirmed. The reply method and deadline are not supplied.

Try this prompt

Restate the desired output and list only the facts in these fictional notes. Then list the missing information. Do not fill gaps or draft the invitation yet.

Check the baseline

Compare the response with the brief line by line. It should preserve the title, date, time, time zone, room, audience, purpose and notebook instruction. The facilitator, reply method and reply deadline remain unknown. Correct an invented online link, contact address or facilitator immediately.

Apply the method elsewhere

Describe one small task from your role without entering work data: shortening a public notice, organising a generic checklist or explaining a familiar process. Can you check its result? Could you catch an error before anyone relies on it? Choose a task with clear answers to both questions.

Your checkpoint

You can state the result in one sentence, identify the supplied facts and name the missing decisions. Save the fictional notes and response for Guide 02.

Learning note: What did you decide or correct, and what will you repeat next time?