04 Co create a stronger draft

AI Getting Started | Guide 04 of 09 | About 12 minutes

> Continue with the fictional workshop notes from Guide 01 and the update in Guide 03. If starting a new chat, paste those notes first. Use fictional text only. These prompts request drafts, not actions; check tool permissions yourself.

Treat the first response as working material. Ask for a small number of alternatives, compare them against the same facts and choose for a reason. You bring judgement about the audience; the assistant helps explore wording and structure.

Compare two openings

Try this prompt

Give me two invitation openings, each no more than 35 words. Option A should lead with the practical purpose of clearer team handoffs. Option B should lead with the workshop title and logistics. Use only the confirmed fictional notes and update. Explain the trade-off in one sentence. Do not claim measured results or guaranteed benefits.

Choose the opening that would help a busy colleague decide whether to read on. Explain your choice: “I prefer A because it explains the purpose quickly.” You can combine the strongest parts yourself. Keep the comparison about communication, not a reason to change the underlying facts.

Preserve the working record

Save the preferred opening and a one-sentence reason for choosing it. That record gives you something concrete to compare with the final version.

Build the full draft

Try this prompt

Combine my preferred opening with the essential logistics in an invitation of no more than 120 words. Keep the DRAFT label. Revise the preparation checklist as well. Separate confirmed arrangements from suggested preparation tasks. Mark unassigned owners and timings as "to confirm".

Check the distinction between facts and suggestions

The title, date, 10:00 to 10:30 am Brisbane time, Room Cedar, notebook instruction, facilitator and reply deadline are confirmed in the fictional notes and update. No preparation or real work documents are needed from participants.

Checking the room setup, preparing a made-up handoff example and deciding who tracks replies may be useful organiser tasks. They are suggestions until someone agrees them. Do not present them as arrangements already made.

A capacity of 12 minus eight confirmations leaves four places arithmetically. It does not establish that four places are available to offer; other reservations or arrangements are not described.

Read it as a participant

Read the invitation aloud. Can a colleague quickly find when it happens, where to go, what to bring and how to respond? Improve the structure before adding more words.

Your checkpoint

You can explain your wording choice and distinguish confirmed facts from suggested checklist tasks.

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