08 Keep the habit and grow the skill

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> 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.

You have practised a complete workflow: choose a result, brief the assistant, clarify, explore, improve, verify and hand over. Repeat it on another small task so you can see which habits transfer. There is no need to try every available feature.

Notice what made a difference

Compare your first draft with the final package. What improved because you provided context? What improved because you checked the evidence? Which decisions depended on your own judgement? These observations are more useful than whether the first response sounded impressive.

Try this prompt

Help me reflect on this fictional practice. Ask three short questions one at a time: what improved, what I had to correct and what I would do differently next time. After I answer, summarise one habit to keep and one to practise. Do not claim a time saving unless I measured it.

Save a reusable structure

Build a clean prompt template with fields for outcome, audience, permitted source, format and constraints. Include a request to surface material gaps and uncertainty. Store the template without confidential examples or pasted work data.

A template to adapt

> "Help me produce OUTCOME for AUDIENCE. Use only SOURCE that I am permitted to provide. Return FORMAT. Preserve FACTS AND CONSTRAINTS. Ask about material gaps. Separate evidence, suggestions and uncertainty. Produce a draft for my review; do not act or share." Replace the capitalised fields each time. Review tool permissions separately.

Choose the next small experiment

- Turn a public event notice into a short checklist.
- Explain a familiar non-sensitive process to a beginner.
- Compare two fictional meeting agendas.

Change one part of your prompting approach so you can judge its effect. Keep the same checks. Public availability alone does not remove copyright, privacy or organisational restrictions, so use an example you are permitted to reuse.

Keep a short learning record

Record the task, tool, prompt change, useful result, correction needed and check performed. If you measure time, include review and repair. A quick first draft does not necessarily mean the completed task took less time.

Go deeper when it serves a purpose

Use the official learning links in Start Here to explore one relevant idea, then test it. Guide 09 provides a simple comparison method if you already have access to more than one permitted tool. Check any new capability before using it with work information.

Your checkpoint

You can explain one habit to repeat, one skill to practise and how you will judge the next result.

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