Your AI training plan

Choose a task, practise deliberately and judge the result yourself. Your fillable workbook for getting started.

You do not need a large AI project. Start with one small, recurring task. First write down what you want to learn and how you will recognise a useful draft.

A specific learning goal

Example: Turn six fictional meeting notes into an action plan. Every task has a source. Missing owners and dates remain visibly unresolved. Afterwards, I can explain every row myself.

My recurring task

What I want to learn from it

How I will recognise a useful result

Make it testable: for example, all actions captured, each claim sourced and missing information marked.

Fill this in and save it in a PDF application, or print it. The fields have no submission function.

Your prompt as a working brief

Four building blocks give you a first attempt you can check.

Task. What should the input become? Name one specific output.

Material. Which information may the AI use? Include only approved data.

Format. How do you want to read the result? Define columns or sections, for example.

Check. What must not be invented? How should sources and gaps be shown?

A reusable structure

Create [output] from [material]. Use only the information provided. Present the result as [format]. Mark missing information as unresolved. Cite the relevant part of the material for every factual claim. Then list the questions I still need to resolve.

My first prompt

Before pasting anything, check that the tool and data are approved for your task. Fictional or public example data is enough for a first attempt.

Three exercises. A clear next step.

Allow around 15 to 20 minutes per attempt. This is a suggested practice window, not a performance promise.

Attempt 1: Establish a baseline

Use your first prompt. Save the input and response. Mark missing, unsupported and unclear claims before correcting anything.

What I had to check or correct

Attempt 2: Change one thing

Add one rule, such as a source for each row. Use the same input. Check whether that specific error occurs less often.

My change and its observed effect

Attempt 3: Transfer to new input

Test the improved brief with a new, approved example. Check every claim again. One good attempt is not enough to establish a routine.

What still works with the new example?

Also record the effort needed to prepare, check and revise. Judge the entire workflow, not just how quickly the AI responds.

What you will keep

Use your observations to decide how to continue practising.

- [ ] I can check every important claim against the source material.
- [ ] Missing information remains clearly unresolved.
- [ ] I know which checks remain my responsibility.
- [ ] I have tried the workflow with a second example.

My decision: keep, adapt or pause – and why?

My next practice session: task and date

The checking rule I will keep in my daily work

Your next learning step

Choose a guide that fits your task. You will find more advice on preparing inputs, checking results and continuing to practise on your own.

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