

PROMENOW

# The Companion Workbook

Four exercises, three checklists, one 30-day plan.

Companion to *Is AI Taking Your Job, Or Giving You a New Superpower?*

## How to Use This Workbook

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These four exercises turn the book into a Tuesday. Do them in order. Each takes ten to twenty minutes — no more. You don't need to finish all four before you start; you need to start the first one this week. That's the whole rule. These are not exam questions. They are start dates.

## The Briefing Template

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Every good brief — to a person or a machine — names seven things. Fill this in once and you'll feel the difference in the very next answer you get back.

- **Role** — who should the AI be? (a calm comms assistant; a skeptical analyst)
- **Context** — what's in your head that isn't on the page?
- **Task** — what exactly do you want done?
- **Tone** — calm, direct, warm, formal?
- **Format** — bullets, email, table, one paragraph?
- **Constraints** — length, the non-negotiables, what NOT to say
- **Expected output** — what does "done" look like?

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*The template is what you write into the tool. The six-step loop below is how you use it once you've written.*

## The Six-Step Loop

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1. **Name the outcome.** What does "done" actually look like?
2. **Give the context.** What does it need to know that's in your head, not on the page?
3. **Set the constraints.** Length, tone, format, the non-negotiables.
4. **Ask for structure.** Tell it the shape you want the answer in.
5. **Judge it.** Read like a skeptical editor, not a grateful recipient.
6. **Reuse it.** If the prompt worked, save it. You'll need it again next week.

## Exercise 1: Where Do You Actually Feel Behind?

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Write three situations where AI makes you feel behind or pressured. Then label each one: is it a real *skill* gap, or a *confidence* gap? Most are the second. You cannot fix a confidence gap by reading more articles, and you cannot fix a skill gap by pretending it's confidence.

Situation	Skill gap or confidence gap?	The smallest next step

# Exercise 2: Break Your Job Into the Bundle

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List your weekly tasks under three headings. Then mark which AI could **take**, which it could **assist**, and which **stay** with you. The execution pile is where you start. You will be surprised how much of your week lives there.

## Thinking


## Communication


## Execution


## Exercise 3: Write Your First Real Brief

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Fill in the briefing template for one task. Run it. Read what comes back like a skeptical editor. Fix the brief based on what you saw. Run it again. By the second run, you'll know whether this task belongs in your library.

### Role


### Context


### Task


### Tone · Format · Constraints


What you'd fix after the first run


## Exercise 4: Launch Your 30 Days

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Pick one task to improve this week – the most *annoying* one, not the most important. Write the brief. Use it. Decide whether the result moved real work forward – not whether it was impressive, just whether the next person down the line could act on it. If yes, save the brief. If no, edit and try again tomorrow. That's day one.

**My day-one task**


**Did it move real work forward?**




## Use AI Without Sounding Like AI

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- You briefed it with your own context, not a generic ask.
- You read the draft like a skeptical editor — does it sound like you, or like anyone?
- You cut one AI tell: throat-clearing intros, "delve / leverage / tapestry," hollow symmetry.
- You replaced one generic claim with a specific you actually know.
- The judgment call stayed yours. AI proposes; you decide.
- You checked every fact and number — AI invents confidently.
- You'd put your name on it without flinching. If not, you fixed the line that made you flinch.
- You removed anything you didn't actually mean.

## 30-Day Catch-Up Plan

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- Week 1: Track where your week actually goes.
- Week 1: Mark tasks that are repetitive, writing-heavy, slow, or draining.
- Week 1: Pick the most annoying one — not the hardest.
- Week 2: Write a proper brief for three recurring tasks.
- Week 2: Use each brief at least twice and tweak it after.
- Week 3: Put your best briefs where you'll find them.
- Week 3: Sort by use — emails, meetings, planning, learning, reporting, decisions, visibility.
- Week 4: Point AI at one higher-stakes task.
- Week 4: Notice it's now a thinking partner, not a writing tool.

# Personal AI Work System

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- One place your briefs live – a single note or doc is fine.
- Sorted by use, not by tool.
- Each brief names Role, Context, Task, Tone, Format, Constraints, Expected output.
- Every brief earned its spot by working twice.
- You edit a brief when it breaks – you don't hoard dead ones.
- The context you add each time is the part that's yours.
- You judge every output before it ships.
- You stopped reading "catch-up" threads – you're using the tool, not studying it.

## About ProMeNow

ProMeNow publishes calm, practical, non-technical books for the people doing the actual work. Founded by Ahmed El-Qady. Get the book and more free tools at [promenow.app](https://promenow.app).