GALAGOG

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10 Rules for AI Take-off

Print it, keep it by your desk, and add new rules worth following.

01 AI isn't magic. It's guessing.

Explain what you want so clearly it can't help but guess right.

02 Small steps first.

Don't start with your hardest task. Real work spans different tools and approaches, so don't expect to do it all in one go, first time.

03 Don't chase the perfect prompt.

Give it plenty to go on. Long, rambling prompts are fine, and you don't have to get it right first time.

04 Pick AI's role.

A teacher. "Show me how. Explain this."

A trusted partner. "What am I missing?"

An assistant. "Do it exactly like this."

05 You're responsible for the output.

Treat AI's answers as opinions, not facts. Challenge it. Your name is on the work.

06 Protect your data.

Not everything needs to go to AI. Oversharing confidential, client or personal information is risky and can do real harm.

07 Build your skills.

Ask AI "How can I do this?", not just "Do this for me", so you're more capable over time.

08 Understand the true cost of AI.

It costs money, energy and sometimes your own skills. Sometimes it's best not to use AI at all, or to change how you use it.

09 AI isn't always the answer.

Other, non-AI tools on your computer often do the job better. Ask AI which tools suit your problem, and how to use them.

10 Learn out loud.

Nobody has mastered AI yet. Share one win or fail a week with others.

THINK BIGGER

Productivity shouldn't be the only goal with AI.
Do things you could never do before. Would better quality output, new skills, new data and insights help your customers and business?

Ask yourself: what's the one skill that always felt out of reach? How would you use it in your business?

BOOK A FREE CALL

PROMPTS TO STEAL

Copy them and make your own.

Don't overcomplicate prompts. They're just a way of you telling AI what you want. Imagine a colleague needs you to cover a task while they're away: what would you want them to tell you? Now imagine you're the one going away, handing the task to AI. What would you explain? How would AI know it's done the task correctly?

Try talking over typing.

Click the microphone, or press ⊞ + H and just say it. Don't worry about rambling. Just get your idea across.

Let AI write the prompt for you.

```
I want to [enter your goal in detail]. Ask me questions one at a time until you have what you need, then write me the best prompt for this.
```

Then copy and test that prompt.

Prepare for anything.

```
I'm presenting [insert your idea or presentation] to [who: their role, what they already know]. Simulate 5 things they'd like about it, 5 things they might not like or understand, and questions they might ask.
```

It won't predict exactly what happens, but it can help you make changes and feel better prepared.

Give it your stuff, not a question.

```
Here is the transcript from today's meeting and my notes. Pull out the decisions, the actions with owners and dates, and anything still open.
```

Solve with the tools you already use.

```
I need to [insert your problem or task]. I am comfortable using Excel, Outlook and Word. Show me how I can use those tools to work through this problem step by step.
```

Tell it what you like once, not every time.

Many AI tools let you set instructions that apply to every chat. Look in settings for **system prompts**, **personalisation** or **custom instructions**. For example:

```
I'm an operations manager at a 40-person manufacturer. Keep answers to three sentences unless I ask. Use UK English.
```

MORE THAN JUST A CHATBOT

Other things worth trying

CHAT You ask, it answers. Drop in files.

RESEARCH Searches the web and writes a report with links.

CONNECTORS Look in your email, calendar or other services for info.

IN YOUR APPS AI built into Excel, Word, Outlook and more.

BUILDERS Make scrappy web pages, dashboards, small apps or code.

AGENTS Give them a goal and access. They act on your computer and check in.

CHAT	Turn a photo of the whiteboard into notes and actions.
RESEARCH	Compare your three main competitors' prices, offers and reviews, with links.
CONNECTORS	Find the supplier's price-rise email and draft a reply using last year's figures.
IN YOUR APPS	Explain why this Excel formula doesn't work, fix it, and add a year-to-date chart.
BUILDERS	Build an interactive dashboard from our sales data showing every deal by value and stage.
BUILDERS	Turn our induction pack into a clickable quiz to check new starters understood it.
AGENTS	Read the invoices in a folder and add the totals to a new summary spreadsheet.
AGENTS	Every Monday at 9am, list the customer enquiries nobody has answered and draft an email to the team.

> REMEMBER Things move fast. You don't have to solve everything at once. Borrow what works and adapt it.