

AI AT WORK

More Life, Less Busy-ness™

A Quick-Start for Individuals, Employees, & Students

AI won't take your future — someone who uses it well might get there faster.



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Your Cowork Guide

This Isn't About AI Replacing You

- It's a tool — like the calculator, the spreadsheet, the internet were when they showed up. Every generation gets one of these moments.
- The people who got ahead weren't the ones who resisted the new tool — they were the ones who got comfortable with it early.
- The fear is real — and it's fine to feel it. This deck is about moving past it, not dwelling on it.



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Lots of AI Tools Exist — This Deck Focuses on Claude

ChatGPT, Gemini, Copilot, Claude — this deck focuses on Claude specifically, since that's the tool built into how this material is organized and used.

“Here's what's worked for me” — not a product ranking

Claude tends to be the strongest fit for research, writing, and data-driven work — which is also what I was trained on.

ChatGPT tends to be the stronger pick for graphics/image generation, making them look convincingly real.

Meta AI is handy for quick, casual questions, though its generated images tend to read as more obviously AI-made.



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What Claude Is, Plainly

An AI assistant you can talk to for writing, research, brainstorming, working through problems — like texting a very well-read, very fast colleague.

1

What's a “chat”?

One saved conversation thread — like a single text conversation with a friend. Nothing more mysterious than that.

2

Why separate chats, not one long one?

Keeps different topics/projects from getting tangled together. Start a new chat for a new topic; reopen an old one to pick up where you left off.

3

What's a “prompt”?

Just what you type — your question or instruction. No special format required; write it like you'd ask a person standing in front of you.

4

Is my information saved, chat to chat?

Within one chat, yes. Across separate chats, generally no, unless memory/history is turned on — plan to briefly restate context when starting fresh.



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Access — Three Ways, Pick What Fits

Web

claude.ai — no install, works anywhere.

Mobile

iOS (17.0+) and Android, via the App Store / Play Store.

Desktop App

Download from claude.com — adds quick entry, dictation, and screenshot sharing (Mac).

For the basics, Visit: claude.com/resources/tutorials/navigating-the-claude-desktop-app — confirmed live and current.

What you'll actually use: mostly Chat — quick questions, brainstorming, drafting, back-and-forth problem-solving. (Cowork/Code lean toward paid-plan, multi-step business work — not the primary use case here.)



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Prompting Basics

- Be specific — vague questions get vague answers.
- Give context — explain your situation, your role, what you're working toward.
- Specify format — “bullet points,” “one paragraph,” “a table.”
- Set the tone you want — casual, formal, encouraging.
- Use examples — paste something you like the style of.
- Iterate — “make it shorter,” “add more detail,” “try again but simpler.”

Sample prompt

“Write a short email declining a meeting request from my colleague Sarah. Keep it polite and warm, under 3 sentences; no excuses needed.”



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Skills, Reflect, & Where to Go Deeper

Skills

If you find yourself asking Claude to do the same kind of thing over and over, you can teach it once and it'll apply that instruction consistently going forward.

Reflect

Settings > Reflect gives you a monthly recap of what you've been working on with Claude — patterns, topics, time spent. Opt-in, requires memory turned on. Just a “did you know.”

Where to Go Deeper

Anthropic Academy — free courses on using Claude well.



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Seven Things to Keep in Mind

- 1 Pick one tool and learn it well.
- 2 Start with the boring stuff.
- 3 Never turn in what you haven't checked.
- 4 Get specific, or get generic answers.



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Seven Things to Keep in Mind

5

Use it to practice, not to skip practicing.

6

Know the rules before you use it.

7

Acknowledge it. Whether AI helped with text or graphics, say so.

“The best posts and projects I have are completed with the assistance of AI. I start with a prompt — they come up with the main words/research and present the ideas — but I always have to review and change.”



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Talking to a Resistant Peer or Boss

- 1 Lead with the result, not the tool.
- 2 Show, don't pitch.
- 3 Solve a problem they already care about.
- 4 Name the fear before they do.
- 5 Offer to show them once, no pressure.
- 6 Expect a timeline, not a moment.

"You're not selling AI. You're selling the outcome it helped you get."



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END OF DECK

More Life, Less Busy-ness™

Pick one tool. Learn it well. Acknowledge it. The rest follows.



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