How to brief AI like a new colleague

A one-page template

AI learned from examples, much like a person learns from experience. So brief it the way you would brief a capable new colleague on their first day. Copy the five parts below into your AI chat, fill in the blanks, and paste your materials underneath.

1. The goal. "I need [what] by [when], so that [why it matters]."
2. The background. "Here is what you need to know: [the situation, the history, what has been tried]. I have attached [documents]."
3. The audience. "This is for [who]. They care about [what], and they already know [what]."
4. What good looks like. "A good answer is [length, format, tone]. Here is an example I like: [example]."
5. The limits. "Do not [invent numbers, share confidential details, promise anything]. If you are unsure, say so and ask me."

Then ask two follow-up questions:

- "Walk me through how you got there."
- "What would you need from me to make this better?"

Before you use the result, check it the way you would check anyone's first draft:

- Are the facts and numbers right?
- Does it fit the audience?
- Would I put my name on it?

Try it once this week with one real task, and compare the answer with what you usually get.

Watch the episode: How AI actually thinks, explained like a brain, on the TechTonic Conversations channel on YouTube.
Read the framework for free: thesummitla.com/the-intelligent-organization

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