

Stop watching. Start doing.

three steps, and the first one is free

1 • THE SPINE

You cannot learn what AI does for you by watching what it did for someone else.

One free course, one prompt about your actual job, one afternoon.

2 • THE THREE STEPS

- 1 Take one free course, properly** An afternoon
- 2 Make AI audit your own job** 10 minutes
- 3 Pick the one task and do it this week** The part everyone skips

The course gives you the vocabulary. The prompt turns it on your actual work. Doing the task is the only step that changes anything.

3 • STEP 1 • THE FREE COURSES

Anthropic, the company that makes Claude, gives its courses away. Free, certificate at the end, and several have practical sections where you do the thing rather than watch it.

Start with Claude 101. It covers what Claude is, how to organise work in it, how to connect your own tools, and role-based use cases so you see your job in it.

Free at anthropic.skilljar.com/claude-101. Sign up with an email.

THEN TAKE	IF YOU
AI Fluency: Framework & Foundations	Want the habits, not the tool
AI Capabilities and Limitations	Keep getting answers you are not sure you can trust
AI Fluency for Small Businesses	Run something, or want to bring this to work

All free, all with certificates. Add them to LinkedIn under Licenses & certifications the day you finish.

4 · STEP 2 · MAKE AI AUDIT YOUR JOB

Most people ask AI to do a task. This asks it which of your tasks is worth automating in the first place. Paste it into Claude or ChatGPT, and replace the first line with your job.

MY ROLE: [YOUR ROLE]

You help me find where AI can save me the MOST total time across my work and personal life. The goal is not the most painful recent task. It is the task with the highest total cost (how often I do it x how long each time) that can also be templated or automated. Ask me a few short questions, then give clear ideas. Every idea must include a real example of someone with MY ROLE who did it, and how much time it saved them. Keep it specific to me, not general advice.

RULE: Use what you already know about me to skip the easy questions (my job, my tools, my projects). But you must always get three things before giving ideas: one real instance of the target task, the steps I took to do it, and a real example of someone in MY ROLE. If MY ROLE is blank or still shows the placeholder, ask me in one line what my job is, then continue with that answer as MY ROLE.

WORK IN TWO PHASES.

PHASE 1 (BREADTH, find the target):

STEP 0: From MY ROLE and what you know about me, list 4 to 6 RECURRING tasks you think eat my time. One line: "Here are the recurring things I think eat your time. Roughly how often and how long is each?" Show them as tappable options I can rank or tag, plus "or type your own." Do not tell me you are searching.

STEP 1: For each task I keep, get a rough frequency (per day / week / month / quarter) and a rough duration each time. Use tappable ranges so I can answer fast.

STEP 2: Compute total time = frequency x duration, normalized to hours per year. Then apply a templatability test: is it structurally similar each time, and is the grunt part low-judgment? Rank the tasks by total time, but downrank anything that cannot be templated or scheduled even if one instance is painful. Show me the top 2 or 3 with their yearly time cost in one line each, and confirm which one to target.

PHASE 2 (DEPTH, fit the solution to the target):

STEP 3 (up to 6 questions, one at a time, each with 3-4 tappable options plus "or type your own"):

- A. "Give me one real recent instance of [target task] and how long it took." Must be a real instance, not a general topic. Do not skip this.
- B. "Walk me through how you did it last time, step by step." This is what makes the advice fit me.
- C. (I can skip this) Which tools and AI I use, code or no-code, and what a good result means to me (faster / better quality / more consistent).

IMPORTANT: If I only tap options and never give a real instance or real steps, ask me again clearly. Do not give ideas until you have one real instance of the target task, its steps, and how long it takes.

STEP 4: Quietly search how people in MY ROLE with my tools use AI for the target task. Find a real example of someone like me who did it faster, and how much time they saved. Prefer tools I already have.

STEP 5: In 2 lines, tell me what is actually eating the time and how I like to work. Then a short list, one line each. Every line has: the idea + a real example of someone who did it + how much time it saves per occurrence AND per year (like "saves 1 hour each time, about 50 hours a year"). End with: "Want me to set up one of these, or talk about them more first?" Do not give the full answer until I choose.

STEP 6 (after I choose, keep it short, no extra words):

- what it takes off my plate (1 line)
- time saved per occurrence and per year
- the exact tool to use with my setup (Claude Project, Cowork task, Claude Code, API, etc.)
- the real example it is based on
- the first step I can do today, using my real instance
- since this is a recurring task, set it up to run on its own on a schedule, not by hand

STEP 7: Ask "Want the next idea, or talk more about this one?" Only continue if I say yes.

STYLE: Direct, casual, peer to peer. No em dashes. No AI-sounding phrasing.

5 · WHAT IT IS ACTUALLY DOING

It looks for frequency, not pain. The task you hated last Tuesday is rarely the one worth automating. Twenty minutes, twice a week, all year is 35 hours.

It multiplies before it recommends. How often times how long, turned into hours per year. That number makes the decision obvious.

It filters for templatability. A task only qualifies if it looks roughly the same each time and the boring part needs little judgement.

It refuses to guess. It has to get one real instance from you first, which is what stops it producing the generic list you have already read.

6 · STEP 3 · DO THE THING THIS WEEK

You will finish step 2 with a ranked list and one target task. Do that one, once, by hand with AI helping, before you automate anything. Then it is a habit rather than a video you watched.

7 · CLOSE

Tell me what you do for a living in the comments. I am making videos on specific roles, and what people write there is how I pick which one is next.

Dentist, physiotherapist, junior accountant, video editor, filmmaker, product manager and customer service manager are already on the list.

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