

Your first useful AI workflow.

A practical companion to the free editable workbook.

1. Pick a small recurring task

Start with work you can check: a routine email draft, meeting actions or a description from approved facts. Write down what happens today and what a good result looks like.

2. Agree the tool and permitted data

Use an approved business tool/account. Start with fictional or non-sensitive material. Keep passwords and personal client information out. Choose a task whose mistakes a reviewer can spot.

3. Give a clear brief

State the task, audience, source facts and output format. Tell the tool to flag missing information instead of guessing. The workbook and separate text file contain a reusable prompt.

4. Check before you use it

Compare every important fact with the source. Look for lost details, guessed deadlines and invented promises. Record corrections. Have the nominated reviewer approve the result.

5. Measure the whole job

Count drafting, checking, corrections and final entry. Compare similar work at the same quality standard. Record setup time separately. Decide whether to continue, adjust or stop.

Need help choosing the task or training the team?

[WhatsApp 089 960 2794](#)

Try it with these notes.

Fictional example. No real client data or measured results.

Source notes

09 Sep: Alex to compare two printer quotes. No deadline agreed. Sam will confirm stock count by 11 Sep. Delivery date remains unconfirmed.

Copy this prompt

Using only the fictional notes above, draft a table with Action, Owner and Deadline. Mark missing deadlines “Not provided”. Put unresolved information in a separate Notes section. Do not invent commitments or send anything.

What a checked draft should preserve

Compare two printer quotes — Alex — Not provided.

Confirm stock count — Sam — 11 Sep.

Note: Delivery date remains unconfirmed.

The check matters

A deadline for Alex or a confirmed delivery date would be invented. Check the year and context before using a real date. Repeat the trial with other notes, including unclear ones.

Get the editable workbook and prompt template

[hostme.ie](#) → [Blog](#) → [AI for small business: start with one useful task](#)

Further reading: OpenAI Academy, Prompting; Microsoft, Validate Copilot Output. Checked 9 September 2026.