SuccessLabs

LESS ARTIFICIAL, MORE INTELLIGENCE

Practical Applications and Frameworks for using AI at Work

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BIG MONEY SHO
FOX BUSINESS
1:40P ET
RISE OF THE CHATBOT
CHATGPT WRITES ESSAYS, ARTICLES & PASSES EXAMS
THE BIG MONEY SHOW
NAS 11,440.46 ▲127.10 +1.12%
RUSS 2K 1,892.06 ▲1.74 +0.09%
LAST TRADES AC 156.91 ▲0.31 TESLA [TSLA] 158.22 ▲13.79 ED
DOW
33,871.66
▲127.82
+0.38%


IS CHATGPT A GAME CHANGER OR A THREAT?


WE GO THERE
MORE PEOPLE USING CHAT GPT TO HELP WITH WEDDING VOWS


CONVERSATIONS
with Sam Altman
AI Effect: We'll Get Way Wealth
and Witness a Productivity Bo
Sam Altman, the 38-year-old chief executive of OpenAI, spoke to Times Internet vice chairman Satyan G
in a chat that covered a vast range of topics, from their days at Stanford, through the birth of the compa
gave the world ChatGPT, to the future of artificial intelligence and the impact of the technology. Edited ex
WITH
SAM ALTMAN


Is this the Death of Google Search and the rise of ChatGPT?
How would you describe the front page of a newspaper that reads "Google search is dead, long live ChatGPT"
The front page of the newspaper features a headline that declares the death of Google search and the rise of ChatGPT as the new dominant search platform. The article likely discusses the shift in the technology industry towards more advanced artificial intelligence and conversational interfaces. It may also highlight the features and advantages of ChatGPT over traditional search engines. Overall, the tone of the article is likely to be celebratory and enthusiastic about the potential of this new technology.
An image produce by Stable Diffusion 2.0 with the authors prompt to represent the metaphorical destruction of Google search as it stands today.
"Why is ChatGPT going to replace google search"?
It is not specified why ChatGPT is going to replace Google search. It is possible that ChatGPT offers more advanced artificial intelligence and conversational capabilities, making it a more effective and user-friendly search platform. It may also have more comprehensive and up-to-date information, or better integrate with other technologies and platforms. Ultimately, the reason for the replacement will depend on the specific features and advantages of ChatGPT compared to Google search.
An interview with ChatGPT & Author David Bartram-Shaw


Welcome to ChatGPT
Hello! How can I help you today? Is there something you need help with or would like to learn more about? I'm here to assist you with any questions you may have.
SQUAWK BOX
CHATGPT CAN NOW SPEAK, LISTEN AND PROCESS IMAGES
CNBC


FOX NEWS 4:28 CT
ROBOTS NOW DOING HOMEWORK FOR LAZY STUDENTS
THE FIVE

How many of you used AI this week?

THIS MONTH? NEVER?

Goals for today:

- EDUCATE
- EMPOWER
- INSPIRE

PART ONE

Where Are We, Really?

Getting the lay of the land

AI Is Not One Thing

Machine Learning

Systems that learn and improve from experience

Generative AI

Creates text, images, code — ChatGPT, Claude, Gemini. LLMs- Large Language Models

Automation (RPA)

Software that performs repetitive tasks

AI Agents

AI that takes actions and makes decisions over time

What's Changed: Learning the landscape does not require any technical skills.

There Is an Adoption Gap

80%

of CEOs have experimented with AI

21%

of their teams have used it too

75%

believe AI is critical to staying competitive

29%

believe their teams are equipped to use it

Sources: Forbes, IBM

I feel confident using AI to support my day-to-day work.

What's been holding you back?



PART THREE

Many Platforms, Handle It!

The Right Tool For The Right Task

They Each Do Different Things Well

ChatGPT — OpenAI

Versatile all-rounder. Great for drafting, brainstorming, and tasks with images. Widest public familiarity. Excellent coding tools. New features for automation just rolled out.

Gemini — Google

Integrates with Google Workspace. Strong for research and real-time web information. Can scour YouTube and Reddit best.

Claude — Anthropic

Longer documents, nuanced writing, analysis. Strong at following complex instructions and maintaining voice. My preferred pick - highest quality output and sound judgement. Cowork for easy automation.

Copilot — Microsoft

Embedded in Microsoft 365. Helps in Word, Excel, Outlook, Teams — where many of you already work.

A Moment for Claude Cowork

HOW COWORK IS DIFFERENT FROM OTHER CHAT APPS

	AI chat apps	Claude Cowork
Primary mode	Conversational assistance	Delegated, agentic execution
Way of working	Open-ended, discussion-friendly	Task-oriented, execution-forward
File system access	Limited / manual upload	Direct read/write access to local files
Execution depth	Suggests actions	Performs actions
Long-running work	Fragile	Plans and executes multi-step actions
External system access	Connectors available	Connectors + browser automation
Outputs	Text	File-based artifacts

There is no single right tool.

There are right tools for the right tasks. Learn to move between them.

What tools have you already tried?

PART FIVE

Your Practical Toolkit

Frameworks and strategies that work across every platform

You can talk to Claude just like you would a coach, colleague, or creative thought partner

You can ask advice,
delegate work,
or brainstorm ideas
(and so much more!)



When in Doubt, say CIAO!

C Context

Give the AI the full picture: who you are, what you need, why you need it, who it is for

I Iterate

Think of AI like a really smart intern. The first response is a draft. Keep the conversation going and refine it together

A Adapt

If it's not working and you feel like things are spinning, start fresh. Don't force a bad thread

O Output

Specify what you want: tone, length, format, voice

Think of this framework as training wheels. Once you're riding, you won't think about it — but it's still happening under the hood.

Those skilled in effective delegation will be the best at prompt engineering.

High-Value Universal Use Cases

Email drafting	Write from bullet points, adjust tone, reply to difficult messages
Hard conversations	Prepare talking points, anticipate responses, rehearse framing
Policy drafting	Research, evaluate, decide, and draft in a matter of hours, not months
Decision support	Talk through a complex situation and ask for pros, cons, blind spots
Learn something new	Ask it to explain any topic — technical, industry, or otherwise — at your level

ONE RULE

Never send anything you haven't read, edited, and made your own.

If your name is on it, your judgment needs to be in it.

What's one task you'd love to get off your plate?

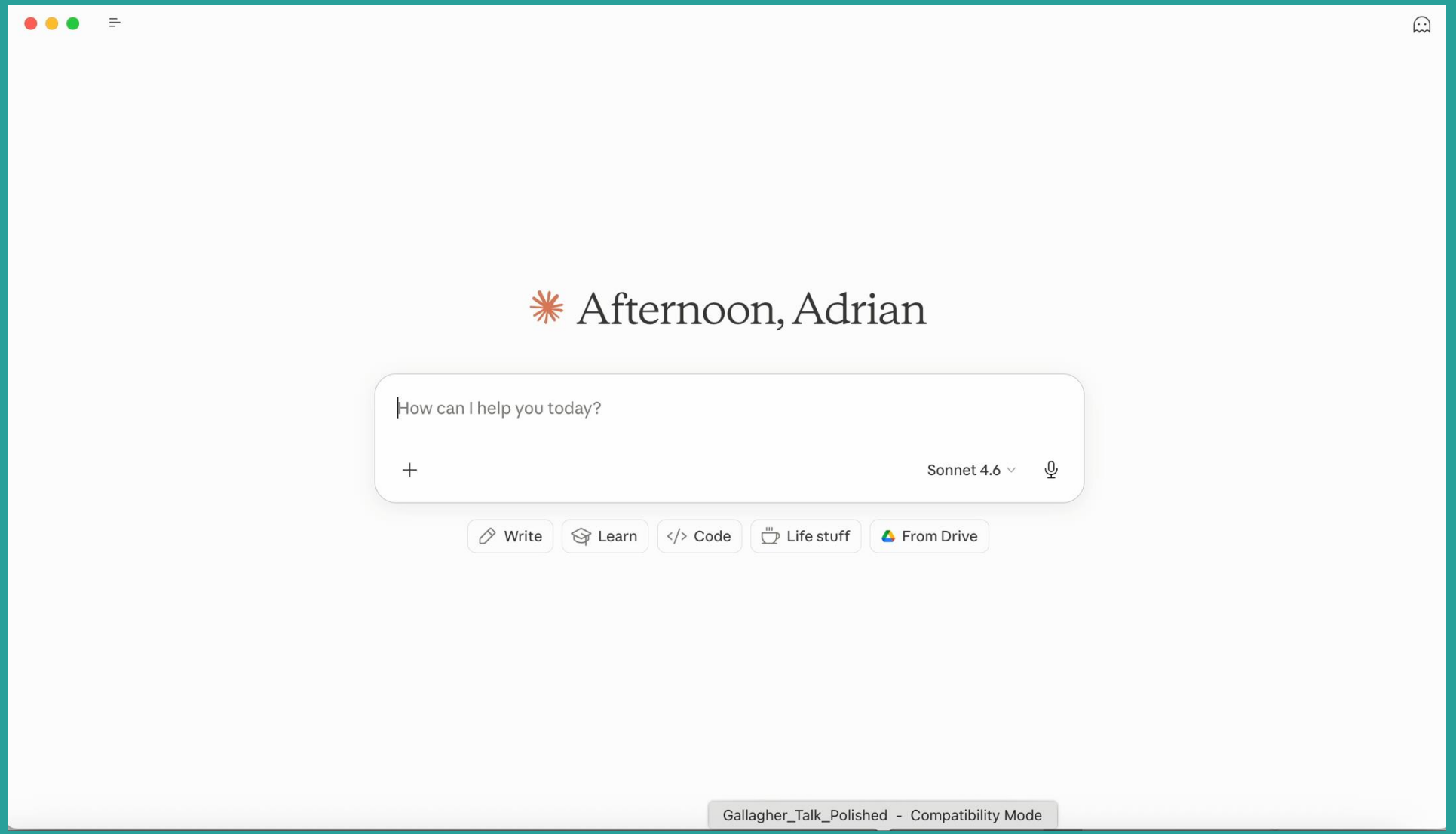
LET'S PRACTICE 

LET'S TRY IT

Sample prompt:

> I am an HR manager at a community hospital in Louisiana. We are rolling out a new PTO policy and I need to communicate it to clinical staff who work rotating shifts and may not check email regularly. Could you help me draft a communication plan?

Claude Output



PART SIX

Recap & Next Steps

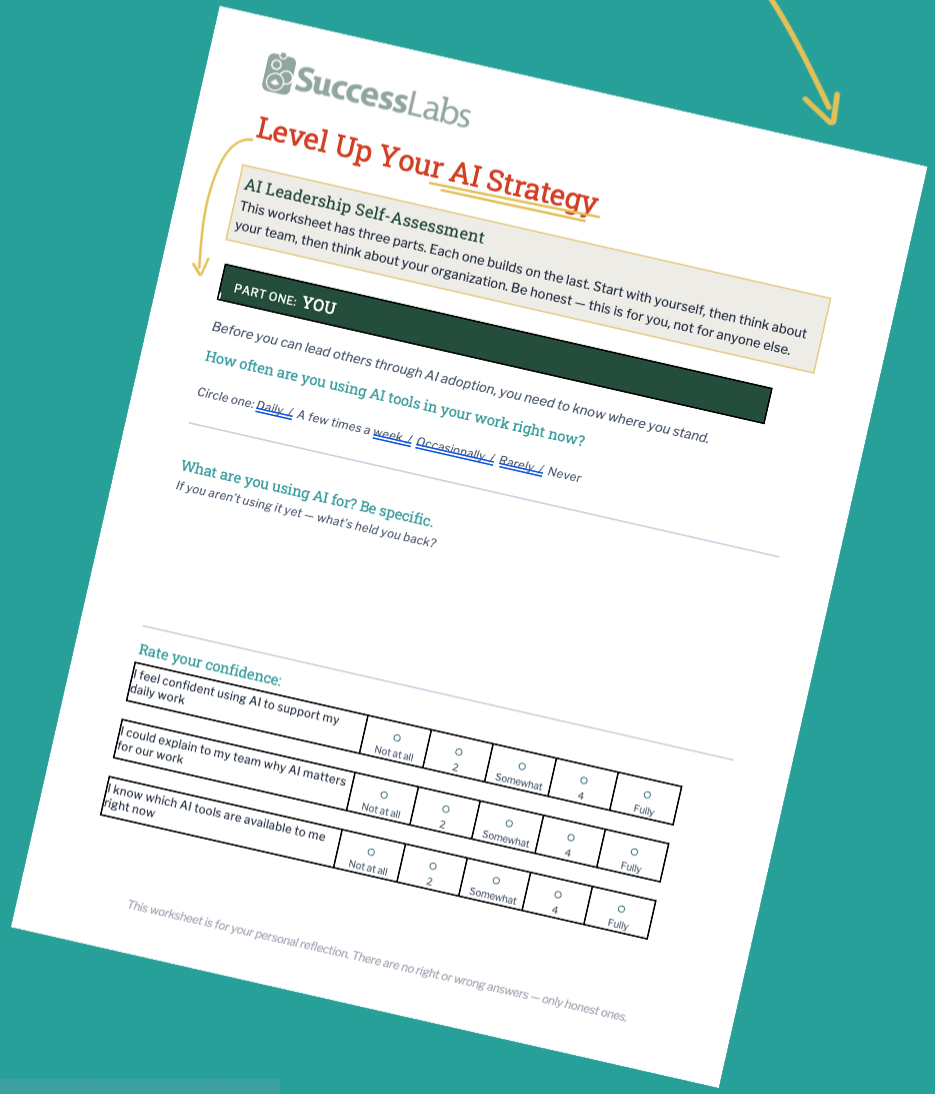
No Takeaways Without To-Dos

What is the framework for effectively prompting AI tools?

What leadership skill will help you be more effective when working with AI?

AI READINESS ASSESSMENT

Email me at
ajones@successlabs.com
to get your
AI Readiness Assessment



SuccessLabs

Level Up Your AI Strategy

AI Leadership Self-Assessment

This worksheet has three parts. Each one builds on the last. Start with yourself, then think about your team, then think about your organization. Be honest — this is for you, not for anyone else.

PART ONE: YOU

Before you can lead others through AI adoption, you need to know where you stand.

How often are you using AI tools in your work right now?

Circle one: Daily / A few times a week / Occasionally / Barely / Never

What are you using AI for? Be specific.

If you aren't using it yet — what's held you back?

Rate your confidence:

	Not at all	2	Somewhat	4	Fully
I feel confident using AI to support my daily work	○	○	○	○	○
I could explain to my team why AI matters for our work	○	○	○	○	○
I know which AI tools are available to me right now	○	○	○	○	○

This worksheet is for your personal reflection. There are no right or wrong answers — only honest ones.

What is one thing you are excited to try from today?

HOMEWORK

Pick one platform and try using it in a new way this week.

Bonus points: Find a clear use case for your work

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LET'S CONNECT!

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Linkedin.com/in/adriannannette

I AM HERE TO HELP!

If you want a more in-depth consultation or training, I do that too.

