

The Glow Up Code

A PRACTICAL WORKBOOK FOR BEGINNERS

The AI Starter Kit for Women

Turn everyday work into clearer decisions with five copy-and-adapt AI workflows—plus examples, safety checks, and a seven-day practice plan.

No jargon

Real work

Judgment first

START HERE

Skip the tool overload. Start with one useful task.

You do not need another tool tour. Pick one familiar, low-risk task, give AI clear boundaries, and leave with a first draft you can actually use. Your knowledge and judgment still make the final result trustworthy.

1

Task

Say exactly what you want help doing.

2

Context

Provide the background that changes the answer.

3

Limits

Explain what to include, avoid, or leave open.

4

Format

Describe how the result should be organized.

Your reusable prompt formula

Help me with this task: [task]. Here is the relevant context: [context]. Follow these constraints: [limits]. Present the result as: [format]. If information is missing, label it as an open question instead of inventing it.

What AI can do

- Organize information
- Create a first draft
- Compare options
- Suggest useful structure

What stays with you

- Checking the facts
- Protecting private information
- Adding real experience
- Making the final decision

01

Turn messy notes into decisions, owners, and next steps

Leave with a decision-ready action brief that keeps missing owners and dates visible instead of asking AI to guess.

FICTIONAL MEETING NOTES

workshop launch: next month
Nia drafts outline by Friday
landing page still needs final copy
budget approval mentioned; no owner
next check-in Tuesday at 10:00

COPY AND ADAPT THIS PROMPT

Help me turn the fictional meeting notes below into a clear action brief.

Task: Extract confirmed decisions, action items, owners, due dates, and open questions.

Context: This is a planning meeting for a small workshop launch.

Constraints: Do not invent missing details. Label anything unconfirmed as an open question.

Format: Use the headings Decisions, Actions, and Open questions. End with a short follow-up email draft.

EXAMPLE RESULT EXCERPT

DECIDE

Workshop launch

Target next month; the exact date remains unconfirmed.

ACT

Draft the workshop outline

Owner: Nia. Due: Friday.

ASK

Budget approval

Confirm the owner and deadline at Tuesday's check-in.

Review before using: The notes do not confirm the exact launch date or identify the budget owner. Keep both as open questions; AI should flag missing information, not fill it in.

02

Create three focused posts from one useful idea

Leave with three distinct LinkedIn posts, each with a purpose and next step, while keeping your own voice.

YOUR SITUATION

You want to help women try AI at work. You need three LinkedIn posts for one week, written in a practical voice without technical jargon or exaggerated claims.

COPY AND ADAPT THIS PROMPT

Task: Create three distinct LinkedIn posts for one week.

Audience: Women who are curious about AI but do not have a technical background.

Goal: Help each reader try one useful, low-risk AI task.

Voice: Warm, practical, and direct. Avoid hype, jargon, and invented experience.

Format: Give each post a purpose, opening line, core point, format, and call to action.

EXAMPLE RESULT EXCERPT

POST 1

Remove the blank-page problem

Opening: "You do not need a perfect prompt to get a useful first draft." Format: short text post.

POST 2

Show the four-part method

Opening: "Give AI a task, context, limits, and a format." Format: simple carousel.

POST 3

Keep judgment visible

Opening: "A confident answer is not the same as a correct one." Format: checklist post.

Make the first draft yours

Add one real example, remove generic advice, and adjust the language to your audience before publishing.

03

Walk into a meeting with five decision-ready questions

Leave with five focused questions that expose what is missing and move the meeting toward a decision.

COPY AND ADAPT THIS PROMPT

I am preparing for a meeting about [topic].

Goal: By the end, we need to decide [decision or outcome].

Known context: [facts, previous decisions, constraints, and participants].

Task: Create a concise preparation brief with the meeting objective, five focused questions, information I should gather, likely risks, and a simple agenda.

Constraints: Do not assume facts that are not provided. Put missing information under Open questions.

EXAMPLE RESULT EXCERPT: CHOOSING A WORKSHOP DATE

ASK 1

What must be ready before registration opens?

Separates genuine dependencies from work that can continue afterward.

ASK 2

Which dates can every required facilitator support?

Identifies a fact that must be confirmed in the meeting.

ASK 3

Who has authority to approve the final date?

Keeps decision ownership explicit.

Useful does not mean longer

Ask for the shortest preparation brief that still supports the decision. More text is not automatically more valuable.

04

Turn an overwhelming project into your first three actions

Leave with a realistic phased plan, visible dependencies, and three actions you can start today.

COPY AND ADAPT THIS PROMPT

I need to complete this project: [describe the project and desired outcome].

Current position: [what already exists, what is missing, and who is involved].

Constraints: [deadline, budget, tools, approvals, skills, and anything that cannot change].

Task: Break the work into phases. For each phase, list the outcome, actions, dependencies, owner if known, risks, and the next decision.

Format: End with the three actions I can take first.

EXAMPLE RESULT EXCERPT: LAUNCHING A WORKSHOP

FIRST

Confirm the outcome and audience

Write the one-sentence promise and identify who the workshop is for.

NEXT

Resolve the date dependency

List viable dates and confirm facilitator availability before publishing.

THEN

Draft the minimum outline

Create the three teaching sections needed to validate timing and scope.

Plans are hypotheses

Use the first plan as a starting point. Update it when the real work reveals new information.

05

Pressure-test an idea before investing time or money

Leave with three testable approaches, clearer assumptions, and a smaller first experiment before you invest.

COPY AND ADAPT THIS PROMPT

I am developing this idea: [describe the idea].

Audience or user: [who it is intended to help].

Goal: [what should change if the idea works].

Task: Give me three distinct approaches. For each one, explain its value, assumptions, risks, evidence I would need, and the smallest useful way to test it.

Constraints: Challenge weak assumptions. Do not invent demand, results, testimonials, or evidence.

Format: End with five questions I should answer before deciding.

EXAMPLE RESULT EXCERPT: A BEGINNER AI WORKSHOP

OPTION 1

Live 60-minute pilot

Fast feedback, but attendance is unproven. Test with one invited group before building a series.

OPTION 2

Self-paced mini lesson

Easier to access, but completion is uncertain. Test one lesson and measure finishes.

OPTION 3

Small-team session

Clear workplace context, but a longer sales cycle. Test demand with five discovery conversations.

Use AI to widen your thinking

Then narrow the options using real evidence, your experience, and the needs of the people affected.

BEFORE YOU USE ANY RESULT

Keep your judgment visible.

AI can sound confident while being incomplete, generic, unfair, or wrong. Review is not an optional final step. It is part of using AI well.

✦ Check facts, names, dates, and calculations.

✦ Confirm owners, deadlines, and decisions.

✦ Remove generic or exaggerated language.

✦ Add the context only you know.

✦ Check whether anything was invented.

✦ Consider who may be affected by the result.

✦ Compare important claims with reliable sources.

✦ Make the final decision yourself.

Do not paste sensitive information

Keep passwords, account numbers, confidential client material, private HR records, contracts, health information, legal matters, and unpublished business information out of public AI tools.

A safer first task

Familiar, low risk, easy to review, and free from private information.

A task to avoid

High stakes, confidential, regulated, or difficult for you to verify.

BUILD ONE USEFUL HABIT

Seven days from curiosity to confident practice.

Keep each session small. Ten to fifteen focused minutes is enough to learn what helps and what still needs your judgment.

DAY 1

Choose one familiar, low-risk task that takes too much time or mental energy.

DAY 2

Use Task, Context, Limits, and Format to write your first useful prompt.

DAY 3

Try the meeting-notes lesson with fictional or safely sanitized information.

DAY 4

Apply one lesson to content, meeting preparation, or a practical plan.

DAY 5

Ask AI for alternatives, then challenge its assumptions and missing evidence.

DAY 6

Save two prompts that worked and note when each one is useful.

DAY 7

Review what became easier, what required correction, and what you want to try next.

Your goal is not to use AI for everything

Your goal is to recognize where it genuinely helps, use it safely, and keep responsibility for the result.

YOUR NEXT USEFUL STEP

Keep what works. Build from there.

You now have one repeatable method, five practical applications, and a review process you can trust. Choose one workflow, use it on real work, and save the prompts that earn a place in your routine.

Keep learning at your pace

Explore beginner-friendly guides and practical lessons.

Improve a real AI workflow

Turn one repeated task into a clearer, safer process.

Bring practical AI to your team

Explore beginner-friendly workshops and training.

Talk with Geraldine

Discuss consulting, training, or implementation support.

Created by Geraldine Prado, founder of The Glow Up Code, and an operations professional with 15+ years of experience specializing in practical AI implementation. © 2026 The Glow Up Code.