

WEEK 2 · TUESDAY, OCTOBER 13

Trust it for words. Check it for facts.

How to get a result you'd actually use — and know which parts to rely on.

The second question is where the value is

Most people type one thing, get something imperfect, and decide AI doesn't work. The power is in talking back. It never gets impatient and it never judges your first draft. Keep these handy:

- ☐ "Make it shorter." / "Make it warmer." / "More formal."
- ☐ "You assumed _____. Actually, _____."
- ☐ "Give me three different options."
- ☐ "Ask me questions before you start."
- ☐ "What am I missing?"
- ☐ "Now argue the other side." — the best habit for any big decision
- ☐ "What should I check before I rely on this?"

A follow-up that worked well for me

Notes

Words vs. facts

TRUST IT FOR WORDS	CHECK IT FOR FACTS
Explaining	Phone numbers & addresses
Summarising	Prices & fees
Rewriting	Dates & deadlines
Drafting	Doses
Organising	Laws & rules
Brainstorming	Names, quotes & statistics
Translating the jargon	Anything you'll act on

Where to check a fact: the source itself — the document, the card in your wallet, the paper statement, or a website you typed in yourself. Not a link or number the AI hands you.

The level-up: NotebookLM

Open **notebooklm.google.com** and sign in with the same Google account.

- 1 Add your sources**
 Upload a PDF, paste a website link, or paste text — a contract, a manual, a policy, an article.
- 2 Ask a question**
 It answers *only* from what you gave it.
- 3 Tap the little numbers**
 Each one shows the exact passage it used. That's your check, built in.

An AI that shows its source beats one that doesn't.

Notes

Lab cards — pick one, then another

Work in pairs. Remember the rule: cover account numbers, ID numbers and dates of birth.

A • Understand something

a contract, warranty, letter, article or manual

Try: “Explain this in plain English: what it says, whether I need to do anything, and by when.”

What I got — and what I checked

B • Plan something

a trip, a dinner for ten, a garden, a move, a project

Try: “Help me plan _____. Here’s what matters to me: _____. Ask me questions before you start.”

What I got — and what I checked

Notes

C · Write something that matters

a hard email, a complaint, a toast, a thank-you

Try: "Help me write _____. I want it to sound _____. Here's the situation, however messy: _____. Then: "Shorter and warmer."

What I got — and what I checked

D · Learn something

a skill, a subject, phrases for a trip

Try: "Teach me the basics of _____ in ten minutes. Then quiz me, one question at a time."

What I got — and what I checked

Notes

This week's homework

Do **one real task** with AI this week — something you actually needed to do. Use at least one follow-up question.

The task, and the follow-up I used

One fact I checked — and where I checked it

Did I try NotebookLM? What happened?

Notes
