

FRONT

Cool Tools — Your First AI Co-Pilot

Where you started today:Where you are now:

(Color in your dots!)

The 4-Part Recipe

Every great AI prompt has four pieces. Miss one, and the answer gets weird.

Piece	Ask yourself	Example
PROBLEM	What's bugging me?	"It's Sunday and I need a donor thank-you"
TASK	What do I want it to do?	"Write a 3-sentence email"
ROLE	Who should the AI be?	"Be a warm small-town nonprofit director"
OUTCOME	What shape do I want?	"Use Pat's name, mention the \$50, no jargon"

The 5 Tools to Open Tomorrow

Tool	What it's best at	Free?	Where
Google Gemini	All-purpose helper, lives in Docs/Gmail		gemini.google.com
Perplexity	Research with citations you can trust		perplexity.ai
Gamma	Make a slide deck in 90 seconds	tier	gamma.app
Granola	Notes itself from your Zoom/Teams meeting	14-day trial	granola.ai
Wispr Flow	Talk, it types (200 words/min)	Trial	wisprflow.ai

3 Prompts to Try Tonight

1. "Be a warm small-town newsletter editor. Write 3 social posts for my [business/classroom/nonprofit] for next week. Friendly, local, no hashtags."
2. "Here's my to-do list: [paste]. Organize it by 'must do today,' 'this week,' and 'someday.' Tell me what to drop."
3. "I'm anxious about [conversation/task]. Role-play the other side. Be tough but fair. I want to practice."

BACK

Show-and-Tell Wall (from today's room)

[Leave 1/3 of back page blank — facilitator photographs and pastes 3-4 attendee wins from the live session before reprinting handouts. For day-of: write your own win here.]

MY WIN TODAY: _____

The 3 Rules (always)

1. Never paste private data into a free tool.
2. Two-eyes rule before it goes to a customer.
3. Keep the receipts.

Keep Learning (free)

- **aiEDU resources** → aiedu.org
- **AIGovOps Foundation** (open-source AI governance toolkit) → aigovops-foundation.com
- **NCW AI in Action series** (next round Fall 2026) → ncwtech.org/ai-in-action
- **Lenny's Newsletter Product Bundle** (\$200/yr → \$30k+ of tools incl. Gemini Pro, Gamma, Perplexity, Granola, Wispr Flow) → lennysnewsletter.com/p/productpass

Save Your Best Prompts

Start a Google Doc today titled "**My AI Cookbook**" and paste every good prompt you write. In 30 days you'll have a recipe book nobody else has.
