

How to Think, Work, and Lead Smarter with AI



AI isn't hard because of
the tools.
It's hard because of the
PEOPLE.



1. The Truth About AI

Habits

The way we do our daily work.

Time

Perceived lack of time.

Resistance

It feels awkward and uncomfortable.

AI isn't hard because of the tools.

It's hard because of the people — our resistance, our time, and our habits.

You've probably tried ChatGPT, Claude, or Gemini.

Sometimes it feels like magic.

Sometimes it feels like nonsense.

The problem isn't the AI — it's how you're using it.

When you learn to talk to AI like an assistant, a coach, a strategist, a thought partner instead of a search bar, everything changes.



2. The **Two AIs** Every Leader Should Understand

1. General AI

- The ChatGPTs, Claudes, and Geminis of the world.
- They help you brainstorm, write, summarize, and work faster.

2. Specialized AI

- The invisible AI already built into your tools.
- Think: legal contract analysis, medical imaging, fraud detection, Canva, Notion, Asana.

- 👉 General AI amplifies people.
- 👉 Specialized AI reshapes jobs.

Your job as a leader?

Use general AI to make your team faster now, while scanning the horizon for the specialized AI that will reshape your industry.



Use General AI to **make your team faster** now, while scanning the horizon for specialized AI that will **reshape your industry.**



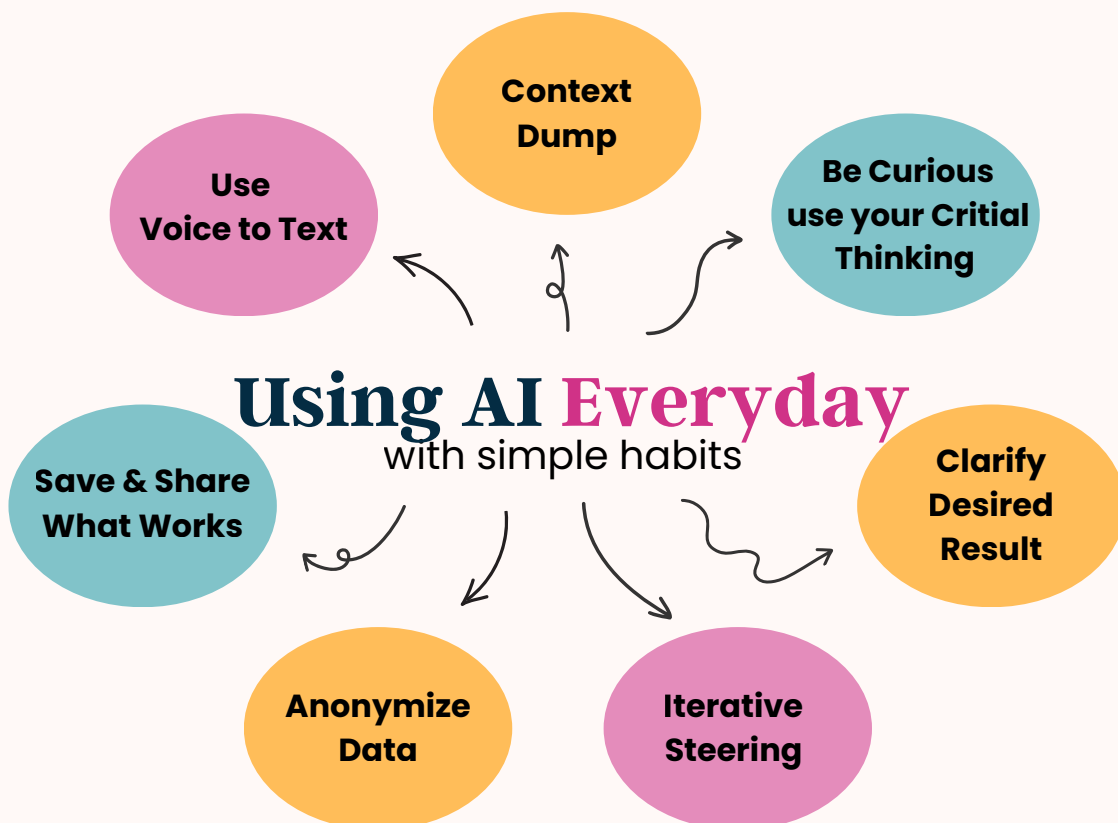
3. Using AI Every Day (with Simple Habits)

You don't need to be a prompt engineer — or follow another framework. If you already have one, great. If not, just talk to AI.

Here's what works:

- **Use voice-to-text.** Talk instead of type.
- **Context dump.** Don't self-edit. Brain dump what you know.
- **Be curious.** Use critical thinking — ask follow-up questions.
- **Iterative steering.** Guide AI when it misses the mark.
- **Clarify the desired result.** Tell it exactly what you want at the end.
- **Anonymize data.** Protect people and information.
- **Save and share what works.** Reuse your best chats or turn them into Custom GPTs.

These small habits help you think faster, solve problems better, and make AI a natural part of your day.



4. When **AI Misses** the Mark

Don't start over. Coach it.

- **Clarify** what you want.
- **Reframe** the question.
- **Add constraints** like tone, length, or format.
- **Chunk** complex work into smaller steps.
- **Compare models.** Try the same ask in ChatGPT, Claude, or Gemini — and pick what fits you best.

You don't need perfect prompts.
You just need a better conversation.



**I don't write prompts
alone anymore—AI helps
me write them better.**



5. Co-Write Prompts with AI

You don't need to write perfect prompts from scratch — or be a “prompt engineer.”

Just tell the AI:

“Take this messy idea and help me turn it into a reusable prompt that another LLM would understand.”

Iterate as you go. Test it in a new chat thread. That's how you co-write your prompts with AI.

It helps you express what you want more clearly, tighten the wording, and build something you can reuse — whether it becomes a Custom GPT or part of your workflow.

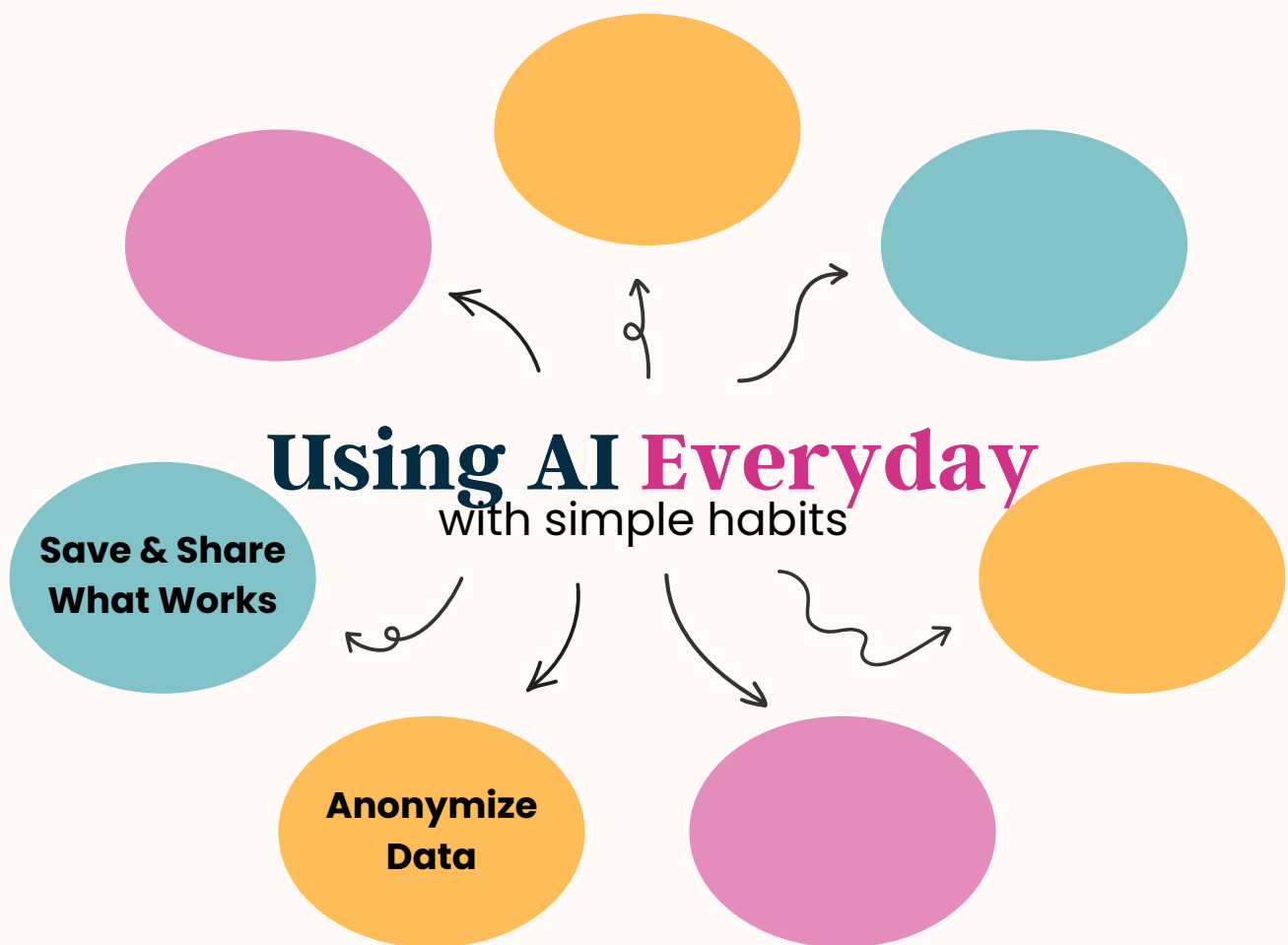


6. Turn Wins into Systems

Once something works:

- ✓ anonymize any sensitive info
- ✓ save what works — don't let it live in one chat
- ✓ turn it into a Custom GPT or an automation when it's ready

That's how you move from dabbling with AI to scaling it.



TRY IT OUT

Brain Dump to LinkedIn Article GPT



Embed AI into **Everyday Habits**

Don't ask: what can I do with AI?

Ask: what am I already doing every day that AI could help with?



5 Shifts to Start This Week

1 Start using voice chat.

2 Turn one messy voice note into a clean ask

3 Save one good prompt you can reuse and share.

4 Ask ChatGPT to help you rewrite a prompt so it's clear and efficient.

5 Test the same prompt in another LLM you haven't tried yet.



AI isn't magic—it's leverage.



6. The Takeaway

AI isn't magic.
It's leverage.

When you brief it like an assistant, check its work, and systematize what's working,
it takes weight off your plate and makes you sharper, faster, and smarter.

Leaders don't need to master AI.
They need to learn to steer it.

Amanda Long: the **AI Operator**

I'm a certified **AI Operator** and work with business leaders to leverage AI better in day-to-day business through systems design and team training.



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