

20-Minute AI Starter Workflow

The safe day-one routine for ChatGPT, Claude, Gemini, or similar. No install, no checkout, no secrets — just the first foundation.

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This is the fastest safe start. No coding, no install, no checkout, no secrets.

Before you paste anything into an AI tool: use placeholders for names and private details. Do not paste passwords, API keys, 2FA codes, recovery codes, private tokens, card details, medical records, legal documents requiring advice, regulated financial records, customer data, or sensitive account access.

Step 1 — Open one AI chat

Use ChatGPT, Claude, Gemini, or another AI chat tool you already trust enough for non-sensitive work.

Step 2 — Pick one small task

Choose one:

- organize messy notes;
- plan your week;
- research a decision;
- draft something you will review;

- learn a practical topic.

Step 3 — Paste the starter prompt

```
I am new to using AI as a system. Help me build one tiny routine from a real task.
```

```
My task:
```

```
[turn messy notes into a plan / draft an email / research a decision / learn a topic]
```

```
My messy input:
```

```
[paste non-sensitive notes, or replace private details with placeholders]
```

```
My goal:
```

```
[what I want back]
```

```
My red lines:
```

```
Do not send messages, post publicly, spend money, change accounts, delete anything,  
make commitments, make final decisions for me, ask for secrets, or continue if my  
input contains sensitive/private material that should be replaced with placeholders.  
Do not make therapy, counselling, diagnosis, treatment, medical, legal, financial,  
tax, crisis, regulated-advice, or guaranteed-outcome claims.
```

```
Please give me:
```

1. a plain-English name for this workflow;
2. the inputs you need next time;
3. a useful first draft or organized output;
4. a checklist I can use to review it;
5. anything risky that needs owner approval;
6. one sentence I should add to my context card for next time.

Step 4 — Review before using anything

Ask:

- Is this accurate enough?
- Did it guess?
- Did it flag risky actions?
- Did it stay draft-only?
- What context was missing?

Step 5 — Save one update

Write one sentence for next time:

Next time I ask this, I should tell AI: [missing context / better format / red line].

Important boundary

DWAI shares practical AI and AI-developer-path resources for thinking, drafting, organizing, researching, reviewing, learning, coding, debugging, testing, building small AI apps, and shipping owner-controlled projects. This is not therapy, counselling, diagnosis, ADHD or addiction treatment, medical advice, legal advice, financial advice, tax advice, crisis support, regulated professional advice, or a guarantee of clarity, productivity, income, saved time, business results, jobs, clients, or any personal outcome. AI outputs are drafts. The owner approves risky action.

How to use this download

Use this resource for: The safe day-one routine for ChatGPT, Claude, Gemini, or similar. No install, no checkout, no secrets — just the first foundation.

- If you are new, start with the 20-Minute AI Starter Workflow, then use the full book and workbook as your main path.
- Keep the Owner Approval Checklist nearby before acting on anything risky.
- Use PDF for reading/printing, HTML for browser reading, and Markdown/TXT for AI study sources where available.
- Treat AI outputs as drafts. Use PASS / HOLD before money, accounts, public posts, deletes, deploys, customer/private data, code changes, or regulated claims.

Optional: learn it with NotebookLM

NotebookLM is a third-party Google tool. If you use it, upload only public DWAI downloads or copied public resource URLs. Do not upload private notes, secrets, customer data, account screenshots, or completed workbook pages.

1. Create or open a NotebookLM notebook.
2. Add the public DWAI PDFs, Markdown files, or public resource page URLs as sources.
3. Ask NotebookLM: "Using only these DWAI sources, explain the path in plain English, make me a 7-day study plan, quiz me, and flag anything involving secrets, accounts, money, public posting, deletion, deployment, customer or private data, code changes, or regulated claims as HOLD."
4. If your NotebookLM account has **Video Overview**, generate one for a video-style walk-through. If Video Overview is not available, use Audio Overview, briefing docs, study guides, or source-grounded Q&A instead.
5. Check NotebookLM's answer against the source citations before acting. AI study aids are drafts, not owner approval.

Do **not** upload completed workbook pages, context cards, customer/private data, private business records, passwords, API keys, 2FA or recovery codes, medical, legal, financial, tax, crisis, or sensitive personal details unless you have intentionally replaced them with placeholders and accept the tool's data terms.

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