AI Without the Hype

Practical tools you can use today

Adam Gurski Creative · AI 101 · adamgurski-creative.com

Four things you can use tomorrow morning.

No jargon, nothing to buy.

01 Ask for what you actually want

USE RTCF

- **R** **Role**: who should it act as?
- **T** **Task**: the exact job.
- **C** **Context**: facts, audience, limits, and your material.
- **F** **Format**: what the answer should look like.

VAGUE "Write an email to a customer."

BETTER "You're a friendly office manager for a small home-repair business. R Turn my notes into a reply to a customer. T Notes: estimate ready Friday; can start next Tuesday; 30% deposit holds the date; don't sound pushy. C One subject line and an email under 120 words." F

TIP Give it your material: notes, examples, the actual document. That's the difference between a guess and useful work.

02 How to tell when it's wrong

These tools can state false things with total confidence. They're trained to sound right, not to know they're right.

REAL STAKES

In 2023, two lawyers were fined $5,000 for filing a brief with six court cases an AI made up.

FOUR QUICK CHECKS

- [ ] Ask for sources, then open them.
- [ ] Check names, numbers, dates, and quotes against the original.
- [ ] Ask it again, or ask a second AI: "What's wrong with this answer?"
- [ ] Be most suspicious of answers that are very specific, very recent, very local, or very flattering.

03 What not to put into it

KEEP OUT

- ✕ Customer records
- ✕ Financial details: bank or card numbers, tax documents
- ✕ Health or HR information
- ✕ Passwords and logins
- ✕ Anything covered by a contract or privacy rule

WORK ON THE SAFE SIDE

- ✓ Remove names and numbers first
- ✓ Practice with made-up examples
- ✓ Use a business account your company controls

CHECK THE TRAINING SWITCH

ChatGPT Settings › Data controls › "Improve the model for everyone." Business plans are off by default.

Claude Consumer accounts choose in privacy settings.

Gemini With "Keep Activity" on, chats can be used for training and some are human-reviewed.

SCAMS

Voices and faces can be faked. Agree on a family or office safe word, and call back on a number you already know before sending money or changing payment details.

ILLINOIS NOTE

Since Jan 1, 2026, Illinois employers must tell people when AI is used in hiring or other job decisions.

04 Three jobs worth handing over

FREE TO START

Copy a starter prompt, add your own material, then check what comes back.

Rough notes → customer reply

USE ChatGPT, Claude, Gemini, or Copilot

STARTER PROMPT

"Turn these notes into a clear, friendly reply under 120 words. Don't add facts I didn't give you."

Long document → one-page brief with citations

USE Gemini Notebook (formerly NotebookLM), free at notebook.google

STARTER PROMPT

"Summarize these sources in one page for a busy owner. Cite each point and list open questions."

Photo of a handwritten list → clean estimate, schedule, or checklist

USE Snap a photo and attach it in your chat tool

STARTER PROMPT

"Turn this photo into a clean checklist. Mark anything you can't read instead of guessing."

Chat, project, or agent? Match the job.

- ☐ **Chat.** Quick, one-off. You paste in the context.
- ☐ **Project.** Saved files and instructions for ongoing work.
- ☐ **Agent.** Does multi-step work with tools. You approve anything that sends, publishes, buys, signs in, or deletes.

Gemini Notebook in three steps

1. **Add your sources:** PDFs, docs, websites, YouTube links.
2. **Ask questions.** Answers point back to your sources.
3. **Turn them into** an audio overview, study guide, or FAQ. Audio Overviews come in four styles: Deep Dive, Brief, Critique, Debate.

Free plan: up to 50 sources per notebook. Overview limits are flexible and refresh during the day.

THE LOOP

1 Pick one task > 2 Gather your material > 3 Prompt with RTCF > 4 Check it > 5 Improve it

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adamgurski-creative.com/connect

Free prompts & tools
ai101-toolkit.netlify.app

Free versions are enough to start.
Nothing here requires buying anything.

ADAM GURSKI CREATIVE
adam@adamgurski-creative.com
adamgurski-creative.com