

The live tow — run of show

Your map for the next few minutes. Open the governed tool and run every move with me — the prompts below are written out in full, so if you can't think of one, use mine exactly as printed. Swap in your own task when you're ready.

THE LOOP — the core five, every task, every time

0 Pick the task

One routine thing you already do every week — low-risk, easy to double-check, obvious win.

Working example if nothing comes to mind: the weekly status update you send your leader.

1 Draft — one honest prompt

Who it's for + what you want + constraints. Run it. Read the draft — don't touch it yet.

Draft the weekly status email I send my director. Four short paragraphs: what shipped, what slipped and why, what I need from her, what's next. Plain, confident, no filler.

2 Critique, don't edit — x3

Tell it what's wrong in your own words and make it go again. Three rounds. No hand-polishing.

Too corporate and too long. Cut it by half. You buried the ask — put what I need from her in the first two lines. Keep the part about the vendor delay. Try again.

3 Meta-prompt — the jaw-drop

Make the AI improve your prompt — then run its version. This is the move nobody expects.

Rewrite my original prompt so it gets a better first draft on the first try - then run it.

4 Verify before it ships

Every claim listed and checked by a human. Then — and only then — it sends.

List every factual claim in that draft as bullets so I can check each one, and flag anything you are not certain about or inferred rather than got from me.

GEAR SHIFTS — same draft, three more gears (this is where it gets fun)

5 Flip the audience

One sentence re-aims the same facts at a different reader — no rewrite by hand.

Rewrite that same update for my team instead of my director - same facts, their language.

6 Flip the format

The draft becomes a table, five bullets, a one-pager — pick what the moment needs.

Now turn it into a five-bullet summary I can paste at the top of a slide.

7 Red-team it

Make the AI argue against its own work — then fix only what you agree with.

Argue against this update. What's weak, risky, or missing? Rank the three biggest problems.

While we fly:

governed tool only · nothing sensitive goes in — if it couldn't leave the boundary in an email, it doesn't leave in a prompt · nothing ships until a human verifies it.

At your desk — the reference library

The loop in one line — run it on one real task this week, then hand this sheet to your team:

0 pick › 1 draft › 2 critique x3 › **3 meta-prompt** › 4 verify › 5 audience › 6 format › 7 red-team

Prompts, written out — type them exactly, then change one noun

1 · DRAFT

Draft the weekly status email I send my director. Four short paragraphs: what shipped, what slipped and why, what I need from her, what's next. Plain, confident, no filler.

swap: the document type and the reader — meeting agenda for my peers, one-pager for the VP, recap for a customer.

2 · CRITIQUE, DON'T EDIT (three rounds minimum — this is where the quality comes from)

Too corporate and too long. Cut it by half. You buried the ask — put what I need from her in the first two lines. Keep the part about the vendor delay. Try again.

swap: nothing. Say what's wrong in your own blunt words — that IS the prompt. Never fix it by hand.

3 · META-PROMPT (the whole trick, one sentence)

Rewrite my original prompt so it gets a better first draft on the first try - then run your improved prompt.

swap: nothing. Use it verbatim, on every task, forever.

4 · VERIFY (non-negotiable — nothing ships unverified)

List every factual claim in that draft as bullets so I can check each one, and flag anything you are not certain about or inferred rather than got from me.

swap: nothing. Then you read every bullet. You are accountable for what goes out, not the tool.

5 · FLIP THE AUDIENCE

Rewrite that same update for my team instead of my director - same facts, their language, what they actually care about.

swap: the reader — my team, the VP, the customer, someone who's never heard of this project.

6 · FLIP THE FORMAT

Now turn it into a five-bullet summary I can paste at the top of a slide.

swap: the format — a table, a one-page brief, talking points, a slide outline, three tweets' worth.

7 · RED-TEAM

Argue against this update. What's weak, risky, or missing? Rank the three biggest problems. Then fix only the ones I agree with - I'm the editor, you're the engine.

swap: nothing. Ask before your leader does.

The three things that go wrong the first week

- ✗ **You accept the first draft.** The first draft is a starting point. Three rounds of critique is where the quality is.
- ✗ **You fix it by hand.** Hand-editing teaches it nothing. Say what's wrong and make it go again — same effort, better engine.
- ✗ **You ship it unverified.** You own every word that leaves your name. Run the verify prompt, read every bullet, then send.

Watch one number: minutes saved · fewer review passes · fewer errors caught late

That number is your first measured win — say it out loud when someone asks whether this actually works.

That was your first tow.

Same task next week takes half the time. That's the compounding — and it started today. Pass this sheet to your team.