

Your Team's AI Cheat Sheet

The honest capability map, the five moves, and the rules — everything from the workshop on two pages.

THE HONEST MAP

GENUINELY GOOD AT, TODAY

- First drafts of anything written — emails, quotes, job ads, descriptions
- Summarizing — a 30-page lease, a meeting recording, a wall of reviews
- Rewriting — same facts, new tone, three lengths
- Answering questions against documents YOU give it
- Sorting and triage — inboxes, applicants, expenses

DON'T TRUST IT WITH

- Facts you didn't give it — confident even when wrong
- Math you haven't checked
- Anything you'd fire an employee for guessing at — legal, medical, tax
- Anything confidential you wouldn't email to a stranger

The frame: treat it like a brilliant new hire on day one — knows a lot in general, nothing about your business, does exactly what you say. Prompting is briefing.

THE FIVE MOVES

- 1. Role** — Tell it who to be. *You write marketing for a small family winery in Soquel.*
- 2. Context** — Tell it what it needs to know. *Regulars are locals 40–65 who come for the patio, not wine snobbery. Saturday: barrel tasting, \$25, 2–5.*
- 3. Example** — Show it one thing that worked. *Paste one post, email, or quote you were happy with.*
- 4. Format** — Say exactly what you want back. *Three short options. Casual. No hashtags, no exclamation points.*
- 5. Iterate** — Talk back to the draft. *“Shorter.” “Less formal.” “Mention dogs are welcome.”*

YOUR TURN – BRIEF ONE REAL TASK

The recurring task that annoys me most:

Role — who should it be?

Context — what does it need to know? (customers, prices, details)

Format — what exactly do I want back?

THE THREE BUCKETS

AI does this today: quotes from your price sheet · review responses · job postings · the same-question-again pile.

AI helps, you finish: inventory choices · pricing strategy · anywhere your judgment is the product.

Don't bother: payroll · live bookkeeping · jobs real software already does better.

THE FOUR NEVERS

- Social security numbers or government IDs — anyone's
- Health information — about anyone
- Payroll and banking details
- Passwords

And the rule that makes everything safe: never send unread. It drafts, you decide.

ALL FREE, NONE OF IT A FUNNEL

→ Free 10-minute line check — hear what your callers hear after hours

→ The recording + this PDF: join the list at localcurrent.ai

→ This workshop, hands-on for just your team — flat published pricing