

| The Closed Gap

Commercial AI for leaders who build.

LEVEL 0 → 1 • STARTER MANUAL

Your First AI Workflows

A calm starter guide for using AI in daily work and life - without learning prompt engineering.

Created by Madina Umbetova for people who are ready to move from AI curiosity to a few practical routines.



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Start Here

You may be completely new to ChatGPT. Or you may have already used it as a smarter Google, a writing helper, or a brainstorming partner.

This manual is for the next small step: using AI for a few repeatable workflows that reduce mental load in daily work and life.

This is for you if...

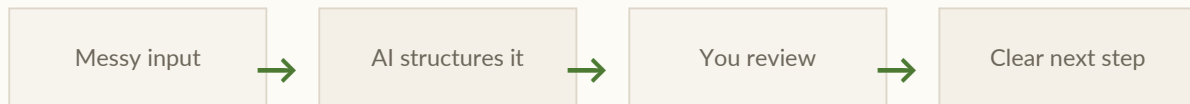
You want practical examples, not hype. You want to know what to ask and where AI actually helps.

This is not for...

Full automation, coding, n8n setup, or building AI agents. Those come later in the ladder.

Level 0	I am new to ChatGPT and need simple starting points.
Level 1	I use ChatGPT casually, but not as a repeatable workflow.
Outcome	You leave with five workflows you can copy, test, and reuse.
Rule	AI may prepare. You approve anything important.

The basic pattern



How to Use This Manual in ChatGPT or Claude

You do not need to learn prompt engineering before you begin. Use the workflow prompts exactly as written, then replace the bracketed text with your real situation.

Step 1	Open ChatGPT or Claude.
Step 2	Choose one workflow from this manual.
Step 3	Copy the prompt block.
Step 4	Replace the bracketed text, such as [paste emails here], with your own input.
Step 5	Review the answer. Ask one follow-up if needed.

Useful follow-ups

Make this shorter.
Turn this into a checklist.
Draft the reply in a warmer tone.
Show me only the next actions.
What am I missing?
What should I not automate here?

Small warning: do not paste sensitive financial, medical, confidential, or children-related details unless you are comfortable doing so in the tool you use.

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Start with one workflow. Use it three times. If it helps, make it part of your weekly routine.

1. What AI Is Useful For in Daily Life

AI is useful when it turns scattered information into a structure you can act on. It is less useful when you expect it to make important life decisions for you.

Sorting	Emails, notes, tasks, messy inputs.
Summarizing	Long messages, meeting notes, documents, updates.
Drafting	Replies, checklists, follow-ups, first drafts.
Planning	Weeks, meetings, projects, travel, household logistics.
Remembering	Decisions, commitments, open loops, follow-ups.
Reflecting	Weekly reviews, lessons learned, priorities.

AI as workflow support



Good first use case

Repeated, text-heavy, mentally draining, low-risk, easy to review.

Poor first use case

High-stakes, sensitive, legally/medically complex, or requires external action without review.

2. Email Triage

When to use it	When your inbox feels noisy and you need a fast view of what matters.
What to paste	A batch of emails, or short summaries of the emails you need to process.
What you get back	A prioritized list, next actions, and reply drafts where useful.

Copy-paste prompt

Help me triage these emails.

Sort them into:

1. Urgent
2. Reply soon
3. Delegate
4. Waiting / follow-up
5. Ignore or archive

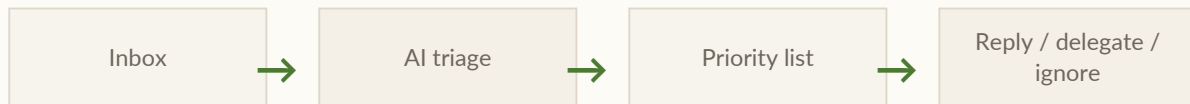
For each email, give me:

- one-line summary
- why it matters
- next action
- draft reply if needed

Here are the emails:

[paste emails here]

Workflow sketch



Try it now

- Choose 3-5 emails.
- Paste them into ChatGPT or Claude.
- Ask one follow-up: "Show me only the urgent items."

3. Weekly Review

When to use it	At the end of the week, or before Monday, when your head feels full and scattered.
What to paste	Rough notes, task list, calendar highlights, unfinished items, and anything you are still carrying mentally.
What you get back	A short reflection, a cleaner mental reset, and three priorities for next week.

Copy-paste prompt

Help me do a weekly review.

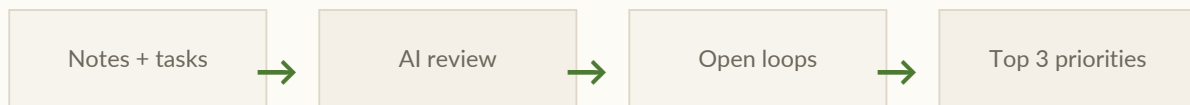
Using the information below, create:

1. Wins from the week
2. Open loops
3. What is unfinished
4. What I should stop carrying in my head
5. Top 3 priorities for next week
6. Risks or things I may forget

Information:

[paste notes, tasks, calendar highlights here]

Workflow sketch



Try it now

- Paste your messy notes from this week.
- Add 3 calendar events or deadlines.
- Ask: "What should I stop carrying in my head?"

4. Life Admin Checklist

When to use it	When a school, health, household, travel, or family message feels messy or easy to forget.
What to paste	The message, email, letter, screenshot text, or rough notes about the admin task.
What you get back	A checklist, deadline, decisions, payment/document reminders, and a reply draft if needed.

Copy-paste prompt

Help me organize this life admin item.

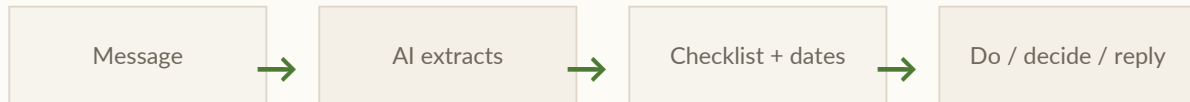
Please extract:

1. What this is about
2. Important dates
3. What I need to do
4. What I need to decide
5. What I need to prepare or pay
6. What to add to my calendar
7. A checklist
8. A short reply draft if useful

Here is the item:

[paste message here]

Workflow sketch



Try it now

- Choose one life admin message.
- Ask for actions, dates, and risk of forgetting.
- Add only the confirmed items to your calendar or task list.

5. Meeting Prep

When to use it	Before an important meeting when you want to be focused, clear, and useful.
What to paste	Meeting context, your goal, agenda, concerns, and the people involved.
What you get back	A clearer objective, better questions, and a short preparation checklist.

Copy-paste prompt

Help me prepare for this meeting.

Context:

[paste context]

My goal:

[insert goal]

Please create:

1. Meeting objective
2. Key questions to ask
3. Points I should make
4. Risks or tensions to watch
5. Decisions needed
6. Desired outcome
7. Short preparation checklist

Workflow sketch



Try it now

- Choose one meeting this week.
- Paste the agenda or context.
- Ask: "What decision should this meeting produce?"

6. Decision Memory

When to use it	After an important decision, so you do not have to reconstruct your thinking later.
What to paste	Your decision, context, options considered, trade-offs, assumptions, and what you want to review later.
What you get back	A structured record of what you decided and why.

Copy-paste prompt

Help me turn this into a decision log.

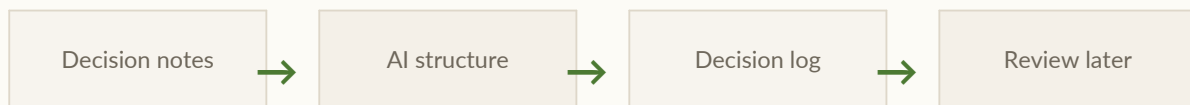
Capture:

1. The decision
2. Why it matters
3. Context
4. Options considered
5. Trade-offs
6. Assumptions
7. Risks
8. Next review date

Information:

[paste decision notes here]

Workflow sketch



Try it now

- Choose one recent decision.
- Capture why you chose it.
- Set a review date if the decision matters later.

7. What Not to Automate Yet

A trustworthy AI workflow has boundaries. Use AI to prepare, but keep human judgment in control when the consequences matter.

Payments	Do not let AI approve or move money on its own.
Medical decisions	Use AI to summarize or prepare questions, not to decide treatment.
Legal decisions	Do not rely on AI alone for legal judgment or obligations.
Children / family data	Review carefully before pasting or sending sensitive information.
Confidential work	Respect company rules before sharing documents or internal data.
External commitments	Do not let AI send, book, cancel, agree, or decline without your review.

Boundary check prompt

Before I use AI for this task, help me assess the risk.

Tell me:

1. What AI can safely help with
2. What should stay human
3. What sensitive information I should remove
4. What decision or action needs my approval

Task:

[describe the task]

8. Next Step: Create Your First Reusable AI Assistant

Once one workflow helps you more than once, the next step is to stop rewriting prompts and turn it into a reusable assistant.

Beginner stage	Copy-paste a prompt when you need help.
Workflow stage	Use the same structure every time for a repeated task.
Assistant stage	Create a saved assistant with instructions, categories, and safety rules.
Automation stage	Connect tools so parts of the workflow happen without manual copy-paste.

The path forward



Your next practical step

Use one workflow from this manual three times. If it still helps, it deserves a place in your personal operating system.

Coming next

A deeper guide on moving from random ChatGPT use to repeatable AI workflows, then reusable assistants.

| The Closed Gap

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I write about practical AI workflows, commercial leadership, personal operating systems, and the gap between AI ambition and usable outcomes.

Continue here:

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If this manual helped, choose one workflow and use it this week. The goal is not to do more. The goal is to carry less in your head.

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