

The Corporate **AI** **Survival** Guide

10 ways we use AI to run this newsletter. All of them work at your desk too.

WHAT'S INSIDE

PART I — THE MEETING TAX

- 01 The Zero-Draft Memo EFFICIENCY
- 02 The Meeting Ghost MEETINGS
- 03 The Slide Architect DECKS

PART II — THE INBOX FORTRESS

- 04 The Email Triage INBOX
- 05 The Tone Shifter COMMUNICATION
- 06 The Stakeholder Translator POLITICS

PART III — THE CONTENT FACTORY

- 07 The Data Translator REPORTING
- 08 The PDF Interrogator CONTRACTS
- 09 The Research Shortcut RESEARCH
- 10 The Vendor Pressure Test SKEPTIC

A guide for people with **actual jobs.**

Most AI guides are written for founders, creators, and people with unlimited time to experiment. This one is not.

This is for the person sitting through their fourth AI vendor demo of the month. The person whose company just mandated "AI adoption" without explaining what that means. The person who wants to leave work on time.

"We built these workflows to run The AI Minute. Every single one also works at a corporate desk on a Tuesday afternoon."

Each section follows the same structure: The Threat (why this task usually eats your day), The AI Shield (the specific tool or prompt that kills the pain), and The Corporate Cover (how to present the output so it doesn't look like a robot wrote it).

No jargon. No hype. No "unlock your potential." Just 10 things that work.



The Meeting Tax

Meetings are where time goes to die. These three workflows compress the hours you spend preparing for, sitting in, and recovering from meetings into minutes.

01

The Zero-Draft Memo

From voice note to formatted brief in under 5 minutes

• THE THREAT

Someone asks for a project brief by end of day. The document

needs an executive summary, background context, proposed approach, risks, and next steps.

It is 3 PM. You have 90 minutes

and a head full of half-formed thoughts. The blank page is

winning.

Open a voice memo app. Talk through everything you know about the project for 2 to 3 minutes, no structure required. Paste the transcript with this prompt:

You are a senior business analyst. Turn the following raw notes into a structured project brief with these sections: Executive Summary (3 sentences max), Background, Proposed Approach, Key Risks (3 bullets), and Recommended Next Steps.

Tone: direct, no jargon, written for a senior audience.

Length: one page max.

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Notes: [PASTE VOICE TRANSCRIPT]
Before sending, read it aloud once. Add one specific number or date you know from memory. Change at least one sentence to sound like you.

That 60-second edit is what separates "AI-polished" from "AI-written."

Nobody needs to know how the sausage was made.

• THE CORPORATE COVER

COPY · PASTE · CUSTOMIZE

COPY · PASTE · PROMPT

COPY · PASTE · PROMPT

THE MEETING TAX

02

The Meeting Ghost

Decisions captured. Zero "who was supposed to do that?" moments.

THE THREAT

The meeting ends. Everyone nods. Three days later nothing

has moved because nobody wrote down who owns what. Or someone wrote notes but they are buried in a Notion page

nobody checks. The follow-up email takes 20 minutes and still

misses two action items. Use Granola to capture the meeting automatically. It runs in the background without a bot joining the call. After the meeting, open Granola's AI chat and use this prompt:

Generate a Post-Meeting Action Table with three columns: Decision Made, Owner, and Deadline.

Then write a 3-sentence summary I can paste into Slack as the meeting follow-up.

Tone: direct, no filler phrases.

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Send the Slack message within 10 minutes of the meeting ending. Speed signals ownership. Nobody questions well-organized notes delivered fast. If a name or deadline is wrong, fix it before sending. The table is a starting point, not a final draft.

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GRANOLA FOLLOW-UP PROMPT

03

THE MEETING TAX

The Slide Architect

A 10-slide outline from one paragraph. No more blank slides.

THE THREAT

Someone asks for a presentation by Thursday. The staring-at-a-blank-slide problem is real. Most people spend 40% of their deck time on structure and 60% on content. The

structure part is entirely solvable before PowerPoint ever

opens.

Write one paragraph describing what the presentation needs to accomplish and who the audience is. Then use this prompt to get a full outline:

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You are a management consultant. Generate a 10-slide deck outline. For each slide include: Slide title, one-sentence purpose, and 3 bullet points of content.

Audience: **[WHO IS IN THE ROOM]**

Goal: **[WHAT SHOULD THEY DO OR BELIEVE AFTER]**

Context: **[YOUR ONE PARAGRAPH]**

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The outline is scaffolding, not content. Filling in each slide takes a fraction of the time it would from scratch. Reorder slides to match how your specific audience thinks. The AI does not know your CFO hates slide 3 formats. You do.

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The Inbox Fortress

Email is not a communication tool. It is a prioritization problem in disguise. These three workflows turn "reading everything" into "deciding what matters."

04

The Email Triage

50 unread emails. 10 minutes. A decision on each one.

• THE THREAT

Monday morning. 73 unread emails. Every one is demanding

attention but only five actually require a decision today. The problem is figuring out which five without reading all 73. Most

people read everything. That is the mistake.

• THE AI SHIELD

Copy all subject lines and senders from the last 24 hours. Paste into Claude with this prompt. Four buckets in under 30 seconds:

COPY-PASTE PROMPT

Categorize each email into one of four buckets:

1. DECIDE TODAY – action required within 24 hours
2. POLITICAL RISK – from leadership or could escalate if ignored
3. READ LATER – informational, no action needed this week
4. ARCHIVE – newsletter, CC, FYI with no action required

Emails: [PASTE SUBJECT LINES AND SENDERS]

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Only read bucket 1 and 2. Archive everything else until Friday. This feels wrong the first time. Do it anyway. The emails that actually needed a response will surface. The rest will not.

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THE INBOX FORTRESS

05 The Tone Shifter

Frustrated first draft. Professional final send.

• THE THREAT

Someone dropped the ball on a project. The email you want to

send would end careers,

including yours. The one you actually need must be firm,

clear about accountability, and

completely professional. Those

two versions live far apart in

your head at 4:30 PM on a

Friday. Write the email you actually want to send. All of it. Get it out. Do not skip

this step. The honesty in the draft produces better output than a

sanitized description. Then paste it with this prompt:

Rewrite this email to be professional, direct, and firm without being aggressive. Clearly communicate that something went wrong, establish accountability, and define the expected next step. Do not soften the core message. Remove any language that could create an

HR issue.

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My draft: **[YOUR REAL DRAFT HERE]**

Read the output before sending. Confirm the core message survived the polish. If the AI made it too gentle, add one specific sentence restating

the accountability. Then wait two hours before sending. Not because the email is wrong. Because two hours from now you will be glad you waited.

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COPY-PASTE PROMPT

THE INBOX FORTRESS

06

The Stakeholder Translator

One update. Three audiences. Zero rewriting from scratch.

• THE THREAT

The project update needs to go to the dev team, the finance

director, and the CMO. Each

wants different information at a different level of detail. Writing three updates from scratch

takes an hour. One generic

update confuses or gets ignored

entirely.

Write one complete update with all the facts. Then generate all three versions simultaneously with this prompt. The key is specifying what each audience actually cares about, not just their title:

Rewrite this project update three ways:

Version 1 – TEAM: Technical detail, blockers, what help is needed. 150 words max.

Version 2 – MANAGER: Progress vs plan, risks, decisions needed. 100 words max.

Version 3 – LEADERSHIP: Status in one sentence, business impact, confidence level. 50 words max.

Update: [YOUR COMPLETE UPDATE]

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Sending three different versions of the same update is not manipulation.

It is communication. Every experienced person in a large organization

does this manually. The AI removes the 45 minutes of rewriting. The

facts stay the same. The framing changes.

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The Content Factory

Reports, contracts, research, vendor demos. Tasks that eat afternoons and produce documents nobody fully reads. Four workflows that compress the work without compressing the quality.

07

The Data Translator

Messy spreadsheet in. Three bullets your boss cares about out.

• THE THREAT

Someone sends a spreadsheet with 14 tabs and asks for "a

quick summary." There is no such thing as a quick summary of a 14-tab spreadsheet. There is a quick summary of what the

spreadsheet means for the business. Most people produce

the wrong one.

Copy the headline numbers table. Paste into Claude. The output is not a summary of the data. It is an interpretation of what the data means:

COPY-PASTE PROMPT

You are presenting to a CFO who has 90 seconds. Give me exactly three bullets: the most important trend, the biggest risk hiding in the numbers, and the one thing that requires a decision. 25 words max per bullet.

Context: [WHAT IS THIS DATA TRACKING]
• THE CORPORATE COVER
Data: [PASTE YOUR TABLE]

Verify the numbers before presenting them. The AI reads patterns correctly but occasionally misreads specific cells in complex tables.

Spend 60 seconds checking that the three bullets match the actual data.

Your credibility is worth 60 seconds.

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THE CONTENT FACTORY

08

The PDF Interrogator

Find the gotchas in a 40-page contract before legal does.

THE THREAT

The vendor sent a 40-page contract. Legal is backlogged three weeks. Procurement says just sign it. The business needs the tool running by end of month. Nobody actually read

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pages 18 through 31, which is where vendor contracts hide the

things they do not want you to notice. Upload the contract PDF to Claude or paste the full text. This prompt surfaces the terms that typically cause problems 12 months after signing.

COPY-PASTE PROMPT

Review this vendor contract and identify: (1) automatic renewal clauses and notice periods, (2) data ownership and portability terms, (3) price escalation structures, (4) termination penalties or lock-in provisions, (5) any terms that limit our ability to switch vendors. Flag anything unusual or one-sided.

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Plain English only.

This is not legal advice. What it does is give you the right questions to ask legal, cutting their review time and making you look like you actually read the contract. For smaller vendor agreements, it often surfaces enough to negotiate directly.

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[PASTE CONTRACT TEXT OR UPLOAD PDF]

THE CONTENT FACTORY

09

The Research Shortcut

Competitor context in 60 seconds. Not 60 minutes.

THE THREAT

Someone asks for competitive context before a client meeting

tomorrow morning. Real research takes hours. Googling produces 12 browser tabs with contradictory information. The

meeting is at 9 AM and it is currently 8 PM.

Use Perplexity, not a standard chatbot. Perplexity searches the web in real time and cites sources. Standard chatbots have a knowledge cutoff. For competitive research, that cutoff matters:

Give me a competitive briefing on [COMPANY NAME].

Include: current positioning and main products, any news from the last 6 months, their pricing model if public, and one thing they are currently struggling

with based on recent coverage. Cite your sources.

Under 300 words.

Click at least two of the source links Perplexity provides. Verify the most important claim before repeating it in a meeting. Two clicks is enough due diligence for a briefing. Ten clicks is research. Know which one you need before you start.

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PERPLEXITY PROMPT

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THE CONTENT FACTORY

10

The Vendor Pressure Test

Decode the demo. Ask the questions the room is too tired to ask.

THE THREAT

The vendor's demo is impressive. The ROI slides are compelling. The implementation timeline is suspiciously

PRE-MEETING PROMPT

optimistic. With 15 minutes left,

You are a skeptical IT Director evaluating a vendor. Read

everyone is ready to sign the

POC. Bad software decisions

rarely happen because the tool

is bad. They happen because

the room is too tired to ask

ready") write one specific technical question that forces

them to define their architecture. Example: "Flexible API" →

a polished 5-minute pitch.

Example: "Flexible API" →

"Is this real-time data syncing on a batch processing

bottleneck? What is the rate limit?"

Example: "Flexible API" →

"Is this real-time data syncing on a batch processing

bottleneck? What is the rate limit?"

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Ask these questions early, framed as "scoping

requirements for the IT security

review." You are not being a

contrarian. You are being a

diligent stakeholder ensuring

the project's success. Vendors

with real solutions answer

vague claims (e.g. "seamless integration," "flexible API," "enterprise

ready") write one specific technical question that forces

them to define their architecture. Example: "Flexible API" →

"Is this real-time data syncing on a batch processing

bottleneck? What is the rate limit?"

[PASTE VENDOR WEBSITE COPY OR ONE-PAGER]

One question. Reply with the number.

Which of these 10 saved you the most time today?

THE REPLY HOOK

Reply to any AI Minute email with the number (1-10) and we will send you the extended prompt template for that exact workflow. No form. No funnel. Just reply.

These 10 are the starting point. Every Tuesday, The AI Minute delivers one more workflow built for people who have actual jobs.

Know someone surviving the corporate AI mandate? Forward them this guide. If they subscribe at getaiminute.com, they get the full system instantly.

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