

THE AI MINUTE PRESENTS

# The Corporate AI Survival Guide

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

Most AI guides are written for "**founders**" and "**creators**" with unlimited time to tinker. 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.

01

THE MEETING TAX

# 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.

## ● THE CORPORATE COVER

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 AI SHIELD

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 the prompt below.

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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.

Notes: [PASTE YOUR VOICE TRANSCRIPT]

02

THE MEETING TAX

# 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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

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 the prompt below.

### GRANOLA FOLLOW-UP PROMPT

COPY · PASTE · CUSTOMIZE

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.

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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

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

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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]

04

THE INBOX FORTRESS

# 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 CORPORATE COVER

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.

## ● THE AI SHIELD

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

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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]**

05

THE INBOX FORTRESS

# 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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

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 the prompt below.

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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.

My draft: [YOUR REAL DRAFT HERE]

06

THE INBOX FORTRESS

# 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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

Write one complete update with all the facts. Then generate all three versions simultaneously with the prompt below. Specify what each audience actually cares about, not just their title.

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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]

07

THE CONTENT FACTORY

# 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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

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

COPY · PASTE · CUSTOMIZE

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]

Data: [PASTE YOUR TABLE]

08

THE CONTENT FACTORY

# 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 pages 18 through 31, which is where vendor contracts hide the things they do not want you to surface.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

Upload the contract PDF to Claude or paste the full text. The prompt below surfaces the terms that typically cause problems 12 months after signing.

### COPY-PASTE PROMPT

COPY · PASTE · CUSTOMIZE

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.

Plain English only.

Contract: [\[PASTE CONTRACT TEXT OR UPLOAD PDF\]](#)

09

THE CONTENT FACTORY

# 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.

## ● THE CORPORATE COVER

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.

## ● THE AI SHIELD

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.

### PERPLEXITY PROMPT

COPY · PASTE · CUSTOMIZE

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.

10

THE CONTENT FACTORY

# 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 optimistic. With 15 minutes left, 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 three hard questions at the end of a polished 45-minute pitch.

## ● THE CORPORATE COVER

Ask these questions early, framed as "scoping requirements for the IT security review." You are not being contrarian. You are being a diligent stakeholder ensuring the project's success. Vendors with real solutions answer fast. Vendors selling polish enter vague-answer mode. The room will notice which one you are dealing with before anyone reaches for a pen.

## ● THE AI SHIELD

Send the prompt below to Claude with a paste of the vendor's website to generate sharper versions of the three questions you should ask in the demo.

### PRE-MEETING PROMPT

COPY · PASTE · CUSTOMIZE

You are a skeptical IT Director evaluating a vendor. Read this description and give me three things:

1. THE JARGON DECODER: For every vague feature claim (e.g., "seamless integration," "flexible API," "enterprise-ready"), write a specific technical question that forces them to define the architecture.
2. TECHNICAL DEBT: Identify two integration questions their materials avoid answering, specifically around data privacy, security compliance, and long-term maintenance costs.
3. THE HYPE FILTER: Flag one red flag in their business model or pricing structure that suggests hidden costs or vendor lock-in after year one.

Plain language. Questions I can ask in a 30-minute demo.

[PASTE VENDOR WEBSITE COPY OR ONE-PAGER]

THE **AI** MINUTE · FIELD MANUAL

# Tuesday morning, **one** **workflow.**

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

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