OVERTHINKING TO AI EMPOWERMENT

Start with What You Know: 5 First Moves with AI

A short, practical guide for women who have real experience, real ideas, and no interest in learning AI the hard way.



You do not need to understand everything first. You start, you learn by doing, and confidence comes from action.

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A free starter guide
I don't do hype. I do receipts.

WELCOME

You are not behind. You are starting.

If AI has ever made you feel like everyone else got the instructions and you missed them, this guide is for you.

Overthinking usually is not a lack of ability. It is often a sign that you care about doing good work and do not want to waste time on the wrong thing. The answer is not more information first. The answer is one small, useful action, then another.

This guide gives you five moves you can use with tools you may already have, such as ChatGPT, Claude, Gemini, or another AI assistant. You do not need a new platform, a technical background, or a perfect prompt to begin.

What you will do in this guide

1. Name what you already know
2. Pick one small job for today
3. Give AI the backstory in plain words
4. Judge the answer, then improve it once
5. Save what worked and use it again

Who this is for

Crafters, creators, solopreneurs, coaches, service providers, and working women who have knowledge and experience worth using, and who want AI to help them turn that experience into clearer writing, better ideas, products, systems, and content.

What you need

- An AI tool you can open today
- A notebook, notes app, or the worksheet on page 8
- About 30 minutes for your first try

THE STARTING POINT

Experience first. AI second.

AI does not give you something to say. Your experience gives AI something valuable to work with.

Think of it this way. You bring what you know: the customers you have helped, the work you have done, the problems you can solve, the way you explain things, and the standards you will not lower. AI helps you organize, draft, sort, and speed up parts of that work. You stay in charge of the judgment.

1. Experience	2. Your process	3. AI support	4. Your judgment	5. Value
What you know and have lived	How you would do it yourself	Drafting, sorting, organizing	What stays, what changes	Something clear and useful

Why this matters

When you start with the tool, it is easy to ask, "What can AI do?" and get a long list that has nothing to do with your life. When you start with what you know, the question becomes, "What do I already do that AI can help me do faster, clearer, or more consistently?" That is a much better question, and it has an answer today.

A simple example

A woman who has run craft classes for years does not need AI to invent her expertise. She can ask AI to turn her class notes into a supply list, a step-by-step handout, and a short description for her next event. Her experience is the source. AI helps with the format.

Keep that order in mind through every move that follows: your knowledge first, the tool second, your judgment always.

1

Name what you already know

What this means

Before you ask AI for anything, write down what you bring to the table: skills, jobs you have held, things people ask you for help with, problems you know how to solve, and topics you could explain to a friend without notes.

Why it matters

Most people sit in front of AI with a blank screen and a blank mind to match. An inventory breaks that. It gives you real material to work from, and it reminds you that you are not starting from zero.

Try this

1. Set a timer for 10 minutes.
2. Write down 10 things you know how to do, have done for work, or get asked about. Do not judge the list while you write it.
3. Circle two items that other people find helpful or would pay to learn.
4. Star one item you would enjoy working on this week.

PROMPT STARTER

Here are things I know how to do: [paste your list]. Help me sort these into three groups: things I could turn into content, things I could turn into a product or service, and things that would help me in my current work. Ask me one question if you need more information.

Tip: Your list does not need to sound impressive. "I can explain a budget without making people feel bad" is real expertise.

2

Pick one small job for today

What this means

Choose one small, finishable job: one email, one list, one outline, one description, one set of ideas. Not your whole business. Not a full launch. One job you can look at and say, "That is done."

Why it matters

Confidence does not come from watching other people use AI. It comes from finishing something yourself. A small job also gives you a clear way to judge the answer: either it helped with that job or it did not.

Good first jobs

- Turn rough notes into a clean checklist
- Draft a reply to a common customer question
- Write a short description of something you sell or teach
- Turn a long idea into a simple outline
- Make a supply list, agenda, or step-by-step plan

Try this

1. Pick one job from your circled items on page 4.
2. Write down what "done" looks like in one sentence. Example: "A one-paragraph description of my workshop that a new customer can understand."
3. Give AI only what it needs for that job, then stop and review the result before adding more.

PROMPT STARTER

Help me with one job only: [name the job]. Here is my rough material: [paste your notes]. Give me a first draft I can react to. Keep it plain and clear, and do not add claims I did not make.

3

Give AI the backstory in plain words

What this means

You do not need a perfect prompt. You need clear context. Tell AI who this is for, what you are making, what it should sound like, and what to leave out, the same way you would brief a helpful assistant.

Why it matters

AI cannot see your business, your audience, or your standards unless you say them. Plain backstory is what turns a generic answer into one that sounds like you and fits your people.

> ### The plain-words formula
>
> 1. **Who it is for:** "This is for women new to selling handmade items."
> 2. **What I need:** "I need a short welcome message."
> 3. **What I am giving you:** "Here are my notes."
> 4. **How it should sound:** "Warm, clear, and plain. No hype."
> 5. **What to avoid:** "Do not promise income or use words I did not use."

FILL-IN PROMPT

This is for [who]. I need [what]. Here is my material: [paste]. Make it [tone, length, format]. Please [any must-haves] and do not [anything to avoid].

Write it the way you would say it out loud. You can fix the wording later. Clear beats clever every time.

4

Judge the answer, then improve it once

The first answer is a draft, not a decision. Read it like an editor: Is it true? Does it sound like me? Does it fit the people it is for? Then ask for one specific improvement, such as "make it shorter," "make the first line clearer," or "use my example instead of a general one."

One improvement at a time teaches you what works. Changing everything at once teaches you nothing.

5

Save what worked and use it again

When a prompt, answer, or set of steps works, save it. A simple note with three lines is enough:

Job: What I was making

What I asked: The prompt I used

What worked: What I kept and why

That small habit is how a one-time win becomes a reusable system. Over time, your saved notes become your own playbook, written in your words, based on your real work.

PROMPT STARTER

Here is a draft you gave me: [paste]. Keep the parts that sound like me, shorten it by one third, and make the first sentence clearer for [who it is for].

PUT IT INTO PRACTICE

Your first 30 minutes



Minutes 1-10: Write your list of 10 things you know (Move 1).

Minutes 11-15: Pick one small job and write what "done" looks like (Move 2).

Minutes 16-22: Use the plain-words formula to ask AI for a first draft (Move 3).

Minutes 23-27: Read it, mark what sounds like you, ask for one improvement (Move 4).

Minutes 28-30: Save the prompt and the final version in your notes (Move 5).

My experience inventory

Two that other people find helpful:

WHEN YOU ARE READY FOR MORE

You started. Now build the offer.

This guide helped you start with your experience, choose one useful job, and use AI without giving up your judgment. Your next step is turning that clarity into something clear enough to validate, package, and move forward with.

YOUR NEXT STEP

The BOSS Clarity-To-Cash System™

Validate your idea, clarify who it is for and the problem it solves, shape a clear offer, strengthen your messaging, and build a practical action plan you can actually use.

Founding Access: $27

EXPLORE CLARITY-TO-CASH

I see the possibility. -> I build the offer.

A FINAL WORD BEFORE YOU CLOSE THIS GUIDE

Your experience is still the starting point.

AI can help you move faster, organize your thinking, and see possibilities - but your experience, standards, and judgment are what make the work valuable. Keep taking one useful action at a time and let the results build your confidence.

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