

Trusted Tour Guide Annie YouTube Channel - Episode 11 5 Step Project Companion

How to Use This Workbook

Welcome! This Project Companion is your personal guide to making meaningful progress on your milestone project.

Here's how to use it:

1. Read each section of the workbook as you follow along with Episode 11.
2. Use the spaces provided to jot down your thoughts and discoveries.
3. You can handwrite your responses, type directly into the digital file, or even dictate to an AI assistant.
4. Revisit your answers during and after your project to reflect and grow.

Saving Your AI Results:

- If you use an AI assistant, copy and paste your results into this document.
- Save multiple versions as you go (e.g., "Project_Companion_V1.docx", "_V2", etc.).
- Use headings to keep track of which AI prompt you used.
- You can also print this file and write in your answers the classic way—totally up to you!



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5 Step Project Companion

Step 1: Discovery

Before you build a to-do list, get clear on your why.

Ask yourself:

- Why does this project matter?
- What do I want it to feel like when it's done?
- What's the legacy thread here?

Example AI Prompt:

"You are a certified project manager who helps people define personal legacy projects. Help me discover the heart of this idea."

Your Notes:



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Step 2: Stakeholder Engagement

Yes—even personal projects have people attached to them.

Think: family, collaborators, friends who are impacted. Who should be looped in? Who do you want to honor or consult?

Example AI Prompt:

"You're a project facilitator. Help me list the stakeholders for this personal project and how I might involve them."

Your Notes:



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Step 3: Planning & Milestones

This is where your idea turns into a timeline.

Ask your AI assistant to help break the project down into 3–5 milestones.

Example AI Prompt:

"You are a strategic planning coach. Help me identify major milestones and how to track them."

Your Notes:



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Step 4: Ongoing Assessment

This is the difference between burnout and sustainable progress.

Build a rhythm: weekly check-ins, monthly reviews, or gratitude journaling every 45 days.

Example AI Prompt:

"You're a performance coach. Help me build a review rhythm and 3 questions I should ask each time I check in."

Your Notes:



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Step 5: Debrief & Lessons Learned

Once it's done—don't just move on. Mine the wisdom.

Whether the project succeeded, shifted, or stalled, you've learned something.

Example AI Prompt:

"You are a senior project manager and life coach. Guide me through a project debrief and help me write out what I've learned."

Your Notes:

