Practical AI moves that save time at work this week

Prompts, checks and audits from this month's best 60s Explained posts

Each item is one move you can try this week, ordered from most to least useful. They are written for people who already use ChatGPT and want faster, more reliable results.

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@60sExplainedAI on X

Education, not advice. Written with AI assistance from posts that were fact-checked before publishing.

1. Stop vague AI answers with a prompt template

1. State the role: "Act as a finance analyst."
2. Give context: audience, goal, constraints.
3. Name the output: table, 5 bullets, email.
4. Paste your real draft or data.
5. Ask what it assumed, then request one revision, not a redo. Save it all as a prompt template.

2. Turn a messy meeting transcript into action items

1. Export the transcript as text.
2. Paste it into any LLM chat.
3. Ask for a table: owner, task, due date.
4. Check each owner and date against the transcript. LLMs invent details, so review before you send.

3. When AI repeats a mistake you already corrected

1. Stop arguing in the same chat. Corrections get buried as it grows.
2. Write a 3-line summary: the rules plus the correct facts.
3. Open a fresh chat and paste it first.
4. Put lasting rules in custom instructions.

4. Keep a decision page so you stop re-explaining

Paste a decision page into project instructions. Each entry has three parts:

1. Rejected: the option, in few words.
2. Why: the real reason, one sentence.
3. Would change if: what reopens it.

5. Get feedback on a doc without letting AI write it

1. Write your own full draft first.
2. Paste it with the rule: "Critique only. Do not rewrite."
3. Ask for 3 weak spots, each quoted from your text.
4. Revise by hand, in your own words.

If a rewrite slips in, reply: "Feedback only, no replacement text."

6. Pick your first automation in a doc, not 15 tabs

Do this in a doc before touching any tool.

1. List tasks you repeat weekly.
2. Cross out any needing a developer.
3. Cross out any that are just chat answers.
4. Pick the one left that eats the most hours.

7. Shrink a 1-hour task that keeps taking 3

1. Ask AI to split it into 15-minute steps.
2. Start with step one only.
3. Set a hard timer; stop and reassess.
4. Park stray thoughts in a side column.
5. Compare actual vs estimate weekly.

8. Audit your short links in 15 minutes

A short link is a pointer you don't fully control. A reported case of hijacked old Bitly links is a reason to check yours.

1. List every short link you've published and open each one.
2. Flag any that land somewhere unexpected.
3. Swap in the direct link, or retire links you can't verify.
4. Start with pinned posts, README files, slide templates, email signatures and onboarding docs.

9. Four questions before trusting an auto-updating model

When a vendor says its AI updates financial models for you, ask:

1. What sources does it read, and can you see them?
2. Which cells did it change? Is there a change log?
3. Can you undo one edit without losing the rest?
4. Who signs off before numbers leave the building?

Judge it by its audit trail, not its demo.