vics Technology

AI Workbook · For team leads and practitioners

The repetitive work of Monday morning, in five exercises.

A hands-on AI workbook. Paste each prompt into the AI your company already uses, and work through it with a real task from this week.

01
Paste
Into the AI you use, word for word

02
Score
Check the result on three points

03
Record
Time and score show your next step

Open this file in Chrome. Drag the downloaded file into a Chrome window, and your checkmarks and entries are scored automatically on page 8.

05 Five exercises

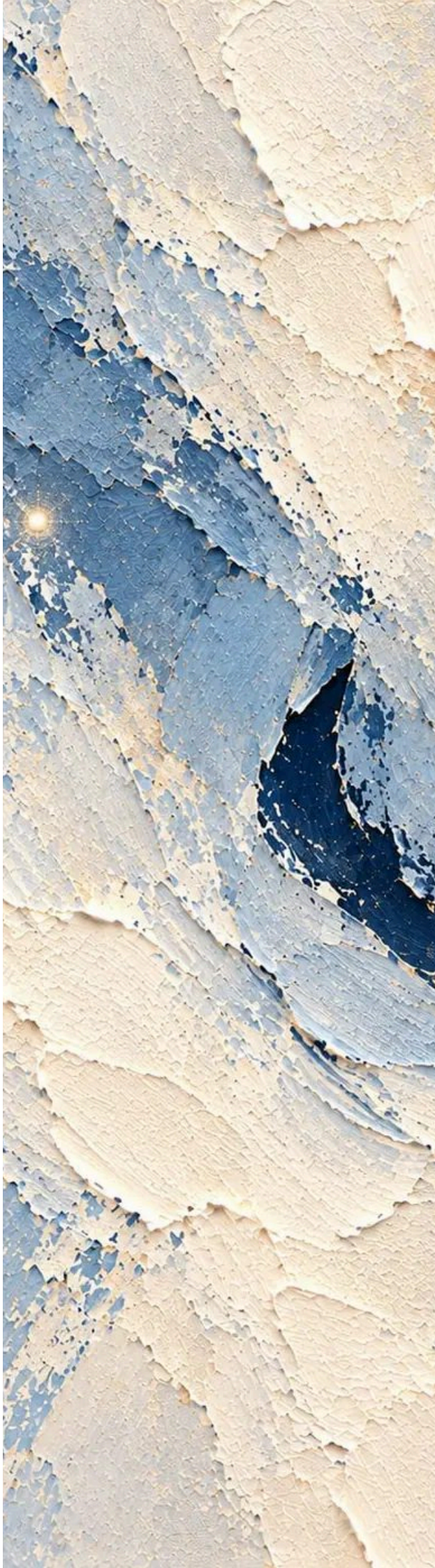
01 **Five team reports on one page**

02 **A meeting transcript into an action list**

03 **Find the drops in your sales spreadsheet**

04 **A one-page competitor briefing**

05 **Notes into a draft approval request**



00 How to use

One exercise at a time, with a real task from this week.

01

Pick an exercise

Start with the exercise closest to something you have to do this week. You don't need to go in order.

02

Paste it into your AI

Copy the prompt into the AI chat you already use. Change only the orange [ ] fields to fit your work.

03

Score and record

Check the result on three points, then write down your usual time and this time. Read your score on page 8.

Where do I paste it?

Any AI chat you already use

Open a new chat, paste the prompt first, then paste your material below it.
You can also upload files if your tool allows it.
Use an AI with web search for Exercise 04.

What should I open it in?

Drag it into a Chrome window

Click a box to check it, and type numbers and notes on the lines. Your entries carry over to the record sheet on page 8, where the score is calculated automatically.
When you finish, save it with the download button at the top right in Chrome.
In Preview on Mac, count your score by hand.

Before you start

Practice only in AI tools your company has approved. Remove sensitive details such as customer names, contact information, and contract values, or replace them with placeholders. Treat whatever the AI produces as a draft. A person does the final check before anything goes out.

01	Combine five team members' weekly reports into one page in your company format	Documents
02	Turn a one-hour meeting transcript into a table of decisions, owners, and deadlines	Meeting notes
03	Find where this month fell below last month in a sales spreadsheet	Data analysis
04	Summarize three competitors' recent moves on one page, with sources	Research
05	Turn a few lines of notes into a draft approval request	Writing

Five team reports, on one page.

01

> Monday, 9 a.m. Five weekly reports sit in email, chat, and spreadsheets. One is three lines, another two pages. You need one page before the 10 a.m. meeting.

What you need

The original reports (sensitive details removed) · The section names of your weekly report template

Try it

Copy and paste this into the AI you use — Change only the orange [ ] fields

Combine the five weekly reports below into one page using our weekly report template.
Template sections: **[Done this week / Next week / Issues & help needed / Schedule risks]**
Rules
1. Group by project, not by person.
2. Don't add anything that isn't in the reports. Mark missing information as "Needs confirmation."
3. Put schedule risks at the top.
[Paste the team reports here]

Score yourself

- [ ] Grouped by project, not by person
- [ ] No sentence that isn't in the original reports
- [ ] Gaps are marked "Needs confirmation"

Time

Usual _____ min

This time _____ min

Count until the edited result is ready to send.

If the result looks off

If one project shows up under several people, add this to the prompt: **"Merge reports about the same project into one."**

One step further

Share these sections with your team. If everyone reports in them from the start, there's less to rearrange on Monday morning.

Notes: one prompt line to change next time

A meeting transcript, into an action list.

02

> The one-hour meeting is over. Next morning, someone asks, “So who’s doing what, by when?” Nobody remembers exactly.

What you need

A text transcript of the meeting recording (from your recording app’s transcription feature) · Attendee names

Try it

Copy and paste this into the AI you use — Change only the orange [ ] fields

Summarize the meeting transcript below.
1. Decisions made: one per line
2. Action items table: Task | Owner | Deadline
3. Open questions, and who to ask about each one next
If an owner or deadline isn't in the transcript, don't make one up. Write "TBD."
Attendees: **[Paste names]**
[Paste the transcript]

Score yourself

- [ ] Every task has an owner (or “TBD”)
- [ ] Decisions and discussion are kept apart
- [ ] No deadline that isn’t in the transcript

Time

Usual _____ min

This time _____ min

Count until the edited result is ready to send.

If the result looks off

If speakers get mixed up, paste the transcript as “Name: what they said,” or add **“If you can’t tell who said something, write ‘Unknown speaker.’”**

One step further

Send the finished action list to every attendee on the day of the meeting. Fewer people will ask “Who’s doing what?” the next morning.

Notes: one prompt line to change next time

03 Data analysis

Your sales spreadsheet: find what dropped.

03

> Your CEO asks, “Why are we down from last month?” The spreadsheet has twelve tabs, and there’s no time to rebuild the pivot tables.

What you need

Monthly sales file, Excel or CSV (customer names replaced) · Two months to compare · An AI that accepts files

Try it

Copy and paste this into the AI you use — Attach the file first

Find the three items in the attached file that fell the most from **[last month]** to **[this month]**.
For each item, tell me:
1. How much it fell (amount and percentage)
2. Which region, product, or customer the drop came from
3. What additional data I'd need to confirm the cause
Don't guess at causes. Include only what the file shows.
At the end, add one bar chart and a three-line summary I can send to our CEO.

Score yourself

- [ ] Two numbers I checked against the file match
- [ ] What the file shows is kept apart from guesses
- [ ] The three-line summary can go out without edits

Time

Usual _____ min

This time _____ min

Count until the edited result is ready to send.

If the result looks off

If the numbers don’t match the source, add **“Show your calculations step by step in a table”** to find where it went wrong.

One step further

Use the same prompt next month and keep the result tables in one file. With the same format each time, you can compare the months side by side.

Notes: one prompt line to change next time

Competitor moves, briefed on one page.

04

> Friday, 4 p.m. “Can you put together one page on what competitors are doing before next week?” You open and close twenty search tabs.

What you need

The names of three competitors · One thing you especially want to know · An AI tool with web search

Try it

Copy and paste this into the AI you use — Turn on web search first

Make a one-page briefing on what **[Company A, B, C]** have done in the last three months.
Sections: New products & features / Pricing changes / Customers & partners / What it means for us
Rules
1. End every factual sentence with a source link and date.
2. Leave out anything you can't find a source for.
3. "What it means for us" is opinion. Put it last, on its own, without sources.
4. What we especially want to know: **[e.g., whether they're moving into the public sector]**

Score yourself

- [ ] Every factual sentence has a source link and date
- [ ] I opened two links, and the content matches
- [ ] No news older than three months

Time

Usual _____ min This time _____ min

Count until the edited result is ready to send.

If the result looks off

If a link is dead or doesn’t match, delete that sentence and add this line: **“Mark anything without a source as ‘Unverified.’”**

One step further

Add three lines about your own product and ask **“Where do they overlap with us? One line each.”** That gives you talking points for the meeting.

Notes: one prompt line to change next time

05 Writing

From notes
to an approval request.

05

> You need approval to buy new equipment. You open last year's request and change the dates, amounts, and items one by one. The morning is gone.

What you need

Notes on the request (item, quantity, estimated cost) · Your company's section order for approval requests

Try it

Copy and paste this into the AI you use — Change only the orange [ ] fields

Using the notes below, draft an internal approval request (a purchase request memo) for our company.
Format: **[Subject / Purpose / Background / Request (item, quantity, estimated cost) / Expected benefit / Attachments]**
Rules
1. Concise, formal business tone. One page or less.
2. Use only the amounts and quantities I give you. Leave any missing numbers blank as [ ].
3. Right under the subject, add a one-line summary for the approver to read first.
[Paste your notes here]

Score yourself

- [ ] No numbers other than the ones I gave
- [ ] Sections follow our company's usual order
- [ ] The approver can read it in under three minutes

Time

Usual _____ min

This time _____ min

Count until the edited result is ready to send.

If the result looks off

If the tone is inconsistent or doesn't match your company's format, paste one of last year's requests (sensitive details removed) as an example.

One step further

Save the prompts that work in a shared team document. For the next request, swap in your new notes and paste.

Notes: one prompt line to change next time

06 Record and score

After the five exercises, put it in numbers.

Your checkmarks and entries from each exercise carry over to this table. No need to fill them in again.

Exercise	Task	Usual	This time	Score	Again next week
01	Weekly reports on one page	_____ min	_____ min	☐ ☐ ☐	☐
02	Transcript → action list	_____ min	_____ min	☐ ☐ ☐	☐
03	Sales spreadsheet analysis	_____ min	_____ min	☐ ☐ ☐	☐
04	Competitor briefing	_____ min	_____ min	☐ ☐ ☐	☐
05	Approval request draft	_____ min	_____ min	☐ ☐ ☐	☐

Usual total
_____ min

This-time total
_____ min

Time saved
Usual total − this-time total
_____ min

Total score
1 checked box = 1 pt
_____ / 15

Totals and the score calculate automatically in Chrome and Adobe Acrobat Reader. In Preview on Mac, add them up by hand.

What your score says about the next step

One point per box: five exercises × three boxes = 15 points. Did only some exercises? Count your missed boxes instead.

13–15 pts 0–2 missed

Ready to share with the team

Start with a task you checked "Again next week," and pass its prompt to one teammate.

8–12 pts 3–7 missed

Fix one line per exercise

Redo exercises with a blank box, adding the "If the result looks off" line to the prompt.

0–7 pts 8 or more missed

The AI doesn't know you yet

Paste your template's section names and one good sample document along with the prompt.

Of the tasks with all three boxes checked, share the biggest time-saver first. A first try may run long while you tune the prompt. Time it again next week. Still slower? Clean up the source material first.

Task to share with the team first
_____

One more thing for team leads

Have two team members do the same exercise separately, then compare the results side by side. If one prompt gives two different results, that difference is what your team should align on first when using AI together.

For one person, once, a prompt is enough.
For a team, every week, it isn't.

When a team uses AI for the same work every week, problems show up that a single prompt can't solve. **Yurika** is the AI Agent for Work that VICS built for this.

	When a team does this every week	With Yurika
01	Everyone uses their own prompts and templates, so the same report varies by person.	An admin puts your templates and reference materials in an agent pack, and the whole team gets that format.
02	Meeting notes end up scattered across individual AI chat histories.	Results are kept together in one repository and stay there even when the person in charge changes.
03	Numbers from internal systems get exported to a file and uploaded again, every time.	Ask in plain language, and get answers as charts from the internal databases your admin has registered.
04	Public information and internal documents are searched separately, then matched up by hand.	Searches public and internal sources together, within user permissions, and shows the source documents.
05	Results get copied and pasted back into your company's template files.	Get Word, Excel, PowerPoint, and PDF files directly.

Yurika · AI Agent for Work

Want your team doing these five exercises every week?

Book a consultation, and we'll walk through an agent pack setup that fits your team's work.

Book a consultation →

Yurika handles your organization's work from day one, with agent packs that know your company's templates, materials, and workflows.



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