

MINIMUM LEVEL

ZERO TO AI: WEEK 13

YOUR SIGNATURE AI-ASSISTED PROJECT

TIME COMMITMENT: 60-90 minutes

LEARNING OUTCOME:

Improve one existing deliverable using AI and create a simple before/after summary demonstrating your AI capability.

STEP-BY-STEP INSTRUCTIONS

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STEP 1: Select Existing Deliverable (10 min)

- Review work from the past month
- Choose one document/report/analysis to improve
- Confirm it's something you can enhance in 40-60 minutes

TEMPLATE: Project Selection Worksheet

Document/deliverable I'm improving:

Why I chose this:

Current state (what's weak or missing):

STEP 2: Identify Improvement Opportunities (15 min)

- Review the document and note what could be better
- Identify 2-3 specific areas where AI can add value
- Decide which AI tool you'll use for each improvement

TEMPLATE: Project Selection Worksheet

Improvement 1:

What: _____

AI tool to use: _____

Improvement 2:

What: _____

AI tool to use: _____

Improvement 3:

What: _____

AI tool to use: _____

STEP 3: Use AI to Enhance (40-60 min)

- Work through each improvement using your chosen AI tools
- Save the enhanced version as a new file
- Take one screenshot showing your AI interaction

Note: Don't aim for perfection. Aim for "demonstrably better."

STEP 4: Create Before/After Summary (10 min)

- Write 3 sentences documenting the change
- Save to your portfolio folder

TEMPLATE: Before/After Summary

BEFORE:

(What was the original state? What was weak?)

WHAT I DID:

(How did I use AI? Which tools? What was the approach?)

AFTER:

(What's improved? What's the result?)

WHAT SUCCESS LOOKS LIKE

- Improved one existing deliverable using AI
- Used AI in a demonstrable way (with evidence)
- Documented before/after in 3 sentences
- One portfolio piece you can point to

RECORD YOUR WORK

What I completed:

What worked well:

What was challenging:

Key insight:

REFLECTION

How does this demonstrate my AI capability to someone else?

What will I keep doing based on what worked this week?

What could I have done better? Can I improve this?

NEXT STEPS

- Save this completed guide to your portfolio folder
- Share one learning with your accountability partner
- Download Week 14 guide at zerotai.co.nz/week-14

ADJUSTING YOUR LEVEL

COMPLETED MINIMUM AND HAVE EXTRA TIME? If you finished with time to spare and want to go deeper, download the STANDARD guide and continue from Step 2.

MINIMUM STILL TOO MUCH? That's okay. Complete what you can and document it. Progress beats perfection. You're not being graded.