

ZERO TO AI

WEEK 15 GUIDE

YOUR AI STACK DOCUMENTATION

AMBITIOUS LEVEL · 5 Hours

zerotoai.co.nz/week-15

Find & Replace Before Starting: [XX] → 15 | [WEEK TITLE] → YOUR AI STACK DOCUMENTATION

LEARNING OUTCOME

Create comprehensive 5-8 page documentation covering your complete AI operating system with detailed workflows, integration points, case examples, visual elements, and professional formatting suitable for public sharing or job applications.

STEP 1: Comprehensive Tool Inventory

Time: 45 minutes

- Document all AI tools you've used meaningfully
- Categorize by function and frequency
- Analyse why certain tools work for you
- Document decision criteria for tool selection
- Note tools tried and abandoned (with reasons)

TEMPLATE: Comprehensive Tool Documentation

DAILY TOOLS (Core stack — use almost every day)

TOOL 1: _____

Category: Research / Analysis / Writing / Creation / Review / Other

Specific use cases:

1. _____

2. _____

3. _____

Why this tool excels here: _____

Limitations I've found: _____

Typical usage frequency: _____

Real examples:

TOOL 2: _____

[Same structure repeated for each daily tool]

WEEKLY TOOLS (Regular but not daily use)

[Same documentation structure for 2-3 weekly tools]

SPECIALTY TOOLS (Specific situations only)

[Same documentation structure for 1-2 specialty tools]

TOOL SELECTION CRITERIA

When choosing which AI tool to use for a task, I consider:

1. _____

2. _____

3. _____

4. _____

TOOLS I TRIED BUT DON'T USE

Tool: _____

Why I tried it: _____

Why I stopped: _____

Tool: _____

Why I tried it: _____

Why I stopped: _____

Lesson learned:

STEP 2: Document All Workflows

Time: 90 minutes

- Identify 4-6 workflows to document comprehensively
- Cover different work types (research, analysis, creation, review)
- Document each with detailed steps and timing
- Show integration between tools
- Include variations and decision points

TEMPLATE: Comprehensive Workflow Documentation (Repeat for 4-6 workflows)

WORKFLOW: _____

WHEN I USE THIS WORKFLOW:

FREQUENCY: _____

COMPLEXITY: Simple / Medium / Complex

TRADITIONAL APPROACH (before AI):

Time required: _____

Process: _____

AI-ENHANCED APPROACH (current):

Time required: _____

Time saved: _____

DETAILED STEPS:

STEP 1: [Phase/Action name]

Tool(s): _____

What I do specifically:

How this connects to previous step:

Typical prompts or approach:

Time: _____

Output from this step:

STEP 2: [Phase/Action name]

Tool(s): _____

What I do specifically:

How this connects to previous step:

Typical prompts or approach:

Time: _____

Output from this step:

STEP 3: [Phase/Action name]

Tool(s): _____

What I do specifically:

How this connects to previous step:

Typical prompts or approach:

Time: _____

Output from this step:

STEP 4: [Phase/Action name]

Tool(s): _____

What I do specifically:

How this connects to previous step:

Typical prompts or approach:

Time: _____

Output from this step:

STEP 5: [Phase/Action name]

Tool(s): _____

What I do specifically:

How this connects to previous step:

Typical prompts or approach:

Time: _____

Output from this step:

TOTAL TIME: _____

DECISION POINTS IN THIS WORKFLOW:

If [condition], then I [action]:

If [condition], then I [action]:

QUALITY CHECKS DURING WORKFLOW:

After Step [X]: I check for _____

After Step [X]: I verify _____

REAL EXAMPLE:

Project/Task: _____

Context: _____

How workflow was applied:

Result/Outcome:

COMMON CHALLENGES & SOLUTIONS:

Challenge: _____

Solution: _____

Challenge: _____

Solution: _____

VARIATIONS OF THIS WORKFLOW:

For [situation]: I modify by _____

For [situation]: I modify by _____

STEP 3: Write Detailed Sections

Time: 90 minutes

- Write comprehensive overview
- Detail integration philosophy
- Document quality assurance system
- Explain decision-making framework
- Capture deep lessons and insights
- Add troubleshooting section

MY AI OPERATING SYSTEM: COMPREHENSIVE GUIDE

[Your Name] | [Date] | Version 1.0

TABLE OF CONTENTS

1. Overview & Philosophy
2. Core Tools & Capabilities
3. Standard Workflows
4. Integration & Decision Framework
5. Quality Assurance System
6. Case Examples
7. Lessons Learned & Best Practices
8. Troubleshooting & Common Pitfalls

1. OVERVIEW & PHILOSOPHY

How I approach AI:

My core principles:

1.

2.

3.

What makes my approach distinctive:

2. CORE TOOLS & CAPABILITIES

[Paste comprehensive tool inventory from Step 1]

3. STANDARD WORKFLOWS

[Paste all documented workflows from Step 2]

4. INTEGRATION & DECISION FRAMEWORK

How my tools work together:

My decision tree for tool selection:

START: What type of task is this?

→ If RESEARCH: _____

→ If ANALYSIS: _____

→ If WRITING/CREATION: _____

→ If REVIEW/QA: _____

→ If SPECIALIZED: _____

Pattern 1: _____

When: _____

Tools: _____

Flow: _____

Pattern 2: _____

When: _____

Tools: _____

Flow: _____

5. QUALITY ASSURANCE SYSTEM

My quality control philosophy:

Standard quality checks (I do these for every AI output):

- _____
- _____
- _____
- _____

Situation-specific checks:

For research outputs: _____

For analysis outputs: _____

For written content: _____

For creative work: _____

My review process:

Step 1: _____

Step 2: _____

Step 3: _____

Red flags that trigger deeper review:

- _____
- _____
- _____

When I don't use AI:

6. CASE EXAMPLES

CASE 1: _____

Situation: _____

Challenge: _____

Workflow used: _____

Tools applied: _____

Process:

Outcome:

Time saved: _____ **Quality improvement:** _____

Key learning:

CASE 2: _____

[Same structure for 2-3 more detailed case examples]

7. LESSONS LEARNED & BEST PRACTICES

WHAT WORKS EXCEPTIONALLY WELL:

1. _____

Why: _____

2. _____

Why: _____

3. _____

Why: _____

WHAT I'VE STOPPED DOING:

1. _____

Reason: _____

2. _____

Reason: _____

WHAT I'M STILL EXPERIMENTING WITH:

BEST PRACTICES I'VE DEVELOPED:

- _____
- _____
- _____
- _____

ADVICE FOR SOMEONE STARTING:

1. _____

2. _____

3. _____

MISTAKES TO AVOID:

- _____
- _____
- _____

8. TROUBLESHOOTING & COMMON PITFALLS

WHEN AI ISN'T HELPING:

Problem: AI output is generic or unhelpful

Solution: _____

Problem: AI is hallucinating or making things up

Solution: _____

Problem: AI output misses the point

Solution: _____

Problem: I'm not sure which tool to use

Solution: _____

EFFICIENCY TRAPS TO AVOID:

- _____

- _____
- _____

WHEN TO ABANDON AI AND GO MANUAL:

APPENDIX: PROMPT TEMPLATES

[Include 3-5 standard prompts you reuse regularly]

Template 1: [Name]

Use case: _____

Prompt:

[Continue for other templates]

STEP 4: Add Examples and Visuals

Time: 45 minutes

- Add screenshots of tools in action (if helpful)
- Create workflow diagrams for visual clarity
- Include before/after examples
- Add sample outputs or prompts
- Incorporate any useful visual elements

TEMPLATE: Visual Elements to Consider

WORKFLOW DIAGRAMS:

For each major workflow, consider creating:

- Simple flowchart showing decision points
- Step-by-step visual with tool icons
- Before/after comparison diagram

SCREENSHOTS TO INCLUDE:

- Tool interface showing how you set things up
- Example prompts and responses
- Quality check process in action

- Integration between tools

SAMPLE OUTPUTS:

Include 2-3 examples of:

- Good AI output (with your notes on why it's good)
- Output that needed refinement (showing before/after)
- Complex workflow result

STEP 5: Professional Formatting

Time: 30 minutes

- Design professional cover page
- Add table of contents with page numbers
- Ensure consistent formatting throughout
- Check all examples are clear and complete
- Proofread entire document
- Export as high-quality PDF

TEMPLATE: Professional Formatting Checklist

DOCUMENT DESIGN:

- Cover page with title, your name, date, version
- Table of contents with page numbers
- Consistent heading hierarchy (H1, H2, H3)
- Page numbers in footer
- Your contact info (if sharing externally)

TYPOGRAPHY & LAYOUT:

- Consistent font usage (Verdana or similar)
- Adequate white space between sections
- Clear visual hierarchy
- Bullet points and numbered lists formatted consistently
- Code/prompts in monospace font for clarity

CONTENT POLISH:

- All sections complete
- No placeholder text remaining ([brackets] filled in)

- All examples are real and specific
- Spelling and grammar checked
- Technical terms explained where needed
- Acronyms defined on first use

SHAREABILITY:

- No confidential company information included
- Examples are generic enough to share publicly
- Contact info current (if including)
- File named clearly: "AI-Stack-[YourName]-[Date].pdf"

FINAL CHECKS:

- PDF renders correctly
- All links work (if any included)
- File size reasonable (<5MB)
- Accessible and readable on phone/tablet

WHAT SUCCESS LOOKS LIKE

- Comprehensive tool inventory with decision criteria
- 4-6 detailed workflows documented
- 5-8 page guide with all sections complete
- Case examples with real outcomes included
- Visual elements added for clarity
- Professionally formatted and ready to share
- Good enough to use in job applications

RECORD YOUR WORK

What I completed:

Time invested:

Tool inventory: _____ hours

Workflow documentation: _____ hours

Writing sections: _____ hours

Examples and visuals: _____ hours

Formatting: _____ hours

Total: _____ hours

Most valuable insight from creating this:

What surprised me about my system:

How I plan to use this documentation:

Feedback received (if shared):

REFLECTION

Question 1

What does this comprehensive documentation reveal about my AI expertise level?

Question 2

If I were presenting this to senior leadership or in a job interview, what would be my key talking points?

Question 3

How could my system scale if others in my organisation adopted similar approaches?

Question 4 (Optional)

What's missing from my system that I should develop next?

NEXT STEPS

Save this completed guide to your portfolio folder

- Save AI stack documentation (high-quality PDF)
- Share with 3-5 people for feedback
- Update progress tracker
- Consider posting publicly (LinkedIn, personal website, Medium)
- Update CV/LinkedIn with "Documented AI operating system"
- Use in next job application or performance review
- Download Week 16 guide at zerotoai.co.nz/week-16

ADJUSTING YOUR LEVEL

Ambitious too ambitious this week?

The STANDARD guide delivers excellent value in 2 hours with 3-4 pages. You can always expand it later.

ALL LEVELS ARE LEGITIMATE.

A simple 2-page guide (MINIMUM) can still be powerful and shareable. Choose what fits your capacity.