

ZERO TO AI
WEEK 15 GUIDE
YOUR AI STACK DOCUMENTATION
MINIMUM LEVEL · 60 Minutes

zerotoai.co.nz/week-15

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

LEARNING OUTCOME

Create a simple 2-page guide listing your daily AI tools and one workflow example, making your approach shareable and practical.

STEP 1: List Your Daily Tools

Time: 15 minutes

- Identify 3-5 tools you use most frequently
- Focus on what you actually use, not what you've tried
- Be honest about your real daily toolkit
- Write them down with names

TEMPLATE: Tool List

TOOL 1: _____

What I use it for (one sentence):

TOOL 2: _____

What I use it for (one sentence):

TOOL 3: _____

What I use it for (one sentence):

TOOL 4: _____

What I use it for (one sentence):

TOOL 5: _____

What I use it for (one sentence):

STEP 2: Write Use Cases

Time: 20 minutes

- For each tool, expand on when you use it
- Be specific (not "I use it for writing")
- Include one real example per tool
- Keep it practical and honest

TEMPLATE: Use Case Description Format

TOOL 1: _____

When I use it: _____

Why this tool for this task: _____

Real example: _____

TOOL 2: _____

When I use it: _____

Why this tool for this task: _____

Real example: _____

TOOL 3: _____

When I use it: _____

Why this tool for this task: _____

Real example: _____

STEP 3: Document One Workflow

Time: 20 minutes

- Choose one task you do regularly
- Break it into 3-4 steps
- Show which AI tool you use at each step
- Keep it simple and clear

TEMPLATE: Simple Workflow Diagram

WORKFLOW FOR: _____

(Example: "Research and write a competitor analysis")

STEP 1: _____

Tool I use: _____

What I do: _____

STEP 2: _____

Tool I use: _____

What I do: _____

STEP 3: _____

Tool I use: _____

What I do: _____

STEP 4 (if needed): _____

Tool I use: _____

What I do: _____

TIME: This process takes approximately _____ with AI (vs. _____ without AI)

STEP 4: Review and Save

Time: 5 minutes

- Read through your documentation
- Check that it's clear enough for someone else to follow
- Save as PDF or shareable Google Doc
- Add to portfolio folder

TEMPLATE: 2-Page Stack Guide (Final Format)

MY AI STACK

[Your Name] | [Date]

TOOLS I USE DAILY:

1. [Tool name]: [What I use it for — one sentence]
2. [Tool name]: [What I use it for — one sentence]
3. [Tool name]: [What I use it for — one sentence]

EXAMPLE WORKFLOW: [Task name]

Step 1: [What I do] using [Tool]

Step 2: [What I do] using [Tool]

Step 3: [What I do] using [Tool]

Step 4: [What I do] using [Tool]

Time: Approximately [X] minutes with AI

ONE KEY LESSON:

WHAT SUCCESS LOOKS LIKE

- Listed 3-5 daily AI tools with specific use cases
- Documented one complete workflow with 3-4 steps
- Created shareable 2-page guide
- Saved to portfolio folder

RECORD YOUR WORK

What I completed:

What was easy to document:

What was harder to articulate:

Key insight or learning:

REFLECTION

Question 1

Looking at my documented system, what does it reveal about how I actually work?

Question 2

If someone followed my workflow, would they understand why I use AI this way?

NEXT STEPS

- Save this completed guide to your portfolio folder
 - Save AI stack documentation (PDF or Google Doc)
 - Share with one person to get feedback
 - Download Week 16 guide at zerotoai.co.nz/week-16
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ADJUSTING YOUR LEVEL

Completed Minimum and have extra time?

Download the STANDARD guide and add more workflows and detail.

Minimum still too much?

Document just 2-3 tools and one simple workflow. Even basic documentation is valuable.