ZERO TO AI

WEEK 15 GUIDE

YOUR AI STACK DOCUMENTATION

STANDARD LEVEL · 2 Hours

zerotoai.co.nz/week-15

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

LEARNING OUTCOME

Create a comprehensive 3-4 page AI stack guide documenting your tools, use cases, workflows, integration points, quality control, and lessons learned, formatted as a shareable resource.

STEP 1: Inventory Your Actual Usage

Time: 30 minutes

- ☐ List all AI tools you've used in past month
- ☐ Categorize by frequency (daily/weekly/specialty)
- ☐ Identify which ones actually matter
- ☐ Be honest about what you use vs. what you tried once

TEMPLATE: Tool Categorization Framework

DAILY TOOLS (Use almost every workday):

1. _____

   Primary uses: _____

2. _____

Primary uses: _____

3. _____

Primary uses: _____

WEEKLY TOOLS (Use regularly but not daily):

1. _____

Primary uses: _____

2. _____

Primary uses: _____

SPECIALTY TOOLS (Use for specific situations):

1. _____

When I use it: _____

2. _____

When I use it: _____

TOOLS I TRIED BUT DON'T USE:

(Note these briefly to explain why they didn't stick)

_____

_____

STEP 2: Document Workflows

Time: 45 minutes

☐ Choose 2-3 common workflows to document

☐ Break each into clear steps

☐ Show which tools you use at each step

☐ Include timing and integration points

WORKFLOW 1: _____

PURPOSE/WHEN I USE THIS: _____

_____

STEPS:

1. [Step name]: _____
   Tool(s) used: _____
   What I do: _____

   _____

   Time: _____

2. [Step name]: _____
   Tool(s) used: _____
   What I do: _____

   _____

   Time: _____

3. [Step name]: _____
   Tool(s) used: _____
   What I do: _____

   _____

   Time: _____

4. [Step name]: _____
   Tool(s) used: _____
   What I do: _____

   _____

   Time: _____

   TOTAL TIME WITH AI: _____
   TOTAL TIME WITHOUT AI (estimate): _____

REAL EXAMPLE:

_____

_____

_____

COMMON PITFALLS IN THIS WORKFLOW:

STEP 3: Write Guide Sections

Time: 40 minutes

- ☐ Write overview of your AI operating system
- ☐ Document core tools and use cases
- ☐ Explain integration points between tools
- ☐ Describe quality control approach
- ☐ Capture key lessons learned

TEMPLATE: 3-4 Page Guide Structure

MY AI OPERATING SYSTEM

[Your Name] | [Date]

OVERVIEW

How I work with AI:

_____

_____

_____

CORE TOOLS & USE CASES

[Tool 1]
- What it is: _____
- When I use it: _____
- Why this tool: _____
- Example: _____

[Tool 2]
- What it is: _____
- When I use it: _____
- Why this tool: _____
- Example: _____

[Tool 3]

- What it is: _____
- When I use it: _____
- Why this tool: _____
- Example: _____

[Continue for all core tools]

STANDARD WORKFLOWS

[Paste your documented workflows from Step 2 here]

INTEGRATION POINTS

How my tools work together:

_____

_____

_____

Example of integrated workflow:

_____

_____

QUALITY CONTROL

How I ensure AI outputs are good:

☐ _____

☐ _____

☐ _____

☐ _____

My review process:

_____

_____

What I always double-check:

_____

_____

LESSONS LEARNED
What works well:

_____

_____

What doesn't work (what I've stopped doing):

_____

_____

What I'm still figuring out:

_____

_____

Advice for someone starting:

_____

_____

_____

STEP 4: Format and Finalize

Time: 15 minutes

- ☐ Review entire guide for clarity
- ☐ Check that workflows are easy to follow
- ☐ Add any missing examples
- ☐ Format as professional PDF or Google Doc
- ☐ Make it shareable

FORMATTING TIPS:
- Use clear headers for each section
- Include white space for readability
- Bold tool names for easy scanning
- Use bullet points for lists
- Keep paragraphs short (3-4 sentences max)
- Add a table of contents if 4+ pages
- Include your contact info if sharing externally

WHAT SUCCESS LOOKS LIKE

- ☐ Inventoried and categorized all tools by usage
- ☐ Documented 2-3 complete workflows
- ☐ Created 3-4 page guide with all sections
- ☐ Included real examples from actual work
- ☐ Formatted as shareable document

RECORD YOUR WORK

What I completed:

_____

_____

What was most valuable to document:

_____

_____

What surprised me about my system:

_____

Key insights or learnings:

_____

_____

Feedback from person I shared with (if applicable):

_____

REFLECTION

Question 1
What does my documented system reveal about my strengths with AI?

_____

_____

Question 2
Where could my system be improved or expanded?

_____

_____

Question 3
If I were explaining this to a colleague, what would I emphasise?

_____

_____

NEXT STEPS

- ☐ Save this completed guide to your portfolio folder
- ☐ Save AI stack documentation (PDF or shareable Google Doc)
- ☐ Share with 2-3 people for feedback
- ☐ Update progress tracker
- ☐ Consider posting publicly (LinkedIn/personal site)
- ☐ Download Week 16 guide at zerotoai.co.nz/week-16

ADJUSTING YOUR LEVEL

Completed Standard and have extra time?

Download the AMBITIOUS guide to add more workflows, visual elements, and case examples for a comprehensive 5-8 page document.

Standard too ambitious this week?

The MINIMUM guide creates value in 60 minutes. All levels are legitimate.