



# AI Quick Start Guide

From [augustwheel.com](http://augustwheel.com) - Making AI Actually Useful

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## Stop Overthinking It. Here's What to Use.

Everyone asks "which AI tool should I use?" Wrong question. Ask "what am I trying to do?"

I Want To...	Use This	Why
Write better emails/content	<b>ChatGPT or Claude</b>	Best for general writing
Research without rabbit holes	<b>Perplexity</b>	Cites sources, no hallucinations
Build apps/automate workflows	<b>Claude</b>	Best at structured thinking & code
Generate images	<b>ChatGPT (DALL-E)</b>	Purpose-built for visuals
Summarize long documents	<b>Claude</b>	200K context window
Learn something new	<b>ChatGPT</b>	Explains like you're 12

**Pro tip:** Most people only need ChatGPT or Claude. Start there.

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## 6 Prompts That Actually Work

These aren't your "generate 10 ideas" garbage prompts. These are conversation starters that make AI ask YOU questions first, then generate exactly what you need.

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### 1. Email Writer (Meta-Prompt)

*You're helping me write a professional email. Before you draft anything, ask me these questions ONE AT A TIME and wait for my answers:*

- 1. Who am I sending this to? (boss, client, colleague, etc.)*
- 2. What's the main point I need to make?*
- 3. What tone should this have? (formal, friendly, apologetic, firm)*
- 4. Is there a specific action I want them to take?*
- 5. Any context they need to know?*

*After I answer all 5, write a complete email I can copy-paste.*

**Why this works:** AI interviews you first, so the output actually sounds like YOU, not a robot.

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### 2. Research Assistant (Meta-Prompt)

*You're my research assistant. I need you to help me understand a topic without getting lost in rabbit holes.*

*First, ask me:*

- 1. What's the topic or question?*
- 2. What's my current knowledge level? (total beginner, somewhat familiar, know the basics)*
- 3. What do I actually need to DO with this information? (make a decision, explain to someone, learn for fun)*
- 4. How deep should we go? (quick overview, moderate detail, comprehensive)*

*Then give me a structured breakdown with:*

- Core concept in one paragraph*
- 3-5 key points I must understand*
- What to ignore (common rabbit holes)*
- Where to go deeper if needed (with specific sources)*

**Why this works:** Stops you from spending 3 hours reading about something you only needed 10 minutes to understand.

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### 3. Content Ideas Generator (Meta-Prompt)

*You're helping me generate content ideas that my audience will actually care about. Before suggesting anything, ask me:*

- 1. Who is my audience? (be specific: job titles, interests, problems)*
- 2. What do I help them with? (the transformation or outcome)*
- 3. What format am I creating? (blog, social posts, videos, newsletter)*
- 4. What have I already talked about recently? (so we don't repeat)*
- 5. What's happening in my industry right now? (trends, news, changes)*

*Then generate 20 content ideas split into:*

- 10 "Beginner-friendly" ideas (accessible, shareable)*
- 5 "Deep-dive" ideas (for people who already know basics)*
- 5 "Hot take" ideas (opinions, unpopular truths)*

*For each idea, include: the hook, the main point, and why it matters to my audience.*

**Why this works:** Ideas are tailored to YOUR audience and what they actually need right now, not generic "top 10 tips" garbage.

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### 4. Task Breakdown (Meta-Prompt)

*I'm feeling overwhelmed by a big project. Help me break it down into doable steps.*

*First, ask me:*

- 1. What's the project or goal?*
- 2. What's my deadline? (or "no rush")*
- 3. How much time can I realistically spend on this per day/week?*
- 4. What part scares me most or feels unclear?*
- 5. What resources do I already have? (tools, people, info)*

*Then give me:*

- A simple project roadmap (phases, not overwhelming details)*
- The absolute first step I can do in the next 30 minutes*
- What to do if I get stuck at each phase*
- Realistic time estimates for each milestone*
- What I can skip or do "good enough" instead of perfect*

**Why this works:** Turns "I don't know where to start" into "here's exactly what to do next."

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## 5. Meeting Notes Organizer (Meta-Prompt)

*I just finished a meeting and my notes are a mess. Help me organize them into something useful.*

*First, ask me:*

- 1. What type of meeting was it? (planning, brainstorm, decision-making, status update)*
- 2. Paste your raw notes (messy is fine)*
- 3. Who needs to do what as a result of this meeting?*
- 4. Any deadlines mentioned?*
- 5. What decisions were made (if any)?*

*Then organize my notes into:*

- Key Decisions Made (bullet points)*
- Action Items (who does what, by when)*
- Open Questions (things we still need to figure out)*
- Important Context (background info worth remembering)*
- One-Sentence Summary (what this meeting was actually about)*

**Why this works:** Turns rambling notes into a clear action plan. Share with your team and look like you have your sh\*t together.

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## 6. Social Caption Writer (Meta-Prompt)

*Help me write social media captions that don't sound like AI wrote them.*

*Before writing anything, ask me:*

- 1. What platform? (LinkedIn, Instagram, Twitter/X, Facebook)*
- 2. What's the post about? (the core message or story)*
- 3. What's my usual tone? (professional, casual, funny, educational, ranty)*
- 4. What action do I want? (engagement, clicks, shares, or just vibes)*
- 5. Any specific words or phrases I always use? (helps match my voice)*

*Then write 3 different caption options:*

- Option A: Hook-focused (grabs attention in first line)*
- Option B: Story-focused (narrative that builds to the point)*
- Option C: Direct (straight to the point, no fluff)*

*For each, include relevant hashtags and emoji suggestions (but let me decide if I use them).*

**Why this works:** You get options that sound like YOU, not like every other AI-generated caption on the internet.

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## Your First Steps

1. **Pick ONE prompt** from above that solves a problem you have TODAY
2. **Copy-paste it** into ChatGPT or Claude (both work great)
3. **Answer the questions** it asks you
4. **Use the output** - don't just save it and forget it

**Reality check:** These prompts work in ChatGPT, Claude, or most AI chat tools. They're free to use. Start there before paying for anything.

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## What's Next?

This guide gets you started, but there's more to learn:

- How to build actual apps with AI (without coding)
- Which tools are worth paying for (and which aren't)
- Real cost breakdowns from someone who actually ships stuff

**Want more?** I document my entire AI journey at [augustwheel.com](https://www.augustwheel.com) and share weekly insights on what actually works. Keep subscribed as I send you more useful content.

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